



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

June 14, 2023

**DIVISION MEMORANDUM**

No. 280, s. 2023

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO.220, S. 2023 TITLED  
“CONDUCT OF THE 2023 SECOND QUARTER SCHOOL MONITORING, EVALUATION  
AND ADJUSTMENT (SMEA)”**

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  
School Heads of Public Elementary, Secondary and  
Integrated Schools  
District MEA Coordinators  
All Others Concerned

1. In reference to Division Memorandum No. 220, s. 2023 titled “Conduct of the 2023 Second Quarter School Monitoring, Evaluation and Adjustment (SMEA)”, please be informed that **expenses incurred relative to the conduct of the above activity shall be charged against the School MOOE Funds subject to the usual accounting and auditing rules and regulations.**
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**SEGUNDINA F. DOLLETE EdD**  
Chief Education Supervisor *TN*  
Curriculum Implementation Division  
In-Charge of the Division



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Republic of the Philippines  
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**SCHOOLS DIVISION OF CAPIZ**

May 15, 2023

**DIVISION MEMORANDUM**

No. 220 s. 2023

**CONDUCT OF THE 2023 2ND QUARTER  
SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA)**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. In consonance with Division Memorandum No. 128, s. 2023 titled “**Guidelines on the Conduct of Division and School Monitoring, Evaluation And Adjustment**”, all elementary, secondary and integrated school heads are directed to conduct their **Second Quarter SMEA** activities on the following schedule:

<b>Date/ Time</b>	<b>Activity</b>	<b>Participants</b>
June 8-9, 2023/ 3:00-5:00 PM	Pre-Work Activities by school	SMEA Team
June 13, 2023 9:00 AM – 5:00 PM	District Validation of Accomplishments	School Heads and District MEA Team
June 14-16, 2023 3:00-5:00 PM	SMEA Proper Reporting	SMEA Team, District MEA Team Representative, other school personnel & external stakeholders

2. All Education Program Supervisors (EPSs) and Public Schools District Supervisors (PSDSs) with the assistance of the District MEA Team members are enjoined to monitor and observe the conduct of SMEA Proper Reporting in all schools under their respective district/s.
3. Attached are the Key Performance Indicators to be gathered for the second quarter of 2023 (April to June 2023), 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 16, 2023.**



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4. 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 (IATF) and the Department of Health (DOH).
5. 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.
6. For more information, contact the School Management, Monitoring and Evaluation (SMME) Section through email at [ronald.dile001@deped.gov.ph](mailto:ronald.dile001@deped.gov.ph) or mobile number 09209831298.
7. Immediate dissemination of and compliance with this Memorandum are desired.

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



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Enclosure No. 1 to Division Memorandum 220, s. 2023

**SECOND QUARTER  
PERFORMANCE INDICATORS**

*(Performance Indicators shall be segmented by grade level, gender, subject area)*

**A. ACCESS**

No.	PERFORMANCE INDICATOR
1	Total No. of ALS Learners with 100% Attendance
2	Total No. of SARDO/PARDO
3	No. of Voucher Recipient Learners With 100% Attendance (Private Schools Only)
4	No. of Learners with Incidence of Tardiness
5	No. of Learners with Incidence of Habitual Absenteeism
6	Total No. of Learners Per Nutritional Status Category
7	Total No. of Classes
8	Total No. of Available Modules

**B. QUALITY**

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On SF9 of Form 138)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	No. of Learning Sessions Conducted (ALS)
4	Reading Level (English And Filipino)
5	No. of Non-Numerates
6	No. of Promoted Learners
7	School Performance In National Assessment -ELLNA and NAT (Depending on the Availability of Result)
8	No. of Instructional Supervision Conducted by School Head
9	No. of Teachers Attended LAC Session
10	No. of Teachers Attended Other Training
11	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
12	No. of Newly Created Teaching Positions Filled-Up
13	Percentage of Learners Enrolled In: SPED, ALS, IPED, ALIVE
14	Percentage of Learners Provided with Learning Resources



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15	No. of Public Schools Provided with Learning Resources
16	No. of Public-School Teachers and Teaching-Related Staff Trained
17	Stakeholders' Participation and Donation
18	No. of School Awards (Students, Teachers, Sh)
19	School-Based Training And Development (LAC And INSET)

### C. EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"
2	Water Sanitation & Hygiene In School Assessment
3	Child Friendly School System

### D. RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Affected and Displaced Learners Retained
2	No. of Bullying And Child Abuse Cases are Acted Upon
3	No. of Schools and Learning Centers Compliant to RBE in the Learning Environment
4	No. of Schools with Very Satisfactory Learners Rating on RBE
5	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency
6	No. of Learners with atleast 80% Learners have improved Health Statistics (BMI)







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Enclosure No. 2 to Division Memorandum 220, s. 2023

**VALIDATION CHECKLIST** (for SMEA only)

BASIC INFORMATION

School : \_\_\_\_\_  
 Date of Conduct of SMEA: \_\_\_\_\_  
 Date of Validation: \_\_\_\_\_  
 Validators: \_\_\_\_\_

I. Leading Indicators (for the ____ Quarter)	Mode of Verification			Observation/Agreement
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		
		YES	NO	



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II. KRA & Activity (WFP-based)	Mode of Verification			Agreement/s
	Available (/) (List down the MOVs)	Not Available (x)	Remarks (Accepted, Not Accepted, For Submission)	

III. FINANCIAL REPORT	Mode of Verification			Observation/Agreement
	MOVs Presented	Authenticity & Correctness of MOVs (Based on Standards)		
		YES	NO	
1. MOOE Fund				
2. PTA Fund				
3. Alumni Fund, <i>if there's any...</i>				
4. Barangay Fund, <i>if there's any...</i>				
5. SEF, <i>if there's any...</i>				
6. Others (Donated), <i>if there's any...</i>	Liquidation Report signed by authorized personnel			



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Enclosure No. 3 to Division Memorandum 220, s. 2023

**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



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**QUARTERLY ACCOMPLISHMENT TEMPLATE**

- 1. STATUS OF PERFORMANCE INDICATORS / ANALYSIS OF KPIS** per quarter (in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements) (for SMEA only)
- 2. PRIORITIES, CHARACTERIZATION, PROPOSED INTERVENTION AND DATE OF IMPLEMENTATION AND TA NEEDED** (for SMEA only)

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

**3. SUMMARY OF ACCOMPLISHMENT**

KRA/ Pillar	Physical			Financial		
	# of Target Activities (Based on Year 1 Annual WFP)	# of Actual Accomplishments	% of Accomplishments	Amount to be Utilized (Based on Year 1 Annual WFP)	Actual Amount Utilized	% of Utilization
Access						
Equity						
Total						



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**4. SUMMARY OF ACCOMPLISHED ACTIVITIES**

KRA/ Pillar	Objectives	Target (Based on Year 1 Annual WFP)	Accomplished Activities	Actual Accomplishment	Facilitating Factors
<u>Access</u>	<u>SO</u>				

**5. SUMMARY OF UNACCOMPLISHED ACTIVITIES**

KRA/ Pillar	Objectives	Target (Based on Year 1 Annual WFP)	Planned Activities (Based on Year 1 Annual WFP)	Actual Accomplishment	Issues	Hindering Factors	Action/s to be Taken
<u>Access</u>	<u>SO</u>						

**6. Financial Report (for SMEA only)**

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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