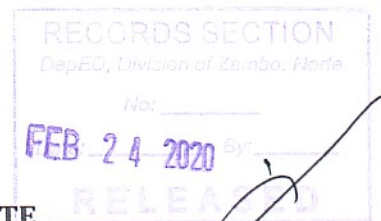




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum

No. 084 s. 2020

TO: ASDSs
Chiefs, SGOD & CID
Members, Division SMEA Task Force
Public Schools District Supervisors
School Heads, Public Elementary & Secondary Schools
All Others Concerned
This Division

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

SUBJECT: **SMEA DISTRICT CASCADING AND BENCHMARKING ACTIVITIES**

DATE: February 18, 2020

1. Subsequent to the successfully-conducted Division Orientation on School Monitoring, Evaluation and Adjustment (SMEA) on February 4, 2020, this Office hereby directs the conduct of (i) the district cascading of SMEA-Norte Framework to the rest of the school heads in the thirty-five (35) districts in your preferred date prior to the commencement of SMEA piloting activities, and (ii) the benchmarking on the conduct of SMEA conferences for the first quarter of CY 2020 in Central and Select High Schools (pilot schools), from March 15 to April 2, 2020;
2. Members of the Division/District SMEA Task Force are henceforth enjoined to monitor the conduct of the subject activities in the districts and schools. Travel expenses which may be incurred in by all concerned shall be charged against Division MOOE or school local funds, as the case may be, subject to the usual auditing and accounting rules and regulations;
3. Please go through the following enclosures, for reference and guidance:
 - i. *Annex 1 - Consolidated Schedule of District SMEA Activities*
 - ii. *Annex 2 - Checklist for SMEA Benchmarking*
4. Wide dissemination of this Memorandum is desired.

WHI/SMEACASCADING&BENCHMARKING/SGOD-SMME-DM010/1282020



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Annex 1

CONSOLIDATED SCHEDULE OF DISTRICT SMEA ACTIVITIES (As planned)
1ST Quarter, CY 2020

No.	District	Schedule of District SMEA Activities	
		Cascading	Benchmarking
1	Rizal	February 11, 2020	February 12, 2020
2	Sibutad	March 2, 2020	March 6, 2020
3	La Libertad	March 6, 2020	March 6, 2020
4	Sergio Osmeña I	February 2020	March 15-30, 2020
5	Sergio Osmeña II	February 21, 2020	May 15, 2020
6	Piñan	March 5, 2020	March 16-20, 2020
7	Polanco I	March 25-29, 2020	March 25-29, 2020
8	Polanco II	March 6, 2020	March 13, 2020
9	Mutia	February 6, 2020	March 15-26, 2020
10	Katipunan I	March 2020	March 15-30, 2020
11	Katipunan II	March 4, 2020	March 29, 2020
12	Roxas I	March 6, 2020	March 13, 2020
13	Roxas II	March 6, 2020	March 15-30, 2020
14	Manukan I	March 6, 2020	March 19-20, 2020
15	Manukan II	March 7, 2020	March 15-30, 2020
16	Ponot	February 20, 2020	March 9-13, 2020
17	Siayan	March 3, 2020	March 15-30, 2020
18	Sindangan North	March 1, 2020	March 6, 2020
19	Sindangan Central	March 2-6, 2020	March 15-April 2
20	Sindangan South	March 6, 2020	March 20, 2020
21	Bacungan	March 6, 2020	March 15-30, 2020
22	Godod	March 4, 2020	March 15, 2020
23	Salug I	March 6, 2020	March 16, 2020
24	Salug II	March 3-7, 2020	March 10-16, 2020
25	Liloy I	March 6, 2020	March 15, 2020
26	Liloy II	February 7, 2020	March 15-20, 2020
27	Tampilisan	February 13, 2020	March 15-30, 2020
28	Kalawit	February 21, 2020	March 13, 2020
29	Labason	February 20, 2020	March 15-30, 2020
30	Gutalac I	February 12, 2020	March 27, 2020
31	Gutalac II	March 6, 2020	March 10, 2020
32	Baliguian	February 11, 2020	March 3, 2020
33	Siocon	March 3, 2020	March 15-30, 2020
34	Sirawai	February 12, 2020	March 15-April 2
35	Sibuco	March 9, 2020	March 16, 2020

Note: Compliance of and postponement and resetting of schedule of the conduct of the activity by reason of DOH health advisory must be reported through this link : bit.ly/smeaacts2020



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Annex 2

Checklist for SMEA Benchmarking

No.	Indicator	Evident	Not Evident	Remarks
1.	Creation and activity of school SMEA team.			
2.	Orientation of the team on SMEA mechanism.			
3.	Advocacy/advertisement material/s for the conduct of SMEA conference is in place.			
4.	Letters inviting stakeholders, gov't official/s or partner/s.			
5.	Hall/room/venue for SMEA is spacious & conducive.			
6.	Equipment (sound system, computer-projector set, et.) are functional.			
7.	Copies of SMEA Conference program are provided.			
8.	Attendance hits at least 75 % of the invitees (SDO/district, personnel, school stakeholders, gov't officials, private partners)			
9.	Opening program started on time.			
10.	Atmosphere in the conference is friendly and non-threatening.			
11	a. The SMEA power-point/video presentation is prepared for 15-20 minutes.			
	b. The PPT/video presentation is well-edited, visible & audible from a considerable distance.			
	c. The PPT/video presentation contains relevant data, graphs, graphics and just enough pictures and explanations.			
12.	Lead discussant/s able to draw attention and participation of audience in the discussion.			
13.	Participants able to give comments, clarify data/info and issues, and/or provide suggestions/probable solutions to the identified issues/gaps/problems.			
14.	Synthesis by the documenter is substantially and properly done.			
15.	There were agreements reached during the conference.			
16.	Minutes of the conference is tediously taken down.			
17.	Documentation of the entire activity is evident.			
18.	SMEA templates/tools are accordingly used.			
19.	Outsourcing for the snacks of participants is seen.			
20.	Giving of due recognition of attendees is observed.			

Note: The accomplished checklist need not be submitted to the higher authority. This serves as a guide for benchmarking purposes only.



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