



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

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 332 s. 2022

September 7, 2022

**CONDUCT OF SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA)
 SCHOOL YEAR 2022-2023**

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

- School MEA shall be conducted every quarter of School Year 2022-2023.
- The new schedule shall be observed this school year and shall remain in effect until new provisions will be issued by the Central/ Regional Office.

Quarter	Period Covered	SMEA Presentation to School Stakeholders	Submission of Pertinent Report (soft copy in google sheets/ forms) to DO MEA Team
1 st Q	August – September- October	November 15-25	November 30
2 nd Q	November-December-January	February 15-25	February 28
3 rd Q	February- March- April	May 15-25	May 30
4 th Q	May-June-July	August 15-25	August 31

3. School MEA Team headed by the School Head shall collect data of the given indicators for Quarter 1, School Year 2022-23 for analysis and presentation to the School Stakeholders.

KRA 1- ACCESS	KRA 2- QUALITY	KRA 3 GOVERNANCE
1.Enrollment by Gender 2.Enrollment from private School 3.Feeding Program 4.Learners at risk of Dropping out 5.No. of Contact Days 6. 4Ps Enrollees	1.MPS for Q1 for Kindergarten, Elementary, Junior HS, Senior HS 2. Least Learned Skills 3. SHS Research	1. Awards and Recognition Received 2. Stakeholders Support 3. Instructional Supervision 4. Learning Action Cell



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4. School Heads are advised to utilize the same templates provided in the previous school year.
5. For immediate dissemination and compliance.

A handwritten signature in blue ink, appearing to be 'J. Lagura', with a long vertical line extending upwards from the top of the signature.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 