



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Division of City Schools – City of Tagbilaran

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. **013**, s. 2021

January 18, 2021

**MECHANICS FOR THE CONDUCT OF THE SCHOOL MONITORING,
 EVALUATION & ADJUSTMENT (SMEA) IN THE NEW NORMAL**

To: All Public Elementary and Secondary School Heads
 Members, Division & School MEA Teams
 All Others Concerned

1. School MEA shall be conducted every quarter of school year 2020-2021 and shall start in October 2020 until an official notice of a new school year shall be announced by the central office. The new schedule shall be observed:

Quarter	Period Covered	SMEA Presentation to School Stakeholders	Submission of Consolidated Report to DO- MEA Team
Q1	October - December	January 15-30	February 2
Q2	January - March	April 15-30	May 2
Q3	April - June	July 15-30	Aug 2
Q4	July - September	October 15-30	November 2

2. The School MEA Team headed by the School Head shall collect data of the following indicators for Quarter 1 of SY 2020-2021 for analysis and presentation to the School Stakeholders. The following indicators are:

KRA 1- ACCES	KRA 2 – QUALITY	KRA 3 - GOVERNANCE
1. Enrollment by Gender 2. Enrollment from Private School 3. Feeding Program 4. Learners At-Risk of Dropping 5. Failure Rate 6. No. of Contact Days 7. List of 4Ps Enrolled and their status	1. MPS for the first grading for the following: Kindergarten Elementary Junior HS- Senior HS 2. Least Learned Skills 3. SHS Research	1. Awards/Recognition Received 2. Stakeholders Support 3. Instructional Supervision Learning Action Cells 4. Self Learning Modules (SLMs) Distribution and Retrieval

3. Templates of the above indicators as well as the SMEA Log Sheets can be accessed through the link below:

<http://bit.ly/39Mc8P3>



4. School Outputs on data of each KRAs and Log Sheets on Issues will be emailed to Liza E. Maquiling, Education Program Specialist II at liza.maquiling001@deped.gov.ph on or before the due date. For Quarter 1 the deadline of submission of SMEA report will be on or before **February 2, 2021**.
5. Expenses relative to and in the conduct of the School MEA shall be chargeable to School MOOE and local funds subject to the usual accounting and auditing rules and regulations.
6. Schools are required to observe the minimum health standard during the entire duration of the SMEA activities.
7. Immediate dissemination and compliance of this memorandum is desired.



JOSEPH IRWIN A. LAGURA, Ph D
Schools Division Superintendent
Office of the Schools Division Superintendent



Annex 1 (SMEA - Template 2A)

SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA) LOG SHEET FOR ISSUES

School:	TYPE YOUR SCHOOL NAME HERE	Division:	
Month/Year:		School Year:	

		CHALLENGES/ISSUES ENCOUNTERED By KRAs	Actions taken to RESOLVED the Issue:	UNIT/PERSON
KRA 1 - ACCESS	1			
KRA 2- QUALITY	1			
KRA 3- GOVERNANCE	1			
Other factors AFFECTING THE SCHOOL IN THE NEW NORMAL	1			
	1			

Prepared by:

TYPE YOUR NAME HERE
Principal I

ANNEX 2 - SMEA Template 2B

SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA) LESSONS LEARNED

1	2	3
FACILITATING FACTORS	HINDERING FACTORS	LESSONS LEARNED
Type directly the factor here...	Type directly the factor here...	Type directly the lesson here...
Type directly the factor here...	Type directly the factor here...	Type directly the lesson here...

ANNEX 3 - SMEA Template 3

SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA) PROJECT COMPLETION REPORT

PROJECT TITLE	<i>* Title of the SBM-Grant Fund Project as stated in the approved project proposal.</i>
PROJECT LOCATION	<i>* Name of School and Address</i>
PROJECT SUMMARY	<p><i>* This is mainly drawn from the approved project proposal and may include:</i></p> <ul style="list-style-type: none"> <i>- Background or context of the Project (includes relevance of the Project to problems identified in the SIP)</i> <i>- Project Objectives</i> <i>-Project description (i.e. technical, organizational, leadership, logistics, human resource, etc.)</i> <i>-Strategies and methods utilized</i> <i>-Project beneficiaries</i> <i>-Project cost and financing arrangement</i> <i>-Intended significance of the results of the Project to the School</i>
ACTUAL RESULTS or Outcomes of the Project	<p><i>* Describe the changes by comparing the conditions of project beneficiaries before, during and after the project implementation. Changes may be in quantitative or qualitative terms or a combination of both (i.e., improvement in learning achievement rate, reduction in dropout rate, change from negative to positive behavior, change from restraining to facilitating learning environment, etc.)</i></p> <p><i>* Compare the intended significance of the Project with the actual results and explain the variance, if any</i></p> <p><i>* Cite critical incidents, if available</i></p>
PROBLEMS Encountered and Solutions Applied	<i>* Describe the problems encountered and their context in the different stages of project implementation, the solutions applied and the results of the application of each solution.</i>
LESSONS LEARNED (including best practices and lessons)	<p><i>* Describe what lessons may be learned by the school/other schools/DepEd from the results of this Project, with particular attention to "best practices". The description should be supported by documentary evidence, if possible, such as written report, still photos or video takes. The following are some of the sample areas where lessons learned may be written;</i></p> <ul style="list-style-type: none"> <i>-Pedagogy of teaching-learning;</i> <i>-Project implementation organization;</i> <i>-Selection of project implementers;</i> <i>-Project leadership (i.e.,directing, motivating, coordinating, controlling, etc.);</i> <i>-Breadth and depth of stakeholders participation;</i> <i>-Logistics and school facilities support;</i> <i>-Beneficiary selection;</i> <p><i>* Negative experiences may also be written so that others may learn from them. This will give the lessons on what not to do the next time around.</i></p>