

## Department of Education

Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

June 14, 2022

DIVISION MEMORANDUM No. 16 .7s. 2022

# CONDUCT OF THE SECOND 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 **Second Quarter SMEA Conference** on **June 23-27, 2022**.
- 2. The following are the objectives of the activity:
  - a. present the leading indicators, physical and financial accomplishments for the 2<sup>nd</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. To ensure that accomplishments are supported with proofs or Modes of Verifications (MOVs), a validation activity will be conducted on **June 21-22**, **2022**. The members of the District MEA Teams will serve as validators during the validation activity.
- 4. All Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs) and Officers-in-Charge of the Districts (OIC) 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. Attached are the Key Performance Indicators (Leading Indicators) to be gathered for the second quarter of 2022 (April to June 2022), validation checklist, Monitoring & Evaluation (M&E) tool and the templates to be used for your guidance. **Cut-off date for the data to be collected is June 20, 2022.**
- 6. The conduct of this activity must comply with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases





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(IATF) and the Department of Health (DOH). All participants should wear face masks properly at all times.

- 7. Expenses incurred related to this activity shall be charged against the School MOOE funds subject to the usual government accounting and auditing rules and regulations.
- 8. 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.
- 9. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V Schools Division Superintendent

JUN 1 4 2022



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Enclosure No. 1

## Leading Indicators for the 2<sup>nd</sup> Quarter of 2022

ACCESS  1. No. of PARDO/SARDO or NLPA	Male	Female	Total
(No Longer Participating in School Activities)			
Kindergarten			
• Grade 1		***************************************	
• Grade 2			
• Grade 3			ka historia agrando esta del del del como portico del del del del del del esta esta esta del del como como esta
• Grade 4			
• Grade 5			
Grade 6			
(K to 6) Total			
• Grade 7			ERECTION AND PROPERTY AND THE SECURITY CONTROL
• Grade 8			
• Grade 9			
• Grade 10			ny taona dia kaominina dia kaominina mpinana ny kaominina mpina dia kaominina mpikambana aominina mpina dia kaominina dia
(G7-G10) Total			
• Grade 11			ay annuan si nashinna asiringin a bungumu nina ana a rai Bhora da Borranjoha uun sembilikan
• Grade 12			
(G11-G12) Total			
GRAND TOTAL			
QUALITY			
1. No. of learners with failing grades (3 <sup>rd</sup> grading)	Male	Female	Total
<ul> <li>Kindergarten</li> </ul>			
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			
GOVERNANCE			
Source of Fund	Amount to be Utilized	Actual Amount Utilized	Percentage of Utilization
1. MOOE	TT DOCUMENTARIO TO SEE FOUNTIARISMOSTICA AND AND AND AND AND AND AND AND AND AN	25.LFET.TISTEED TO FOR THE CONTROL HEIGHT HOUSE THE CONTROL AND	CONTRACTOR COMMISSIONERS DE COMMISSION SUPPLIES PROMISSION DE COMPANION DE L'ARCHITECTURE DE COMPANION E FAIR
2. PTA			
3. Alumni	enterories de grancia de construir en construir de la construir de construir de la construir de construir de c	CORD CHARLE STORES CHARLES OF STREET,	September 1980 (1987) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986) (1986)
4. Barangay			
5. SEF			
6. Others (Donated)			
Total			





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Enclosure No. 2

## **VALIDATION CHECKLIST**

Name of School:	Date of Validation:	

I. Leading Indicators	Mode of Verification					
(for the 1 <sup>st</sup> Quarter)	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards) YES NO		Observation/Agreement		
1. No. of PARDO/SARDO or NLPA (No Longer Participating in School Activities)	<ul> <li>School Consolidated Report on the No. of PARDO/SARDO or NLPA</li> <li>Report on the No. of PARDO/SARDO or NLPA from Class Advisers</li> <li>List of PARDO/SARDO/ NLPA</li> </ul>			**************************************		
2. No. of Learners with Failing Grades (3rd Grading)	<ul> <li>School Consolidated Report on the No. of Learners with Failing Grades (1st Grading)</li> <li>Report on the No. of Learners with Failing Grades from Class Advisers</li> <li>List of Learners with Failing Grades</li> <li>School Quarterly Assessment Report</li> </ul>					
3. FINANCIAL REPORT		4	A			
1. MOOE Fund	Approved MOOE Liquidation Report for the quarter					
2. PTA Fund	Liquidation Report signed by authorized personnel					
3. Alumni Fund, if there's any	Liquidation Report signed by authorized personnel	TO SECULO SEA EL LA COSTA DE SEA ES ESCULOS DE SEGUES DE SEGUES DE SEGUES DE SEGUES DE SEGUES DE SEGUES DE SEG	COUNTY AND THE COUNTY AND THE COUNTY OF THE			
4. Barangay Fund, if there's any	Liquidation Report signed by authorized personnel					
5. SEF, if there's any	Liquidation Report signed by authorized personnel					
6. Others (Donated) , if there's any	Liquidation Report signed by authorized personnel					



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II. KRA & Activity (for the 2nd Quarter)	MOVs Presented	M	Correctness of OV's tandards)	Observation/Agreemen
		YES	NO	- Observation, Agreement
a. ACCOMPLISHED ACTIVITIES				
KRA 1 - Leading Strategically		*		
Activity 1:				
Activity 2:			****	
Activity 3:				
KRA 2 - Managing School Opera	ations & Resources			
Activity 1:				
Activity 2:				
Activity 3:				
KRA 3 - Focusing on Teaching 8	& Learning			
Activity 1:				
Activity 2:				
Activity 3:				
KRA 4 - Developing Self and Ot	thers			
Activity 1:			T	
KRA 5 - Building Connections	900 000 100 100 100 100 100 100 100 100			
Activity 1:			***************************************	
b. UNACCOMPLISHED ACTIVITI	IES (NONE)			
KRA 1 - Leading Strategically				
Activity 1:				
Activity 2:				
KRA 2 - Managing School Opera	ations & Resources			
Activity 1:				
Activity 2:				
KRA 3 – Focusing on Teaching 8	& Learning			
Activity 1:	a bearining			
Activity 2:				
KRA 4 - Focusing on Teaching	& Learning	<u> </u>		T
Activity 1:				
KRA 5 - Building Connections		7	-	
Activity 1:				
Validated by:	Con	formed by	:	
Name and Signatu				ol Head
-	Note	ed:		
	p	ublic Schoo	ols Distric	t Supervisor





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Enclosure No. 3

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

Name of School:	District:	reaches and produce the company of the product and		
Date on the conduct of SMEA:	Time Monitore	ed:		
INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
A. SMEA Preparation	OBSERVED			
The School Head & MEA Team				
1. gathered and consolidated the SMEA reports with MOVs				
2. prepared SMEA dashboard	and the last a street of the s			
3. broke down KPIs into sub-KPIs				are in the name of the contract of the second of the secon
4. selected three (3) prioritized KPIs	A confidence com a constructiva de Articular secularia, escularia de Articularia de Articularia de Articularia			THE RESIDENCE OF THE RE
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. SMEA Proper				
B.a. The School Head presented the				AND THE RESIDENCE OF THE PARTY
11. purpose of SMEA				
12. leading indicators for the quarter through a dashboard	yang (CL) dibumpik (Bitan And Bitan Terli (Bitan Simbo) Artin disulah cikil kelalah kempun melanya	and provided as the collection of the collection of the company of the collection of		et de president de sidde de commente de la comment
13. three (3) prioritized KPIs				***************************************
14. segmentation and characterization per prioritized				A. Co. Library and Co.
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				on Constructive in the Service Construction of the Annie Construction of the Construct
22. finalized the Minutes and Attendance sheets with				
pictures and other MOVs				
Monitored by: Conformed by Name and Signature		ol Head		
	Noted:			
	Public Scho	ols District Superv	isor	



Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

Enclosure No. 4

## Templates to be Used

# 1. 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
							9

## 2. SUMMARY OF QUARTERLY ACCOMPLISHMENTS

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

### 3. SUMMARY OF ACCOMPLISHED ACTIVITIES AND FACILITATING FACTORS

KRA	Objectives	Target	Accomplished Activities	Actual	Facilitating Factors

## 4. 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

## 5. Financial Report

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

