



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

MAR 25 2022

DIVISION MEMORANDUM

No. 001s. 2022

**CONDUCT OF THE FIRST QUARTER SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA) CONFERENCE FOR CALENDAR YEAR 2022**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Officers-In-charge of the Districts  
Public Elementary, Secondary and Integrated School Heads  
All Others Concerned

1. All elementary, secondary and integrated school heads are directed to conduct the **First Quarter SMEA Conference on April 11-13, 2022.**
2. The objectives of this SMEA Conference are:
  - a. Present the Leading Indicators, physical and financial accomplishments for the 1<sup>st</sup> quarter of CY 2022;
  - b. Identify factors that facilitated and hindered the attainment of targets for the quarter; and
  - c. Discuss issues and actions taken.
3. For this quarter, the SMEA Reports to be presented during the SMEA Conference must be based from the target Programs, Projects and Activities (PPAs) to be done in the months of January, February and March 2022 as indicated in the Basic Education - School Learning Continuity Plan (BE-LCP), Calendar Year 2021 School Head's Office Performance Commitment and Review Form (OPCRF) and 2022 Annual Implementation Plan (AIP).
4. **All Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs) and Officers-in-Charge of the Districts with the assistance of the District MEA Coordinators** are enjoined to monitor and observe the conduct of SMEA Conferences in all schools under their respective district/s.
5. All PSDSs/ OIC of the Districts are requested to schedule the conduct of SMEA of all schools in their assigned district/s. Schedules on the conduct of SMEA in the entire district must be submitted thru the **District MEA Coordinator** to the School Management, Monitoring and Evaluation (SMME) Section of School Governance and Operations Division (SGOD) on or before **April 1, 2022**. The said schedules must be signed by the PSDSs/OIC of the Districts.
6. **The validation of leading indicators and accomplishments for this quarter will be on April 7-8, 2022. The PSDSs/ OIC of the Districts are requested to assign school/s to be validated by each member of the District MEA Team who shall serve as validators.** The purpose of this validation activity is to ensure that the leading indicators and accomplishments are supported with substantial proofs or MOVs.



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



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

7. The flow of activities are as follows:

- a. Short Opening Program
- b. SMEA Conference Proper

b.1. Presentation of the dashboard/ data per KPIs (Leading Indicators) required for the **1<sup>st</sup> quarter. Use graph, segmentation of data (by sex, grade level, by subject) for leading indicators. Provide a comparative analysis for at least two (2) years for applicable indicators.**

b.2. Prioritized KPIs [*The indicators in the KPIs for the 1<sup>st</sup> quarter of 2022 that need immediate intervention/s. In the event that the school has no problem regarding the required KPIs/ Leading Indicators for the quarter, the school must identify for at least two (2) problems encountered this quarter that affect their performance that necessitate direct solutions.*]

**b.3. PRIORITIES, CHARACTERIZATION, PROPOSED INTERVENTION AND DATE OF IMPLEMENTATION AND TA NEEDED**

Prioritized KPI No. 1/2/3	Priorities	Curriculum Support System	Characte- Rization	Proposed Intervention	Date of Implementation	TA Needed	From Whom? & Date

**b.4. SUMMARY OF QUARTERLY ACCOMPLISHMENTS**

KRA	PHYSICAL		
	#Target Activities	#of Actual Accomplishment	%of Accomplishment
KRA1			
KRA2			
KRA3			
KRA4...			

**b.5. SUMMARY OF ACCOMPLISHED ACTIVITIES AND FACILITATING FACTORS**

KRA	Objectives	Target	Accomplished Activities	Actual	Facilitating Factors

**b.6. SUMMARY OF UNACCOMPLISHED ACTIVITIES, ISSUES, HINDERING FACTORS AND ACTIONS TO BE TAKEN**

KRA	Objectives	Target	Unaccomplished Activities	Actual	Issues	Hindering Factors	Actions to be Taken





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

**b.7. Financial Report**

Source of Fund	Amount to be Utilized	Actual Amount Utilized	%of Utilization
1. MOOE			
2. PTA			
3. Alumni			
4. Barangay			
5. SEF			
6. Others (Donated)			
Total			

**b.8. Open Forum**

**b.9. Closing Remarks**

8. Attached are the Key Performance Indicators (Leading Indicators) to be gathered for the first quarter of 2022 (January to March 2022), the Monitoring & Evaluation (M&E) Tool and the Validation Checklist to be used for your guidance. **Cut-off date for the data to be collected is March 30, 2022.**
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 should wear face masks properly at all times.
10. Expenses relative to the conduct of this activity shall be charged against School MOOE funds subject to the usual government accounting and auditing rules and regulations.
11. It is understood that in the conduct of this activity there shall be no discrimination 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.
12. Immediate dissemination of and compliance with this Memorandum are desired.

  
SALVADOR O. OCHAVO JR. EdD, CESO V  
Schools Division Superintendent  
MAR 25 2022

SGOD-SMME





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

Enclosure No. 1

**Leading Indicators for the 1<sup>st</sup> Quarter of 2022**

<b>ACCESS</b>			
<b>1. No. of PARDO/SARDO or NLPA (No Longer Participating in School Activities)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
• Grade 6			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
• Grade 10			
(G7-G10) Total			
• Grade 11			
• Grade 12			
(G11-G12) Total			
<b>GRAND TOTAL</b>			
<b>2. No. of Learners Temporarily Enrolled</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
• Grade 6			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
• Grade 10			
(G7-G10) Total			
• Grade 11			
• Grade 12			
(G11-G12) Total			
<b>GRAND TOTAL</b>			
<b>3. No. of School Leavers (Senior High School only)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
• Grade 11			
• Grade 12			
(G11-G12) Total			
<b>4. No. of ALS learners</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
a. BLP			
b. A and E Elementary			
c. A and E JHS			
<b>Total</b>			



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



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

<b>QUALITY</b>			
<b>1. No. of learners with failing grades</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
<b>A. FIRST grading</b>			
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
• Grade 6			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
• Grade 10			
(G7-G10) Total			
• Grade 11			
• Grade 12			
(G11-G12) Total			
GRAND TOTAL			
<b>No. of learners with failing grades</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
<b>B. SECOND grading</b>			
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
• Grade 6			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
• Grade 10			
(G7-G10) Total			
• Grade 11			
• Grade 12			
(G11-G12) Total			
GRAND TOTAL			
<b>GOVERNANCE</b>			
Source of Fund	Amount to be Utilized	Actual Amount Utilized	Percentage of Utilization
1. MOOE			
2. PTA			
3. Alumni			
4. Barangay			
5. SEF			
6. Others (Donated)			
Total			





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

Enclosure No. 2

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

Name of School: \_\_\_\_\_

District: \_\_\_\_\_

Date on the conduct of SMEA: \_\_\_\_\_

Time Monitored: \_\_\_\_\_

INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
<b>A. SMEA Preparation</b>				
The School Head & MEA Team...				
1. gathered and consolidated the SMEA reports with MOVs				
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 Conference				
<b>B. SMEA Proper</b>				
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				
<b>C. POST SMEA</b>				
<b>The School and MEA Team...</b>				
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



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



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

Enclosure No. 3

**VALIDATION CHECKLIST**

Name of School: \_\_\_\_\_

Date of Validation: \_\_\_\_\_

I. Leading Indicators (for the 4 <sup>th</sup> Quarter)	Mode of Verification			
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		Observation/ Agreement
		YES	NO	
1. XXX				
2. XXX				
3. XXX				

II. KRA & Activity (for the 4 <sup>th</sup> Quarter)	Mode of Verification			
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		Observation/ Agreement
		YES	NO	
<b>a. ACCOMPLISHED ACTIVITIES</b>				
KRA 1				
Activity 1				
KRA 2				
Activity 1				
KRA 3				
Activity 1				
KRA 4				
Activity 1				
<b>b. UNACCOMPLISHED ACTIVITIES (in case there is...)</b>				
KRA 1				
Activity 1				
KRA 2				
Activity 1				
KRA 3				
Activity 1				
KRA 4				
Activity 1				

Validated by: \_\_\_\_\_  
 Name and Signature

Conformed by: \_\_\_\_\_  
 School Head

Noted: \_\_\_\_\_  
 Public Schools District Supervisor

