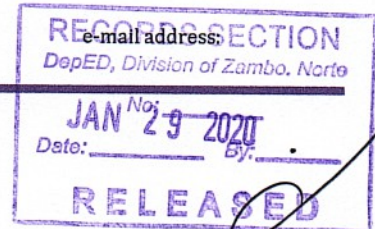




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Division Memorandum  
No. 048 s. 2020

TO: **ASDSs,  
CID & SGOD Chiefs  
PSDSs  
School Heads, Public Elementary & Secondary Schools  
Members, Division MEA Team  
All Others Concerned  
This Division**

FROM: **MA. LIZA B. TABILON EdD, CESO VI**  
Schools Division Superintendent

SUBJECT: **SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA)**

DATE: January 28, 2020

1. Section 3 (f) of Republic Act No. 9155 otherwise known as The Basic Education Act of 2001 provides that the State should encourage local initiatives for the improvement of the schools and learning centers and to provide means by which these improvements may be achieved and sustained;
2. The SMEA is a mechanism contextualized for NORTE in an effort to establish a systematic and continuous gathering, processing, interpreting, analyzing and storing data for informed management decisions geared toward achieving and sustaining the improvements in ZN schools;
3. The following enclosures are herein provided for reference and guidance of all concerned, to wit:
  - i. *Annex -1: Mechanics for the Conduct of SMEA;*
  - ii. *Annex -2: Composition of Division SMEA Task Force;*
  - iii. *Annex -3: Suggested SMEA Forms*
4. Wide dissemination of this Memorandum is desired.

Cc: All Concerned

WHI/SMEAMECHANICS/SGOD-SMME-007/1282020



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**ANNEX 1**

**MECHANICS FOR THE CONDUCT OF SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA)**

1. The SMEA in schools shall be conducted every quarter of calendar year 2020, and beyond;
2. The school community shall review program implementation, gather data and conduct self-assessment. The school quality management team (SQMT) headed by the school head shall organize the data for the SMEA presentation;
3. Please refer to Annex 1.1 for the scoping of SMEA indicators per quarter, for the SMEA Presentation;
4. The school head may invite the SDO representative, district supervisor, school planning or SMEA team, teachers, guidance counselors, school governing council representatives, GPTA officers, barangay officials, stakeholders, government officials, private partners, and other individuals who may have direct control to resolve the issues/concerns/gaps/problems of the school;
5. The school head shall present the key results areas (KRAs) in graphical, tabular and textual **15 to 20 - minute** power point or video presentation for easy understanding in the delivery of the data element;
6. The participants may interact afterwards, to inquire, clarify or better yet offer possible solutions and recommendations to the issues, concerns, gaps or problems. The entire discussion shall be recorded and put in the minutes by the assigned documenter/s;
7. The possible solutions provided by the participants shall be monitored and tracked on the quarterly presentation of the SMEA;
8. After the presentation, the school shall submit the data to the district office. The district quality management team headed by the PSDS shall submit SMEA consolidated report to the SDO. Below is the tabular schedule of key SMEA activities for this year 2020:

QTR	Period Covered	SMEA Presentation to School Stakeholders	Submission of SMEA Report to the PSDS by the School Head	Submission of Consolidated SMEA Report to the SDO by the PSDS
<b>First</b>	Jan-March	March 15-April 2	March 27, 2020	April 3, 2020
<b>Second</b>	April-June	June 15- July 2	June 26, 2020	July 3, 2020
<b>Third</b>	July-Sept	Sept.15 – Oct 2	Sept 25, 2020	Oct 2, 2020
<b>Fourth</b>	Oct.-Dec	Dec-15 –Jan 2, 2021	Dec 18, 2020	Jan 6, 2021

WHI/SMEAFORMSANNE1/SGOD-SMME



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9. The district shall form a district SMEA Task Force headed by the PSDS in order to monitor the conduct of SMEA, accept and consolidate school data, and submit consolidated SMEA data to the SDO;
10. The SDO through the DMEA team shall recognize performing schools, and districts, and identifies schools for intensive monitoring and technical assistance. Mechanics for the recognition shall be provided later on;

WHI/SMEAANNEX1/SGOD-SMME



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**ANNEX 1.1**

**SMEA INDICATORS**

KPI	KRA 1: ACCESS	QUARTER			
		Q1	Q2	Q3	Q4
1	Enrolment by Gender	Q1	Q2	Q3	Q4
2	Nutritional Status	Q1	Q2	Q3	Q4
3	Total No. of Drop Outs	Q1	Q2	Q3	Q4
4	Total No. of Completers	Q1			
5	Total No. of Graduates	Q1			
6	Failure Rate	Q1	Q2	Q3	Q4
7	Retention Rate		Q2		
8	Repetition Rate		Q2		
9	No. of Contact Days Used	Q1	Q2	Q3	Q4
10	Type of Ailments	Q1	Q2	Q3	Q4
11	Children Not in School			Q3	
12	Reasons for not attending school in the current SY			Q3	
13	Attendance	Q1	Q2	Q3	Q4
14	Absences of learners and Recipients of Pantawid Pamilya	Q1	Q2	Q3	Q4
15	Number of Learners who are frequently absent according to reasons	Q1	Q2	Q3	Q4
16	Number of enrolees in the alternative learning systems				Q4
17	Number of enrolees in the Special Curricular Program- Elem			Q3	
18	Number of enrolees in the Special Curricular Program- JHS			Q3	
19	Number of Enrolees in the SHS			Q3	
20	Failure Rate   SHS Specialized Subjects			Q3	
KPI	KRA 2: QUALITY	Q1	Q2	Q3	Q4
1	Literacy Level (Filipino and English)	Q1		Q3	
2	Promotion Rate		Q2		
3	Mean Percentage Score (MPS) Quarterly Exam- all subjects	Q1		Q3	Q4
4	National Achievement MPS				
KPI	KRA 3: GOVERNANCE	Q1	Q2	Q3	Q4
1	No. of Classrooms		Q2		
2	No. of Comfort Rooms		Q2		
3	No. of Armchairs		Q2		
4	No. of Monobloc chairs		Q2		
5	No. of Learner's tables		Q2		
6	No. of Teacher's tables and chairs		Q2		
7	No. of functionality library			Q3	
8	No. of Science Laboratories			Q3	
9	No. of TLE laboratories for Different Specializations			Q3	
10	No. of Teachers with IPCR Performance			Q3	
11	No. of Textbooks per subject area		Q2		
12	Funding Sources		Q2		
13	Awards and recognitions	Q1			
14	Stakeholders Support to Education	Q1	Q2	Q3	Q4
15	Learner-Teacher ratio		Q2	Q3	
16	Learner- Classroom Ratio		Q2		
17	Learner- Toilet bowl Ratio		Q2		
18	Teacher's Professional Development		Q2		Q4
19	Rooms for Ancillary Services/Others		Q2		
20	Instructional Supervision	Q1	Q2	Q3	Q4
21	School Heads Professional Development	Q1	Q2	Q3	Q4
22	Water, Sanitation and Hygiene (Wash Facilities)			Q3	
23	Internet Connectivity			Q3	
24	Electrical Supply		Q2		





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## Annex 2

### COMPOSITION OF THE DIVISION SMEA TASK FORCE

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Consistent with Section 3 (f) of the RA 9155 otherwise known as the Basic Education Act of 2001 and pursuant to the implementation of SMEA mechanism in all schools in this division, this Office hereby creates Division SMEA Task Force, to wit:

Chairperson	:	ASDS MA. JUDELYN J. RAMOS EdD, CESE
Co-Chairperson	:	ASDS LOURMA I. POCULAN, CESE
Asst. Chairperson	:	CES JOY E. LETRAN –SINGSON EMD
Co-Asst Chairperson	:	CES LILIA E. ABELLO, EdD
Program Focal Person:	:	SEPS WILSON H. INDING
Members	:	EPS ERVIE A. ACAYLAR
	:	EPS LEYNIE BOY G. BELLINO
	:	EPS ANITA G. SUBEBE
	:	SEPS LEONIDO A. PAMPILO
	:	SEPS JESSIE E. ELACAN
	:	PO GIPAREL B. ELUMBA
	:	ITO JULIUS O. BELAGANTOL
Secretariat	:	EPS II JED A. NIEVES
	:	GEKABEL M. VELARDE

#### Duties & Functions

- i. Serve as discussant/s or resource person/s during the conduct of SMEA, whenever any member/s is/are invited by the school or district;
- ii. Monitor the conduct of SMEA activities in all schools;
- iii. Provide technical assistance to the School MEA team or the school quality management team in the gathering and organization of data;
- iv. Provide technical guidance to the district MEA team or the district quality management team in the analysis and consolidation of SMEA reports;
- v. Lead in the orientation of districts and schools on the SMEA mechanism;
- vi. Conduct action research on the effects of SMEA to school performance;
- vii. Devise ways to improve the SMEA system as contextualize for more efficient and school-friendly M&E system implementation
- viii. Recommend policy adjustments to the management/higher authority.







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**Annex 3**

**CONTEXTUALIZED SMEA FORMS**

- Form 1: Main SMEA Template of the different KPIs, in Excel form which can be downloaded thru

**[bit.ly/smeatemplate2020](https://bit.ly/smeatemplate2020)**

- Form 2: Suggested Form for the Minutes of the SMEA Conference

Date: _____		Venue: _____		
Time: _____		Minutes taken by: _____		
ISSUES	BY	Discussion & Decision	Responsible	Deadline

\_\_\_\_\_  
 Signature over Printed Name of the Documenter

\_\_\_\_\_  
 Signature over Printed Name of Documenter

NOTED:

\_\_\_\_\_  
 Signature Over Printed Name of the School Head







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**Annex -3.1**

Form 3:

**SMEA CONFERENCE COMPLETION REPORT**

DATE OF PRESENTATION			
LOCATION			
No. of Target Attendees			
No. of actual Attendees			
Source of Funds, if any? How much?			
Actual amount Spent			
<b>ISSUE/Concern</b>	<b>Type ( External /Internal)</b>	<b>Action Taken</b>	<b>Result /Remark</b>
1.			
2.			
3.			
General Comments/Feedbacks			
Recommendation			

Prepared by:

Noted by:

