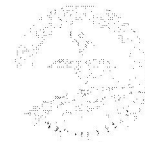




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



April 12, 2018

DIVISION MEMORANDUM

No. 215 s. 2018

**SUBMISSION OF 3RD QUARTER SCHOOL MONITORING AND EVALUATION
ADJUSTMENT (SMEA) CONSOLIDATED REPORT FOR TEACHERS AND 1ST
QUARTER SIP-AIP FOR SCHOOL HEADS, SY 2017-2018**

To: Public Elementary & Secondary School Heads
All Others Concerned

1. To assess the progress of school operations and classroom instruction in public schools for School Year 2017-2018, this Office announces the submission of 3rd Quarter School Monitoring and Evaluation Adjustment (SMEA) Consolidated Report for Teachers and 1st Quarter SIP-AIP for School Heads using the Offline MEA Generator and SIP-AIP Tool **on or before April 18, 2018.**
2. Use the attached sample template for Concerns, Issues, Gaps and Problems (CIGPs) which need to be elevated to the higher Office.
3. For information, dissemination and compliance


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent 

Sample Template

Name of School _____

Area of Concern	CIGPs	Factors/Causes	Proposed Resolution/Action	Timeline for Resolution
1. School Operation				
1.1. SIP-AIP implementation				
1.2. Utilization of Division/School MOOE				
2. Classroom Instruction				
2.1.				
2.2.				