




September 5, 2017

Division Memorandum  
No. 146, s. 2017

**ORIENTATION-WORSHOP ON SCHOOL MONITORING, EVALUATION  
AND ADJUSTMENT (SMEA)**

To: Acting Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/OICs of the District  
Heads of Public Secondary and Integrated Schools

1. Monitoring, Evaluation and Adjustment (MEA) is designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools in relation to access, quality, and governance.
2. In as much as this office would like to transfer this MEA system to schools, the School Governance and Operations Division (SGOD), in partnership with the Basic Education Sector Transformation (BEST) Program will conduct a three-day **ORIENTATION-WORSHOP ON SCHOOL MONITORING AND EVALUATION (SMEA)** on September 18-20, 2017. The venue will be announced later.
3. Participants to this orientation-workshop include, ten (10) EPS, eleven (11) PSDSs, five (5) OICs of the District, fifty nine (59) Public Secondary and Integrated School Heads, and fifty nine (59) Secondary School ICT Coordinators.
4. The following are expected from the participants after the three-day orientation-workshop:
  - a. demonstrate understanding of the School MEA Framework;
  - b. describe the process flow of SMEA as part of the MEA adjustment system in the division;
  - c. validate the data gathered, consolidate and utilize reporting tools needed to carry out the MEA Process in schools; and
  - d. commit to transfer MEA system in the schools.
5. Participants are advised to bring the following during the said workshop:
  1. Laptop
  2. Extension cord
6. A Registration fee of P1,350. 00 will be charged per participant for three days to cover expenses for snacks, lunch and the venue.
7. Registration, travel and other expenses to be incurred relative to attendance to this orientation-workshop by the School Heads and ICT Coordinators shall be chargeable against school MOOE funds while that of the division office personnel shall be chargeable against the Division INSET Fund subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

  
MIGUEL MAC D. APOSIN, Ed.D., CESO V  
Schools Division Superintendent