



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

September 5, 2024

DIVISION MEMORANDUM

No. **519**, s. 2024

**CONDUCT OF THE 2024 3RD QUARTER
SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA)**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
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 **Third Quarter SMEA** activities on the following schedule:

Date/ Time	Activity	Participants
September 16-17, 2024/ 3:00-5:00 PM	Pre-Work Activities by school	SMEA Team
September 18, 2024 9:00 AM – 5:00 PM	District Validation of Accomplishments	School Heads and District MEA Team
September 19-20, 2024 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 fourth quarter of 2023 (October to December 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 September 15, 2024.**



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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 or mobile number 09209831298.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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 519, s. 2024

**THIRD 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 School Leavers <i>(completed last year's grade level but failed to enroll in the next grade/year level for the current school year)</i>
3	Total No. of Repeaters
4	Total No. of Balik-Aral
5	Total No. of Available Modules
6	Total No. of SARDO/PARDO
7	No. of Learners with Incidence of Tardiness
8	No. of Learners with Incidence of Habitual Absenteeism
9	Total No. of Learners Per Nutritional Status Category
10	Total No. of Classes

QUALITY

No.	PERFORMANCE INDICATOR
1	No. of Instructional Supervision Conducted by School Head
2	No. of Teachers Attended LAC Session
3	No. of Teachers Attended INSET
4	No. of Teachers Attended Other Learning & Development Programs (Trainings)
5	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
6	Does the school meet the standard teacher-to-student ratio?
7	Number of Learners Enrolled In: SPED, ALS, IPED, ALIVE
8	Number of Learners Provided with Learning Resources
9	Does the school offer ALIVE, SPED, ALS, and ALS SHS programs?
10	No. of Teaching and Teaching-Related Staff Trained
11	No. of School Awards (Students, Teachers, SH)
12	No. of Classrooms
13	No. of Laboratories
14	Number of teachers with excess teaching loads
15	Number of teachers who are underloads



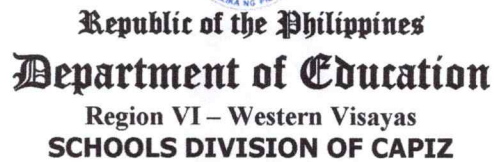
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EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"

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)

**VALIDATION CHECKLIST** (for SMEA only)



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Enclosure No. 3 to Division Memorandum **519**, 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
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 to Division Memorandum **519**, 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 1/2/3	No.	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			