



October 30, 2017

Division Memorandum
No. 204, s. 2017

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

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 November 27-29, 2017. The venue will be announced later.
3. Participants to this orientation-workshop include the District MOOE Cluster Heads and the District 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:
 - a. Laptop
 - b. Extension cord
 - c. NAT Results and data on School Performance Indicators (PIs)
6. Expenses relative to the conduct of this activity shall be charged against the Division INSET Fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.


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