



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM
No. 122, s. 2018

**SCHOOL, DISTRICT, DIVISION and REGIONAL MONITORING, EVALUATION
AND ADJUSTMENT (SMEA, DsMEA, DMEA and RMEA) TOOL
for CY 2018**

To : Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
District Supervisors
Section Heads
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Prior to the RMEA, schools, districts and the division are mandated to submit SMEA, DsMEA and DMEA quarterly reports observing the scheduled dates for CY 2018. See attached schedule and composition of Monitoring and Evaluation Team (MET).
2. Utilize the template/tool issued by the Regional Office—Quality Assurance Division for the quarterly SMEA, DsMEA, DMEA and RMEA. See attached tool.
3. Vis-à-vis the MEA, Technical Assistance (TA) will be provided using the TA Mechanism Manual of Operation tool (Forms 1, 2, 3, and 4) which was shared to your school Google accounts. The different forms can be modified depending on the school's AIP. Common issues of schools not addressed shall be forwarded to the District level, then to the Division and to the Regional level.
4. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent



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Level	Composition of Monitoring and Evaluation Team (MET)	Schedule of MEA and TA			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
School	<p>SMET</p> <p>Small School: (schools with 9-24 teachers)</p> <ol style="list-style-type: none"> 1. SH-chairperson 2. Sch M&T Coordinator 3. Sch. ICT 4. Representatives fr. The SPT (2) <p>Big School: (schools with 25 or more teachers)</p> <ol style="list-style-type: none"> 1. SH-chairperson 2. Sch M&T Coordinator 3. Sch. ICT 4. Representatives fr. The SPT (2) 5. Dep't Heads(HS) and HT/Grade Level Coordinator (ES) 6. Stakeholders (All teachers, SGC Officers, PTA Officers, Brgy. LGU) <p><i>Consultant: DS</i></p>	Apr. 10	July 3	Oct. 2	Dec. 4
School to District	<p>DsMET</p> <ol style="list-style-type: none"> 1. DS-chairperson 2. SHs 3. Stakeholders (DSs, EPSs, All SHs, LGU Officials, Brgy. Capt) <p><i>Consultant: SGOD Chief</i></p>	Apr. 13	July 6	Oct. 8	Dec. 7
District to SDO	<p>DMET</p> <ol style="list-style-type: none"> 1. SGOD Chief-chairperson 2. CID Chief 3. SEPS M&E 4. EPS II-M&E 5. Planning Officer 5. DSs 6. stakeholders (EPSs, AO, all SEPS and EPS II, Unit and Section Heads, Leader/Member of the RFTAD) <p><i>Consultant: ASDS</i></p>	Apr. 19	July 13	Oct. 12	Dec. 12
SDO to RO		Apr. 26	July 20	Oct. 19	Dec. 17

REGIONAL MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (RMEA) QUARTERLY MONITORING TOOL

____ Quarter

DIVISION: _____

1. ENROLLMENT

1A. Public

Enrollment of the Previous Year (1 st Quarter Jan-Mar)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1B. Public

Early Enrollment (1 st Quarter Jan-Mar)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

1C. Private

Enrollment of the Previous Year (Jun-Aug)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1D. Private

Early Enrollment (Jun-Aug)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

2. PERFORMANCE INDICATORS (For A,B - all quarters; For C,D,E - 1st quarter)

	Elementary		Secondary		ALS	SUCS
	Private	Public	Private	Public		
A. Failure Rate	(10/50)100 = 5%					
B. Dropout Rate						
C. Graduation Rate						
D. Promotion Rate						
E. Completion/ Moving up						

Note: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate.)
Example: (10/50)100 = 5%

2A. Data on Failure Rates with corresponding reasons (refer to SF4) (all quarters)

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided
e.g. Teacher is always absent	0	1	

2B. Data on Dropout Rates with corresponding reasons (all quarters)

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided
e.g. Distance from home to school	0	1	

II. PAPS IMPLEMENTATION (ALL QUARTERS)

1. COIRO DOWNLOADED FUNDS

A. Capacity Building Activities (Trainings, Workshops, Seminars)

PAPS	Physical (Indicate number of outputs and pax as applicable)		Financial		Remarks (Reasons for discrepancies)	Ways forward
	Target	Actual	Target	Actual		
e.g. Workshop on Assessment	8 tools 23 pax	6 tools 21 pax	10,000	8,000	<ul style="list-style-type: none"> Lack of working document 	<ul style="list-style-type: none"> Another workshop will be conducted. Give it as an assignment

B. Conferences, Meetings and Orientations

PAPS	Physical (number of pax)		Financial		Remarks/Agreements
	Target	Actual	Target	Actual	

C. Competitions/ Search (all quarters)

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	
e.g. Brigada Eskwela	5 schools	4 schools	10,000	9,000	1 school did not submit letter of intent

C. Competitors/ Search (all quarters)

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	
e.g. Brigada Eskwela	5 schools	4 schools	10,000	9,000	1 school did not submit letter of intent

D. SEF and other sources/donations

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	

III. ISSUES AND CONCERNS BASED FROM ALL DATA ANALYSIS

Issues/Concerns		Recommendations
e.g. Overlapping Activities		Follow the Calendar of Activities