



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


November 16, 2020

DIVISION MEMORANDUM
No. 148, s. 2020

**DISTRICT DEMONSTRATION OF SCHOOL MONITORING, EVALUATION AND ADJUSTMENT
(SMEA) PROCESS**

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

1. In order to systematize the implementation of School Monitoring, Evaluation and Adjustment (SMEA) and make it official prior to the conduct of the 4th Quarter SMEA on December 2020, all Public Schools District Supervisors (PSDSs) shall identify one (1) elementary/secondary/ integrated school head in every district to demonstrate the conduct of actual Quarter SMEA, on any day from November 23-27, 2020, in which all school heads in every district are required to observe.
2. This activity aims to:
 - a. revisit the SMEA process;
 - b. thresh out issues and concerns on the conduct of SMEA; and
 - c. benchmark best practices in conducting SMEA.
3. Participants to this district level activity are all elementary, secondary and integrated school heads.
4. The conduct of this activity complies with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). All participants are requested to bring their health certificate and required to use face mask, face shield and personal disinfectants (alcohol, sanitizers) at all times.
5. It is understood that in the conduct of this activity there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination of this memorandum is desired.


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

