



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

March 5, 2024

**DIVISION MEMORANDUM**

No. **132**, s. 2024

**CONDUCT OF THE 2024 1ST 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

- In reference to 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 **First Quarter SMEA** activities on the following schedule:

<b>Date/ Time</b>	<b>Activity</b>	<b>Participants</b>
March 14-15 & 18, 2024/ 3:00-5:00 PM	Pre-Work Activities by school	SMEA Team
March 19, 2024 9:00 AM – 5:00 PM	District Validation of Accomplishments	School Heads and District MEA Team
March 20-22, 2024 3:00-5:00 PM	SMEA Proper Reporting	SMEA Team, District MEA Team Representative, other school personnel & external stakeholders

- 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.
- Attached are the Key Performance Indicators to be gathered for the first quarter of 2024 (January to March 2024), 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 **March 15, 2024**.



**Address:** Banica, Roxas City  
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4. 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.
5. 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.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING AND EVALUATION  
LEARNERS  
SCHOOLS



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Enclosure No. 1 to Division Memorandum 132, s. 2024

**FIRST QUARTER  
PERFORMANCE INDICATORS**

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

**ACCESS**

No.	PERFORMANCE INDICATOR
1	Total Enrollment
2	Total No. of Learners at Risk of Dropping Out
3	Total No. of SARDO/PARDO
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

**QUALITY**

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On Sf9 Of Form 138- 2 <sup>nd</sup> Quarter/ 1 <sup>st</sup> Sem)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	Reading Level (English and Filipino)
4	No. of non-numerates
5	No. of Instructional Supervision Conducted by School Head
6	No. of Teachers Attended LAC Session
7	No. of Teachers Attended Other Training
8	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
9	Percentage of Learners Provided with Learning Resources
10	No. of Public-School Teachers and Teaching-Related Staff Trained
11	Stakeholders' Participation and Donation
18	No. of School Awards (Students, Teachers, SH)
19	School-Based Training and Development (LAC And INSET)





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### **EQUITY**

<b>No.</b>	<b>PERFORMANCE INDICATOR</b>
1	No. of Learners Benefiting from "School - Based Feeding Program"
2	Water Sanitation & Hygiene in School Assessment Level
3	Is the school Child Friendly School System compliant?

### **RESILIENCY & WELL-BEING**

<b>No.</b>	<b>PERFORMANCE INDICATOR</b>
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	Does the school obtained a 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 at least 80% Learners Have Improved Health Statistics (BMI)









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Enclosure No. 3 to Division Memorandum **132**, s. 2024

**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
<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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Enclosure No. 4 to Division Memorandum 132, s. 2024

**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	Characte-rization	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						
Quality						
Resiliency & Well-Being						
Governance						
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
Access	<u>SO</u>				
Equity					
Quality					
Resiliency & Well- Being					
Governance					

**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
Access	<u>SO</u>						
Equity							
Quality							
Resiliency & Well- Being							
Governance							

**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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