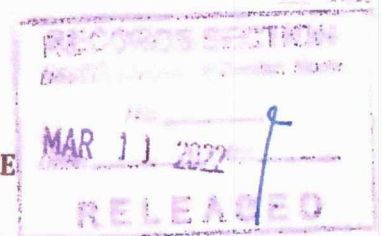




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City



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Division Memorandum

No. 94 s. 2022

TO: **Assistant Schools Division Superintendent
CID & SGOD Chiefs
PSDSs
School Heads, Public Elementary & Secondary Schools
All Others Concerned**

FROM: **VIRGILIO P. BATAN JR., CESO VI**
Schools Division Superintendent *VPB*

SUBJECT: **REVITALIZING MONITORING, EVALUATION & ADJUSTMENT (MEA)
ACTIVITIES IN SCHOOLS, DISTRICTS AND THE DIVISION**

DATE: March 9, 2022

1. Consistent with DepEd Order No. 44, s. 2010, re: Adoption of the KRT 3: Quality Assurance and Accountability Framework, this Office enjoins a revitalization of the monitoring, evaluation and adjustment (MEA) activities as a QA system across three (3) governance levels to underscore a whole division approach in tracking learner, school and division performance along the provisions of ACCESS, QUALITY and GOVERNANCE.
2. The MEA indicators do not require schools to generate new data, instead require submission of existing data for the purpose of performance tracking and reporting in order to identify areas of concerns for timely technical assistance, for action research in proper cases, and for policy recommendations to the top management.
3. Please be referred to Division Memorandum No 73, s. 2022, re: Division Quality Assurance (QA) Systems in the New Normal, for the proper guidance in the operationalization of School MEA, District MEA, and Division MEA.
3. The following enclosures are herein provided for reference and guidance of all concerned, to wit:
 - i. *Annex 1: Modified Mechanics for the Conduct of SMEA;*
 - ii. *Annex 2: Contextualized SMEA Indicators*

Note: The SMEA Data -gathering tool may be accessed thru :
<https://depedzn.net/link/SMMEResourceMaterials>
4. For query, please call or text SMM&E Unit thru these # 0998-262-2462 OR 0995-881-1881.
5. Wide dissemination of this Memorandum is desired.

SGOD: WHI/SMEAMECHANICS/SGOD-SMME-011-03072022



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ANNEX 1

MODIFIED MECHANICS IN THE CONDUCT OF MEA ACTIVITIES IN SCHOOLS, DISTRICTS AND THE DIVISION

1. SMEA shall be conducted every quarter of **school year SY 2021-2022**, and beyond. For the remainder of this school year, the MEA activity may commence after the end of the third grading period. However, starting the 1st quarter/grading period of SY 2022-2023, full swing operationalization of MEA mechanisms is expected.
2. Please refer to Annex ii, re: SMEA indicators per quarter, for purposes of scoping or determining the indicators that are to be reported to the stakeholders per quarter.
3. For a closed room or round table discussion, 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 be in the best position to resolve the issues/concerns/gaps/problems of the school. **NO MORE ELABORATE AND EXPENSIVE PREPARATIONS FOR THE CONDUCT OF THIS ACTIVITY.**
4. The school head shall present the validated MEA report in graphical, tabular and textual **15 to 20 - minute** power point or video presentation for this purpose.
5. 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;
6. Observance of the minimum health and safety protocols is imperative during the MEA reporting.
7. After the presentation, the school shall submit the data to the district office.
8. The district, and the SDO as may be represented by the ASDSs, shall conduct the DsMEA and DMEA activities, accordingly. Steps 1 to 7 above shall serve as their guide in the conduct of DsMEA and DMEA. However, the district and the SDO may include in their report to the stakeholders their performance versus the indicators as may have been indicated in their various plans.
9. The following timelines are proposed for the conduct of MEA activities across governance levels, for SY 2021-2022.

QTR	Period Covered	SMEA Presentation to School Stakeholders	DsMEA Activities	DMEA activities
First	-	-	-	-
Second	-	-	-	-
Third	February-April 8	Not later than April 21, 2022	Between April 21-April 30, 2022	Between April 30-May 5, 2022
Fourth	April 1-June 25	Not later than July 15, 2022	Between July 15-July 22, 2022	Between July 23 - July 30, 2022



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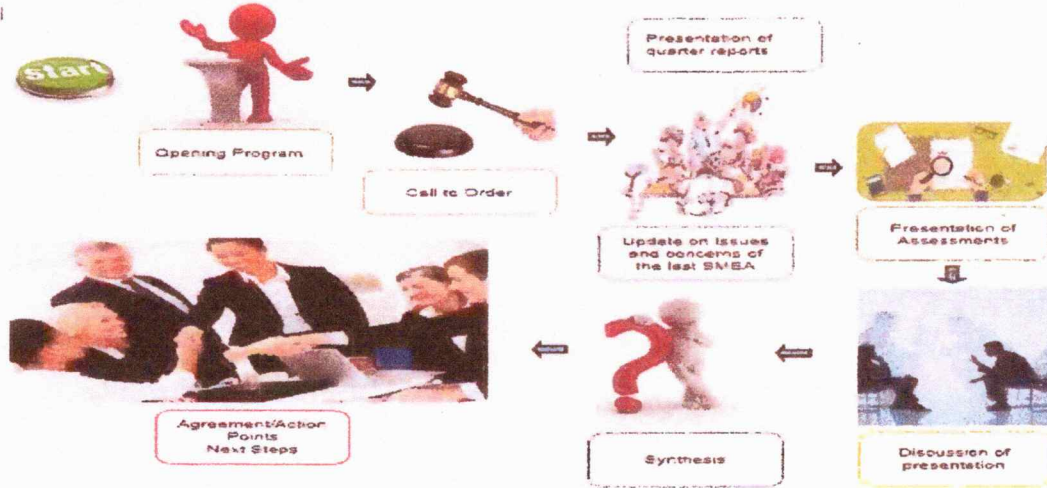
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10. The MEA meeting may be guided by this flow:

SMEA PROCESS FLOW



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ANNEX 2					
MODIFIED SMEA INDICATORS AND THE REPORTING SCHEME					
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 Dropouts	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	Children Not in School			Q3	
10	Reasons for not attending in the current SY			Q3	
11	Number of enrolees in the alternative learning systems				Q4
12	Number of Enrolees in the SHS			Q3	
13	Failure Rate I 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	Q2	Q3	Q4
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		
7	No. of Learning Hub/Functional Library			Q3	
8	No. of Science Laboratories			Q3	
9	No. of TLE laboratories for Differents 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 recognition	Q1			
14	Stakeholders Support to Education	Q1	Q2	Q3	Q4
15	Learner-Teacher Ratio		Q2	Q3	
16	Learner-Classrooms Ratio		Q2		
17	Learner-Toilet bowl Ratio		Q2		
18	Teacher's Professional Development		Q2		Q4
19	Rooms for Ancillary Services/Others		Q2		
21	Schools Heads Professional Development	Q1	Q2	Q3	Q4
22	Water, Sanitation and Hygiene (Wash Facilities)			Q3	
23	Internet Connectivity			Q3	
24	Electrical Supply		Q2		