



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

November 9, 2020

**DIVISION MEMORANDUM**

No. 146 s. 2020

**INTEGRATION OF THE CONDUCT OF QUARTERLY SCHOOL MONITORING, EVALUATION, AND ADJUSTMENT (SMEA) IN THE OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) OF THE SCHOOL HEADS AND IN THE SCHOOL IMPLEMENTATION PLAN (SIP) AND ANNUAL IMPLEMENTATION PLAN (AIP) FOR THE SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary and Integrated School Heads  
All Others Concerned

1. School Monitoring, Evaluation and Adjustment (SMEA) is designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools. It monitors and evaluates the school performance in implementing plans to ensure efficient and effective fulfillment of the school mandates.
2. Through SMEA, the school will be able to immediately respond to issues and concerns affecting the effectiveness of programs and efficiency of programs delivery to:
  - a. provide immediate feedback on the efficacy and weaknesses of program implementation at the school level vis-a-vis SIP and AIP implementation;
  - b. respond to technical and training needs of teachers; and
  - c. Identify enhancements to educational policies and guidelines.
3. The SMEA in schools shall be conducted every quarter in every calendar year. The school heads shall present the Key Results Areas (KRAs) on ACCESS, QUALITY, and GOVERNANCE with the corresponding Key Performance Indicators (KPIs) in graphical, tabular, and textual Powerpoint Presentation for easy understanding in the delivery of the data elements. In the presentation, the school heads shall invite Public Schools District Supervisor as consultant, SDO Representative, School Planning Team (SPT), Teachers, Guidance Counsellor, School Governing Council (SGC), General PTA Officers, Barangay Officials, Stakeholders, Government Officials, etc. who could contribute to resolve the issues/concerns/gaps/problems of the school reflected in the presentation of the school. The possible interventions provided by the participants shall then be monitored and tracked on the quarterly presentation of the SMEA.




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4. To ensure that all elementary, secondary and integrated school heads shall conduct SMEA every quarter, they shall be required to integrate the conduct of quarter SMEA as one (1) of the objectives in their OPCRf particularly in their Key Result Area (KRA) on School Leadership, Management and Operations, effective school year 2021-2022. Similarly, it must also be incorporated as one (1) of the Programs, Projects and Activities (PPAs) in their School Implementation Plan (SIP) & Annual Implementation Plan (AIP), starting school year 2021-2022.
5. Immediate dissemination of this memorandum is desired.

  
SALVADOR O. OCHAVO JR., EdD, CESO V  
Schools Division Superintendent

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