



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

November 16, 2020

DIVISION MEMORANDUM  
No. 149. 2020

CONDUCT OF THE 4<sup>TH</sup> QUARTER SCHOOL MONITORING, EVALUATION AND ADJUSTMENT  
(SMEA)

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. All elementary, secondary and integrated school heads are directed to conduct the 4<sup>th</sup> Quarter SMEA on December 9-15, 2020.
2. The objectives of this SMEA are:
  - 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. In the preparation of our SMEA Reports to be reported during the SMEA Day, the school Learning Continuity Plan (LCP) and the school head's Office Performance Commitment and Review Form (OPCRF) must be the bases of the physical and financial targets, physical and financial accomplishments, issues encountered and actions taken as well as the hindering and facilitating factors in the implementation of the target activities for the quarter.
4. It is expected that all school data shall be submitted to the district office for consolidation and must be submitted to the division office on or before December 18, 2020. All districts are advised to organize its District Monitoring, Evaluation and Adjustment (MEA) Team and to designate District MEA Coordinator to assist the Public Schools District Supervisors (PSDSs) in consolidating and analyzing the results of SMEA.
5. The District MEA Team must be composed of seven (7) Principals from elementary, secondary and integrated schools in consideration of the Seven (7) Curriculum Support System. Each member should be given one (1) curriculum support system as his or her area of concerns.
6. Attached are the templates to be used for your guidance.
7. All PSDSs with the assistance of the District MEA Teams are enjoined monitor the conduct of SMEA in all schools in their respective districts. It is also suggested that the



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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conduct of SMEA in schools under the leadership of principals who are members of the District MEA Team must be scheduled on the first or second day of the SMEA week, so that they could assist in monitoring the conduct of SMEA in other schools.

8. 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. The possible interventions provided by the participants shall then be monitored and tracked on the quarterly presentation of the SMEA.
9. 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.
10. 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.
11. Immediate dissemination of this memorandum is desired.

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



Enclosure No. \_\_\_\_\_

**TEMPLATES FOR THE 4th QUARTER (October to December 2020) SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA)**

1. Key Performance Indicators (KPIs) – Dependent on the required KPIs to be provided by the RO.
2. Dashboard – Dependent on the required KPIs using your creativity
3. Breakdown KPIs into sub-KPIs – Dependent on the required KPIs using your creativity
4. List of the three (3) prioritized KPIs (If the school has high/ increasing performance on the required KPIs, you shall select / identify three (3) problematic areas in the school as of this quarter (NOT included in the required KPIs but need immediate solutions)
5. Prioritization or segmentation - Dependent on the required KPIs
6. Characterization – In bullet form
7. Field validation- you may conduct interview, FGD or questionnaires (use any data capturing tool)
8. Proposed Interventions - In bullet form
9. Identify your TA Needs and from Whom- In bullet form
10. Reports

**a. SUMMARY OF QUARTERLY ACCOMPLISHMENTS**

KRA	PHYSICAL			FINANCIAL		
	#TARGET ACCOMPLISHMENT	# OF ACTUAL ACCOMPLISHMENT	% OF ACCOMPLISHMENT	AMOUNT TO BE UTILIZED	ACTUAL AMOUNT UTILIZED	% OF UTILIZATION
KRA 1						
KRA 2						
KRA 3						
KRA 4						
TOTAL						

**b. QUARTERLY ACCOMPLISHMENT REPORT**

KRA	PHYSICAL			FINANCIAL		
	List of Activity	STATUS (Accomplished/ Not Accomplished/ On-going/ Rescheduled)	REMARKS (Give details regarding the status)	AMOUNT TO BE UTILIZED	ACTUAL AMOUNT UTILIZED	% OF UTILIZATION
KRA1						

**c. SUMMARY OF ISSUES ENCOUNTERED AND ACTIONS TAKEN**

<b>Issues Encountered</b> <b>(Include issues and concerns to be elevated to higher management)</b>	<b>Actions Taken</b>

**d. SUMMARY OF FACILITATING FACTORS**

**FACILITATING FACTORS**

**e. SUMMARY OF HINDERING FACTORS**

**HINDERING FACTORS**