



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

December 12, 2022

DIVISION MEMORANDUM
No. 532.s. 2022

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

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools

1. All elementary, secondary, and integrated school heads are directed to conduct the **Fourth Quarter SMEA Conference for CY 2022** on **January 5-6, 2023**.
2. The following are the objectives of the activity:
 - a. present the leading indicators, as well as the physical and financial accomplishments for the 4th 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 **January 3, 2023**. 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 fourth quarter of 2022 (October to December 2022), the validation checklist, the Monitoring & Evaluation (M&E) Tool, and the templates to be used for your guidance. **The cut-off date for the data to be collected is December 16, 2022.**
6. It is expected that in the conduct of this activity, all involved must adhere to 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).
7. Expenses relative to the conduct of this activity shall be charged against the School MOOE funds, subject to usual accounting and auditing rules and regulations.




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8. Immediate dissemination of and compliance with this Memorandum are desired.


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



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Leading Indicators for the 4th Quarter of 2022

ACCESS			
1. No. of Learners Enrolled / Final Enrollment (SY 2022-2023)	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			
ACCESS			
2. No. of Learners Temporarily Enrolled (SY 2022-2023)	Male	Female	Total
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
(G7-G10) Total			
• Grade 11			
(G11) Total			
GRAND TOTAL			
ACCESS			
3. No. of School Leavers (Senior High School only)	Male	Female	Total
• Grade 11			
• Grade 12			
(G11-G12) 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. 1

Leading Indicators for the 4th Quarter of 2022

ACCESS			
1. No. of Learners Enrolled / Final Enrollment (SY 2022-2023)	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			
ACCESS			
2. No. of Learners Temporarily Enrolled (SY 2022-2023)	Male	Female	Total
• Kindergarten			
• Grade 1			
• Grade 2			
• Grade 3			
• Grade 4			
• Grade 5			
(K to 6) Total			
• Grade 7			
• Grade 8			
• Grade 9			
(G7-G10) Total			
• Grade 11			
(G11) Total			
GRAND TOTAL			
ACCESS			
3. No. of School Leavers (Senior High School only)	Male	Female	Total
• Grade 11			
• Grade 12			
(G11-G12) 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. 4

Templates to be Used

1. STATUS OF PRIORITIZED KPI/s FOR THE THIRD QUARTER OF 2022

Prioritized KPI No. 1/2/3 (As of 3 rd Quarter)	Priorities	Curriculum Support System	Characterization	Proposed Intervention	Date of Implementation	Status as of Dec. 16, 2022/Output/Results	Next Step Plan

2. STATUS OF UNACCOMPLISHED ACTIVITIES, ISSUES, HINDERING FACTORS AND ACTIONS TO BE TAKEN FOR THE THIRD QUARTER OF 2022 - if there's any

KRA	Unaccomplished Activities (As of 3 rd Quarter)	Target	Status as of Dec. 16, 2022	Actual	Issues	Facilitating (if already accomplished)/Hindering (if not yet accomplished) Factors	Actions to be Taken (if still not yet accomplished)

3. PRIORITIES, CHARACTERIZATION, PROPOSED INTERVENTION AND DATE OF IMPLEMENTATION AND TA NEEDED (4th Quarter)

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

4. SUMMARY OF QUARTERLY ACCOMPLISHMENTS (4th Quarter)

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



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5. SUMMARY OF ACCOMPLISHED ACTIVITIES AND FACILITATING FACTORS (4th Quarter)

KRA	Objectives	Target	Accomplished Activities	Actual	Facilitating Factors

6. SUMMARY OF UNACCOMPLISHED ACTIVITIES, ISSUES, HINDERING FACTORS AND ACTIONS TO BE TAKEN (4th Quarter)

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

7. Financial Report (4th Quarter)

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			



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Enclosure No. 2

VALIDATION CHECKLIST

Name of School: _____

Date of Validation: _____

I. Leading Indicators (for the 4th Quarter)	Mode of Verification			
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		Observation/Agreement
		YES	NO	
1. No. of Learners Enrolled / Final Enrollment (SY 2022-2023)	<ul style="list-style-type: none"> ▪ School Consolidated Report on the No. of Learners Enrolled/ Final Enrollment (School Form 4) ▪ List of Enrolled Learners from Class Advisers (School Form 4) 			
2. No. of Learners Temporarily Enrolled (SY 2022-2023)	<ul style="list-style-type: none"> ▪ School Consolidated Report on the No. of Learners Temporarily Enrolled ▪ List of Learners Temporarily Enrolled from Class Advisers 			
3. No. of School Leavers (Senior High School only)	<ul style="list-style-type: none"> ▪ School Consolidated Report on the No. of School Leavers ▪ List of School Leavers from Class Advisers 			
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 4th 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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