



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

November 18, 2020

DIVISION MEMORANDUM

No. **153** 2020

ADDENDUM TO DIVISION MEMORANDUM NO. 149, S. 2020 TITLED
“CONDUCT OF THE 4TH 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. Relative to the Division Memorandum No. 149, s. 2020 titled “**Conduct of the 4th Quarter School Monitoring, Evaluation and Adjustment (SMEA)**”, attached are the **Key Performance Indicators (KPIs)** to be gathered and the **Monitoring and Evaluation (M&E) Tool** to be used during the conduct of the 4th Quarter SMEA.
2. All other provisions stated in the said Memorandum still remain in effect.
3. Immediate dissemination of this memorandum is desired.


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

NOV 18 2020



4th Quarter (Year-end - October to December)

ACCESS

	Final Enrolment		TOTAL
	Male	Female	
Enrollment :			
1. K to Elementary Grades			
a. Kindergarten			
b. Grade 1			
c. Grade 2			
d. Grade 3			
e. Grade 4			
f. Grade 5			
g. Grade 6			
2. Junior High School			
a. Grade 7			
b. Grade 8			
c. Grade 9			
d. Grade 10			
3. Senior High School (1st sem)			
a. Grade 11			
b. Grade 12			
TOTAL			
	MALE	FEMALE	TOTAL
# of Learners Temporarily			

QUALITY

SELF-LEARNING MODULES

	Total Enrolment	# of copies of SLM Printed/Received	# of copies of SLM Distributed	# of copies SLM Retrieved on Time
Kindergarten				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total				

SBFP IMPLEMENTATION

	# of Recipients	# of bottles/sachets of Milk Received	# of bottles/sachets of Milk Distributed
Kindergarten			
1			
2			
3			
4			
5			
6			
Total			



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MONITORING AND EVALUATION (M&E) TOOL FOR THE CONDUCT OF QUARTERLY SMEA

Name of School: _____

District: _____

Date on the conduct of SMEA: _____

Time Monitored: _____

INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
A. SMEA Preparation				
The School Head & MEA Team...				
1. gathered and consolidated the SMEA reports				
2. prepared SMEA dashboard				
3. broke down KPIs into sub-KPIs				
4. selected three (3) prioritized KPIs				
5. prioritized / segmented the KPIs				
6. characterized the Prioritized KPIs				
7. validated the gathered data				
8. proposed appropriate interventions				
9. identified the TA needed and from whom				
10. sent communication letters/ informed the expected stakeholders or participants regarding the conduct and schedule of the SMEA				
B. SMEA Proper				
B.a. The School Head presented the...				
11. purpose of SMEA				
12. leading indicators for the quarter through a dashboard				
13. three (3) prioritized KPIs				
14. segmentation and characterization per prioritized KPIs				
15. proposed interventions for each prioritized KPIs				
16. TA needs and from whom				
17. accomplishment reports (quarterly, issues encountered, hindering and facilitating factors)				
B.b. The Participants...				
18. participated actively in the discussion				
19. arrived at the venue on time and left after the conduct of the session/activity				
B.c. 20. Observed by the monitoring team				
C. POST SMEA				
The School and MEA Team...				
21. adjusted AIP/ LCP based on SMEA results				
22. finalized the Minutes and Attendance sheets with pictures and other MOVs				

Monitored by: _____
 Name and Signature

Conformed by: _____
 School Head

Noted: _____
 Public Schools District Supervisor

