



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

June 14, 2022

DIVISION MEMORANDUM
No. 167s. 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 2nd 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



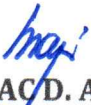

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(IATF) and the Department of Health (DOH). All participants should wear face masks properly at all times.

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 MACD. APOSIN EdD, CESO V
Schools Division Superintendent 
JUN 14 2022





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Enclosure No. 1

Leading Indicators for the 2nd Quarter of 2022

ACCESS			
1. No. of PARDO/SARDO or NLPA (No Longer Participating in School Activities)	Male	Female	Total
• 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			
QUALITY			
1. No. of learners with failing grades (3 rd grading)	Male	Female	Total
• 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			
GOVERNANCE			
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			





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Enclosure No. 2

VALIDATION CHECKLIST

Name of School: _____

Date of Validation: _____

I. Leading Indicators (for the 1 st Quarter)	Mode of Verification			
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		Observation/Agreement
		YES	NO	
1. No. of PARDO/SARDO or NLPA (No Longer Participating in School Activities)	<ul style="list-style-type: none"> ▪ School Consolidated Report on the No. of PARDO/SARDO or NLPA ▪ Report on the No. of PARDO/SARDO or NLPA from Class Advisers ▪ List of PARDO/SARDO/ NLPA 			
2. No. of Learners with Failing Grades (3rd Grading)	<ul style="list-style-type: none"> ▪ School Consolidated Report on the No. of Learners with Failing Grades (1st Grading) ▪ Report on the No. of Learners with Failing Grades from Class Advisers ▪ List of Learners with Failing Grades ▪ School Quarterly Assessment Report 			
3. FINANCIAL REPORT				
1. MOOE Fund	Approved MOOE Liquidation Report for the quarter			
2. PTA Fund	Liquidation Report signed by authorized personnel			
3. Alumni Fund, <i>if there's any...</i>	Liquidation Report signed by authorized personnel			
4. Barangay Fund, <i>if there's any...</i>	Liquidation Report signed by authorized personnel			
5. SEF, <i>if there's any...</i>	Liquidation Report signed by authorized personnel			
6. Others (Donated), <i>if there's any...</i>	Liquidation Report signed by authorized personnel			





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II. KRA & Activity (for the 2nd Quarter)	Mode of Verification			
	MOVs Presented	Authenticity & Correctness of MOV's (Based Standards)		Observation/Agreement
		YES	NO	
a. ACCOMPLISHED ACTIVITIES				
KRA 1 – Leading Strategically				
Activity 1:				
Activity 2:				
Activity 3:				
KRA 2 – Managing School Operations & Resources				
Activity 1:				
Activity 2:				
Activity 3:				
KRA 3 – Focusing on Teaching & Learning				
Activity 1:				
Activity 2:				
Activity 3:				
KRA 4 – Developing Self and Others				
Activity 1:				
KRA 5 – Building Connections				
Activity 1:				
b. UNACCOMPLISHED ACTIVITIES (NONE)				
KRA 1 – Leading Strategically				
Activity 1:				
Activity 2:				
KRA 2 – Managing School Operations & Resources				
Activity 1:				
Activity 2:				
KRA 3 – Focusing on Teaching & Learning				
Activity 1:				
Activity 2:				
KRA 4 – Focusing on Teaching & Learning				
Activity 1:				
KRA 5 – Building Connections				
Activity 1:				

Validated by: _____
 Name and Signature

Conformed by: _____
 School Head

Noted: _____
 Public Schools District Supervisor





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Enclosure No. 3

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

Name of School: _____
 Date on the conduct of SMEA: _____

District: _____
 Time Monitored: _____

INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
A. SMEA Preparation				
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. 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



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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	Characterization	Proposed Intervention	Date of Implementation	TA Needed	From Whom? & Date

2. SUMMARY OF QUARTERLY ACCOMPLISHMENTS

KRA	PHYSICAL		
	#Target Activities	#of Actual Accomplishment	%of Accomplishment
KRA1			
KRA2			
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	Actual Amount Utilized	%of Utilization
1. MOOE			
2. PTA			
3. Alumni			
4. Barangay			
5. SEF			
6. Others (Donated)			
Total			

