DIVISION MEMORANDUM
NO. 248 s. 2019

To:  
Assistant Schools Division Superintendent
     Chiefs, SGOD and CID
     Education Program Supervisors
     Public Schools District Supervisors
     SDO Unit/Section Heads
     Public Elementary and Secondary School Heads
     All Others Concerned

From:  
SOCORRO V. DELA ROSA, CESO V
     Schools Division Superintendent

Subject:  
QUARTERLY SCHOOL/DISTRICT/DIVISION MONITORING, EVALUATION AND
ADJUSTMENT FOR CY 2019
(SMEA, DsMEA, DMEA)

Date:  
August 2, 2019

1. This is to inform the field that this Office shall conduct the 2019 Quarterly School, District, and Division Monitoring, Evaluation, and Adjustment (SMEA/ DsMEA/ DMEA) in response to Regional Memorandum No.18, s. 2019, re: CY 2019 Quarterly RMEA in ROV.

2. The main objective of MEA is to ensure ADJUSTMENT, ENHANCEMENT, and IMPROVEMENTS that will lead towards the attainment of OBJECTIVES.

3. The Schedule of the 3rd Quarter MEA activities are as follows:

   School MEA – September 11 – 12, 2019
   District MEA – September 18 – 19, 2019
   Division MEA – September 24 – 25, 2019
   Inter – SDO Validation – to be validated by
   MASBATE CITY DIVISION – October 1 -2, 2019
   Regional MEA – October 8 – 9, 2019

4. For the effective implementation of SMEA, DsMEA, and DMEA activities in the schools, district, division offices, please see Enclosures below:

   Enclosure No. 01 – Guidelines in the conduct of the School/ District/ Division Monitoring, Evaluation, and Adjustment (SMEA, DsMEA, DMEA)
   Enclosure No. 02 – KPIs to be presented for the 3rd Quarter MEA
   Enclosure No. 03 – Activity Flow of the Actual MEA

5. For information, guidance and strict compliance of all concerned.
GUIDELINES IN THE CONDUCT OF THE
SCHOOL/ DISTRICT/ DIVISION MONITORING, EVALUATION, AND ADJUSTMENT
(SMEA/ DsMEA/ DMEA)

1. OVERVIEW

To ensure that quality in the delivery of basic education services and implementation of program and projects is attained, the division shall conduct a quarterly assessment of performance of the school and division using the MEA technology. The MEA activity follows a set of systematic procedures as shown below:

The monitoring Evaluation and Adjustment (MEA) Technology is used as:

a) For SDO:
   - TA and feedback and enhancement mechanism to ensure that technical support to schools are relevant, timely and working; and
   - Document significant gains, stories, or best practices

b) For Schools:
   - Feedback and enhancement mechanism to ensure the effectiveness of the teaching and learning process; and
   - Ensure the holistic response to problems affecting teaching and learning process

2. STEPS IN THE CONDUCT OF MEA ACTIVITY:
   A. PRE – MEA ACTIVITY
      To facilitate the preparation of the M & E reports, this Office advises ALL CONCERNED PERSONNEL to follow the deployment charts below:
1. Gathering of Data and Information from Schools using the data for every quarter.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>School Head</th>
<th>PSDS w/ the DsQMT</th>
<th>SM M&amp;E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START</strong></td>
<td>Accomplish the Teacher's M&amp;E Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit School Report on KPIs and Consolidated Teacher's M&amp;E</td>
<td>Consolidates the School's report on KPIs and consolidated data from Teacher's</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Accomplish the Form on KPIs and others</td>
<td>Submit the district consolidated report on KPIs and consolidated data form (subject for validation by the CID Chief)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consolidates the Teacher's M&amp;E Report (MEA Forms 1&amp;2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receives district consolidated reports (hard and soft copy)</td>
<td>- One week before the scheduled Division MEA.</td>
<td></td>
</tr>
</tbody>
</table>

2. Gathering of data from SDO Personnel on Physical Accomplishments based on KRAs.

<table>
<thead>
<tr>
<th>SDO Personnel</th>
<th>Chief of the FD</th>
<th>SM M&amp;E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START</strong></td>
<td>Accomplish the Individual Contextualized DMEA Matrix 01</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consolidates the submitted quarterly report per personnel</td>
</tr>
<tr>
<td></td>
<td>Accomplishes the DMEA matrices</td>
<td>Consolidates the M&amp;E report of the 3 functional Division (One week before the end of the quarter)</td>
</tr>
<tr>
<td></td>
<td>Prepares the M&amp;E Report for the Functional Division for presentation during the DMEA Activity</td>
<td>Prepares the M&amp;E Report on Physical Accomplishment per KRA of the SDO Personnel</td>
</tr>
<tr>
<td></td>
<td>Conducts validation of the M&amp;E report within each functional division</td>
<td>B</td>
</tr>
</tbody>
</table>
Gathering of data from the PMIS Focal Person/s on Physical and Financial Accomplishments based on the approved and uploaded WFP to the PMIS CY 2019.

**PMIS Focal Person/s**

- Coordinates with and facilitates the generation & preparation of the WFP/PMIS report per functional division

**Head of the FD (OSDS, CID, SGOD)**

- Gather reports on accomplishments of the outputs/activities listed in the 2019 approved WFP
- Accomplishes the DMEA matrices
- Conducts validation of the DMEA reports
- Submit the accomplished DMEA MATRICES

**SM M&E**

- Receives accomplished DMEA matrices by FDs
- Prepares the Division WFP Physical and Financial Accomplishments

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4. DMEA Matrices 5A, 5B, 5C – 2, 5D, 5E, and Analysis of Findings for Matrix – E (Graphical Presentation of Status of Financial Performance and Analysis of Funds Utilization rate) are to be accomplished by the concerned personnel from the Budget and Finance Units.

5. DMEA Matrix 6 is to be accomplished by the Division Planning Officer and AO IV of Personnel Section.

**B. ACTUAL MEA**

- **For School MEA**

<table>
<thead>
<tr>
<th>MEA DESIGN</th>
<th>Objectives and Activity Flow</th>
<th>Person In – Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening</td>
<td>Objectives and Activity Flow</td>
<td>Person In – Charge</td>
</tr>
<tr>
<td>2. Presentation by Schools</td>
<td>Each Grade level Chairman/Head Teacher/Master Teacher presents their findings on KPIs and others using the data on SMEA Forms 1-8 (ppt presentation)</td>
<td>Grade level Chairman/Head Teacher/Master Teacher (whichever is applicable)</td>
</tr>
<tr>
<td>3. Discussion of Presentation</td>
<td>Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)</td>
<td>School Head, Asst. Principal (if applicable)</td>
</tr>
<tr>
<td>4. Synthesis of Discussion</td>
<td>A Synthesizer listens to all presentations and discussions and gives summary of the main points made.</td>
<td>To be assigned by the School Head</td>
</tr>
<tr>
<td>5. Agreements</td>
<td>The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs</td>
<td>School Head</td>
</tr>
</tbody>
</table>

- **For District MEA**

<table>
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<tr>
<th>MEA DESIGN</th>
<th>Objectives and Activity Flow</th>
<th>Person In – Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening</td>
<td>Objectives and Activity Flow</td>
<td>Person In – Charge</td>
</tr>
<tr>
<td>2. Presentation by Schools</td>
<td>Each School Head presents their</td>
<td>School Head w/ the School M&amp;E</td>
</tr>
<tr>
<td>3. Discussion of Presentation</td>
<td>Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)</td>
<td>PSDS w/ the DaQMT</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4. Synthesis of Discussion</td>
<td>A Synthesizer listens to all presentations and discussions and gives summary of the main points made.</td>
<td>To be assigned by the PSDS</td>
</tr>
<tr>
<td>5. Agreements</td>
<td>The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs</td>
<td>PSDS</td>
</tr>
</tbody>
</table>

> For SDO MEA

<table>
<thead>
<tr>
<th>MEA DESIGN</th>
<th>Objectives and Activity Flow</th>
<th>Person In – Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Opening</td>
<td>Each FD presents their findings on KPIs, Progress Markers, Target Group profile and Physical and Financial Accomplishments, etc</td>
<td>Chief of FDs, PSDSs, and Support Division</td>
</tr>
<tr>
<td>2. Presentation by Functional Division and Support Units (Personnel/PO &amp; Finance)</td>
<td>Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)</td>
<td>Discussion Leaders Chief of the FDs, ASDS, SDS</td>
</tr>
<tr>
<td>3. Discussion of Presentations</td>
<td>A Synthesizer listens to all presentations and discussions and gives summary of the main points made.</td>
<td>To be assigned</td>
</tr>
<tr>
<td>4. Synthesis of Discussion</td>
<td>The SDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs</td>
<td>Schools Division Superintendent Asst. Schools Division Superintendent</td>
</tr>
</tbody>
</table>

**B. POST MEA**
- Status Report (Issues and Concerns, TA Needs per level of governance)
- Plan Adjustment
- Technical Assistance Plan
- Recommendations for policy formulation/customization

**II. COMPOSITION OF PARTICIPANTS IN THE REGULAR MEA ACTIVITY**

**SCHOOL MEA**
- School Head, School M&E Coordinators and all Teachers
  - **Discussion Leader:** School Head

**DISTRICT MEA** (no proxy allowed)
- All School Heads and School M&E Coordinators
  - **Discussion Leaders:** Public School District Supervisor
    Assigned Education Program Supervisor

**DIVISION MEA** (no proxy allowed)
- Presenters: PSDSs & Assigned EPS in the District
  - Chief of CID, SGOD, & OSDS
  - Representative
  - Section/Unit Heads of Personnel and Finance
  - Section
  - All Education Program Supervisors
  - Unit/Section Heads
  - TWG
  - **Discussion Leaders:** SDS, ASDS, & Chief of FDs
### KPIs TO BE PRESENTED FOR THE 3rd QUARTER MEA (July to September, 2019)

<table>
<thead>
<tr>
<th>3rd Quarter</th>
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</thead>
<tbody>
<tr>
<td>July to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2019</td>
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</tr>
</tbody>
</table>

**ACCESS:**
- Enrolment
- No. of Drop-outs
- No. of SARDO/PARDO
- No. of SW and Wasted

**QUALITY:**
- No. of Learners w/ Falling Grades
- No. of Non-Numerates
- No. of Non Readers
- 1st Quarter PT Results

**GOVERNANCE:**
- SBM Level of Practice
- Liquidation of MOOE
- SIP/AIP Physical and Financial Accomplishments
- Private Schools & Non-DepEd Schools (SHS) w/ & w/out Authority to Operate (SY 2019 – 2020)
- (For SDO personnel refer to DMEA Forms (KRA/PPAs/OPCRIF/IPCRIF/AIP)
- No. of AR/ATC

<table>
<thead>
<tr>
<th>SMEA</th>
<th>DsMEA</th>
<th>DMEA</th>
<th>RMEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>September</td>
<td>September</td>
<td>October</td>
</tr>
<tr>
<td>11-12,</td>
<td>18-19,</td>
<td>24-25,</td>
<td>8-9,</td>
</tr>
<tr>
<td>2019</td>
<td>2019</td>
<td>2019</td>
<td>2019</td>
</tr>
</tbody>
</table>

Inter-SDO Validation to be by Masbate City Division

October 1-2, 2019
ACTIVITY FLOW OF ACTUAL MEA

The conduct of Actual MEA shall follow the activity flow below:

a) Opening Program (15 minutes)
b) Overview of the MEA activity (10 min.)
c) MEA Proper
   1. Presentation by Functional Division (Chief & PSDS for CID)
      15-20 minutes, using the MEA templates
         > Summary of Physical and Financial Accomplishment (Matrix 01)
         > Status of Physical Accomplishments (Matrix 02-E1)
         > Status of Identified Unaccomplished Outputs (PPAs) (Matrix 03-A)
         > Value Added Contributions (Matrix 04-A)
         > Analysis and Findings on Quantitative Information for the
            Quarter/Cumulative (Matrix 07 – A)
         > Issues, Concerns, Recommendations/Proposed Solutions (Matrix 08-A)
         > Lessons Learned (Matrix 09-A)
         > Recommendations for Adjustment
         > Personnel Requirement and Deployment
         > Fund Utilization
         > Recommendation for Plan Adjustment

   2. Interface/Discussion c/o Discussion Leaders (15 min. – to be done after each
      presentation

   3. Synthesis (5 minutes)

   4. Agreements (5 minutes)

   5. Summary of Synthesis (15 minutes) to be facilitated by the M&E Coordinador

d) Top Management Response

e) Closing Program
### Teacher’s M&E Report

**Name:**

**School:**

**Advisory Class:**

**Quarter:**

**Calendar Year:**

### Classroom Management

1. **Percent of Monthly Attendance**

<table>
<thead>
<tr>
<th>Yearly Enrollment</th>
<th>Ave. Monthly Attendance</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
</table>

2. **On Tardiness and Cutting Classes**

<table>
<thead>
<tr>
<th>Classes Handled</th>
<th>Number of Learners who always cut classes</th>
<th>Number of Learners who are frequently late</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month</td>
<td>Month</td>
</tr>
</tbody>
</table>

Common Reasons for Absences:

Interventions/Actions Taken:

### Nutritional Status

<table>
<thead>
<tr>
<th>No. of Learners classified as WASTED and SEVERELY WASTED</th>
<th>At the end of the Quarter</th>
<th>In the Baseline Data</th>
</tr>
</thead>
</table>

Interventions/Actions Taken:

### Special Assignments

#### 1. Co-Curricular and Community-Related

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>ROLE/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Co-Curricular Engagement</td>
<td></td>
</tr>
<tr>
<td>Number of Community Activities Participated</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Alternative Delivery Mode System

(MISOSA, Open High School, e-IMPACT, EASE)

<table>
<thead>
<tr>
<th>Program/Project</th>
<th>No. of Outputs</th>
<th>Quarterly TARGET</th>
<th>Accomplished</th>
</tr>
</thead>
</table>

#### 3. Other Programs (DORP, ECARP, and others)

<table>
<thead>
<tr>
<th>Program/Project</th>
<th>No. of Outputs</th>
<th>Quarterly TARGET</th>
<th>Accomplished</th>
</tr>
</thead>
</table>

#### 4. Ancillary Services (Canteen, Guidance, Library, Clinic, School Records, ICT, etc.)

<table>
<thead>
<tr>
<th>Program/Project</th>
<th>No. of Outputs</th>
<th>Quarterly TARGET</th>
<th>Accomplished</th>
</tr>
</thead>
</table>

### Professional Development

1. **Individual Plan for Professional Development (IPPD) Accomplishments**

<table>
<thead>
<tr>
<th>Total No. of IPPD Outputs (TARGET)</th>
<th>No. of IPPD Outputs Accomplished (ACTUAL)</th>
<th>%</th>
</tr>
</thead>
</table>

Interventions/Actions Taken:

**Unresolved Issues and Concerns:**

Recommendations to Address Unresolved Issues/Concerns:

**3. Self-Ratings using Quality Management Appraisal Forms**

<table>
<thead>
<tr>
<th>AVE.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Record Management</th>
<th>Classroom Management – Classroom Practices</th>
<th>Classroom Management: Ensuring and Maintaining Clean, Conducive, Secure, and Energy-Saving Learning Environment</th>
</tr>
</thead>
</table>

**PROFESSIONAL DEVELOPMENT**

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