



**AUG 30 2016**

**DIVISION MEMORANDUM**

No. 503, s. 2016

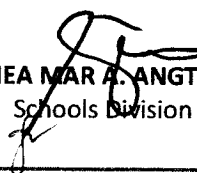
**CONDUCT OF MONITORING EVALUATION AND ADJUSTMENT (MEA) FOR SCHOOLS (SMEA), DISTRICT (DsMEA) AND DIVISION (DMEA) FOR THE FIRST QUARTER OF SCHOOL YEAR 2016-2017**

**To: Assistant Superintendents  
 Division Supervisors/Coordinators  
 District Supervisors/OICs  
 Elementary and Secondary School Heads**

- Attached is Regional Memorandum No. 0533, s. 2016, entitled, **“Conduct of Monitoring Evaluation and Adjustment (MEA) for Schools (SMEA), District (DsMEA) and Division (DMEA) for the First Quarter of School Year 2016-2017.”**
- The schedule of MEAs for the First Quarter of School Year 2016-2017 are as follows:

| MEA Activity                  | Schedule                        | Coverage         |
|-------------------------------|---------------------------------|------------------|
| 1 <sup>st</sup> Quarter SMEA  | August 29-September 02, 2016    | June-August 2016 |
| 1 <sup>st</sup> Quarter DsMEA | September 05-September 09, 2016 |                  |
| 1 <sup>st</sup> Quarter DMEA  | September 12-September 16, 2016 |                  |

- The MEA Results from the schools, districts and schools division will be reported by the SDO during the RMEA of the Third Quarter of Calendar Year 2016, which is scheduled on October 3-7, 2016.
- The guidelines on MEA processes are found in the Enclosure to Regional Memorandum No. 0533, s. 2016, while the tools to be used are found in **DMET RO7 Facebook Group**.
- Immediate and wide dissemination and prompt compliance with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
 Schools Division Superintendent

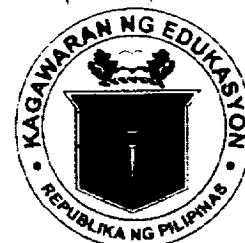
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Dr. Flores



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. **0533** s. 2016

AUG 25 2016

**CONDUCT OF MONITORING EVALUATION AND ADJUSTMENT (MEA)  
FOR SCHOOLS (SMEA), DISTRICTS (DsMEA) AND DIVISION (DMEA)  
FOR THE FIRST QUARTER OF SCHOOL YEAR 2016-2017**

To: Schools Division/City Superintendents

1. This Office hereby issues the guidelines in the conduct of SMEA, DsMEA, and DMEA to track the status and progress of plan implementation for the First Quarter of School Year (SY) 2016-2017.
2. The schedule of MEAs for the First Quarter of School Year 2016-2017 are as follows:

| MEA Activity                  | Schedule                  | Coverage         |
|-------------------------------|---------------------------|------------------|
| 1 <sup>st</sup> Quarter SMEA  | Aug. 29 - Sept. 02, 2016  | June-August 2016 |
| 1 <sup>st</sup> Quarter DsMEA | Sept. 05 - Sept. 09, 2016 |                  |
| 1 <sup>st</sup> Quarter DMEA  | Sept. 12 - Sept. 16, 2016 |                  |

3. The MEA Results from the schools, districts, and schools divisions will be reported by the Schools Division Offices (SDOs) during the RMEA of the Third Quarter of Calendar Year 2016, which is scheduled on October 3-7, 2016.
4. The guidelines on structure and processes are found in the enclosure, whereas tools to use are found in **DMET RO7** Facebook Group.
5. The team leaders and members of the Regional Field Technical Assistance Teams are advised to visit their assigned Schools Divisions during the conduct of DMEA Conference on September 15 or 16, 2015.
6. Immediate and wide dissemination and prompt compliance with this Memorandum is hereby directed.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, PH.D.**  
 Director III  
 Officer-in-Charge  
*Juliet*

JAJ/FYA/MCG/QAD/*Marian Bryan*

**GUIDELINES IN THE CONDUCT OF MONITORING EVALUATION AND ADJUSTMENT (MEA) FOR SCHOOLS (SMEA), DISTRICT (DsMEA) AND DIVISION (DMEA) FOR THE FIRST QUARTER OF SCHOOL YEAR 2016-2017**

1. SMEA, DsMEA, and DMEA are designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools in relation to access, quality, and governance. Aside from consolidating the results of monitoring and evaluation of the quality of the delivery of basic education services, DMEA also monitors and evaluates the organizational performance of the schools divisions in implementing plans to ensure efficient and effective fulfilment of the division mandate.

7. Gathering, validating, processing, and analysis (i.e. data consolidation and/or segmentation of schools or districts) of M&E data on the delivery of basic education services are the responsibilities of Monitoring and Evaluation Teams (METs) in the school, district, and division levels that may comprise the following:

|             | SMET  |  | DsMET          |                  | DMET   |
|-------------|---|--|----------------|------------------|--|
|             | SMALL SCHOOL  | BIG SCHOOL   | SMALL SDO      | MEDIUM & BIG SDO |  |
| Chairperson | School Head   | School Head  | EPS Consultant | PSDS             | SGOD Chief   |
| Members     | <ul style="list-style-type: none"> <li>• School M&amp;E Coordinator</li> <li>• School ICT Coordinator</li> <li>• 2 Representatives of School Planning Team</li> </ul> | <ul style="list-style-type: none"> <li>• School M&amp;E Coordinator</li> <li>• Department Heads (HS) or Grade Leaders (ES)</li> <li>• School ICT Coordinator</li> <li>• 2 Representatives of School Planning Team</li> </ul> | School Heads   | School Heads     | <ul style="list-style-type: none"> <li>• CID Chief</li> <li>• SGOD EPS</li> <li>• SEPS-M&amp;E</li> <li>• EPS II-M&amp;E</li> <li>• Planning Officer</li> <li>• PSDSs</li> </ul> |
| Consultant  | <ul style="list-style-type: none"> <li>• PSDS for big and medium Schools Divisions</li> <li>• EPS for small Schools Divisions</li> </ul>                              |  | SGOD Chief     |                  | ASDS   |

8. The schedule for MEAs to conduct in SY 2016-2017 is shown on the table below. Note that the SMEA is scheduled on the week right after the Distribution of Cards (based on D.O. 23, s. 2016 entitled School Calendar for School Year 2016-2017) to ensure that M&E data will reflect the quarterly accomplishments of schools in the implementation of curriculum, SIP-AIP, and technical assistance (TA) plans that include interventions, such as remedial instruction, feeding programs, differentiated instruction, alternative delivery of curriculum, trainings, and the like.

| MEA ACTIVITY                  | TARGET DATE         |
|-------------------------------|---------------------|
| 1 <sup>st</sup> Quarter SMEA  | Aug 29-Sep 02, 2016 |
| 1 <sup>st</sup> Quarter DsMEA | Sept. 05-09, 2016   |
| 1 <sup>st</sup> Quarter DMEA  | Sept. 12-16, 2016   |
| Q3 RMEA CY 2016               | Oct. 10-14, 2016    |
| 2 <sup>nd</sup> Quarter SMEA  | Nov. 14-18, 2016    |
| 2 <sup>nd</sup> Quarter DsMEA | Nov. 21-25, 2016    |
| 2 <sup>nd</sup> Quarter DMEA  | Nov 28-Dec 02, 2016 |
| Q4 RMEA CY 2016               | January 3-6, 2017   |

| MEA ACTIVITY                  | TARGET DATE         |
|-------------------------------|---------------------|
| 3 <sup>rd</sup> Quarter SMEA  | Jan. 30-Feb 3, 2017 |
| 3 <sup>rd</sup> Quarter DsMEA | Feb. 6-10, 2017     |
| 3 <sup>rd</sup> Quarter DMEA  | Feb. 03-17, 2017    |
| Q1 RMEA CY 2017               | April 10-14, 2016   |
| 4 <sup>th</sup> Quarter SMEA  | April 17-21, 2017   |
| 4 <sup>th</sup> Quarter DsMEA | April 24-28, 2017   |
| 4 <sup>th</sup> Quarter DMEA  | May 2-5, 2017       |
| Q2 RMEA CY 2017               | July 4-7, 2017      |

Note that Bohol Division may schedule their DsMEA on September 19-23 and September 26-30, respectively, so that the rest of the Schools Divisions may be able to benchmark on their DsMEA practices

9. To monitor and evaluate the status, progress, and results of the implementation of the Division Educational Development Plan-Annual Implementation Plan (DEDP-AIP), the SGOD, CID and the units/sections under the OSDS in the schools division must have a three-member Internal Monitoring and Evaluation Team. While SMET and DsMET are conducting the SMEA and DsMEA in the schools and districts, respectively, the SDO IMETs of the SGOD, CID and sections/units under OSDS must gather, analyze, and submit their data on the physical and financial accomplishments and implementation issues to the DMET. Data from the CID, SGOD, and sections/units will be consolidated by the DMET to have a report on Organizational Performance during the DMEA Conference. Hence, the M&E tasks that the DMET will conduct on September 12-16, 2016 will only focus on the consolidation of the DsMEA Reports.

10. The Schools Divisions are hereby advised to conduct MEA activities for based on the schedule shown on the table below:

| MEA   | Data Gathering  | Data Consolidation/ Segmentation | Preparation of PowerPoint Presentation | MEA Conference | Plan Adjustment/ TA Planning | Start of Implementation of TA Plans |
|-------|-----------------|----------------------------------|--|----------------|------------------------------|-------------------------------------|
| SMEA  | Aug. 29, 2016   | Aug. 30-31, 2016                 | Sept. 1, 2016                          | Sept. 02, 2016 | Sept. 5-6, 2016              | Sept. 07, 2016                      |
| DsMEA | Sept. 5-6, 2016 | Sept. 7, 2016                    | Sept. 8, 2016                          | Sept. 9, 2016  | Sept. 19-20, 2016            | Sept. 21, 2016                      |
| DMEA  | Sept. 12, 2016  | Sept. 13-14, 2016                | Sept. 15, 2016                         | Sept. 16, 2016 |                              |                                     |

11. The stakeholders to invite to attend the SMEA, DsMEA and DMEA Conferences are:

| Stakeholders to Attend SMEA Conference   | Stakeholders to Attend DsMEA Conference  | Stakeholders to Attend DMEA Conference   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• PSDS/EPS as SDS Representative to give response</li> <li>• School Head as Presenter of SMEA Result</li> <li>• All teachers</li> <li>• SGC Officers</li> <li>• PTA Officers</li> <li>• School Planning Team</li> <li>• Barangay LGU Representative/s like the Barangay Captain/s and/or Barangay Councilors</li> <li>• Other Stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>• SDS/ASDS/SGOD Chief/CID Chief/EPS</li> <li>• PSDS</li> <li>• All School Heads</li> <li>• LGU Officials like the City Barangay Captain/Municipal Mayor and/or City Barangay /Municipal Councilors</li> <li>• Other Barangay/Municipal stakeholders</li> </ul> <p><i>Note that if there are two districts in a municipality, then both districts must collaborate to have a joint DsMEA conference.</i></p> | <ul style="list-style-type: none"> <li>• SDS and/or ASDS to give Management Response</li> <li>• ASDS as DMET Consultant</li> <li>• DMET Chairman (SGOD Chief) as presenter of DMEA Result</li> <li>• All PSDSs</li> <li>• CID and SGOD Chiefs</li> <li>• ALL Education Program Supervisors (EPSs)</li> <li>• Administrative Officer V</li> <li>• All Education Programs Specialists (SEPSs and EPSs II)</li> <li>• Planning Officer</li> <li>• Unit/Section Heads</li> <li>• Leader and/or Member/s of concerned Regional Field Technical Assistance Team (RFTAT)</li> <li>• Stakeholders from LGUs like the city mayor and city councilors</li> <li>• Stakeholders from NGOs, GOs, POs, etc.</li> </ul> |

12. The scope of the SMEA, which focuses on the Delivery of the Basic Education Services, are:

- I. Report on the Extent of the Implementation of SMEA
- II. Teachers' M&E Reports
- III. Education Resources
  - A. Financial Resources
    - a. School MOOE Funds
    - b. PTA Funds
    - c. LSB/SEF Funds
    - d. GAA Funds for Special Programs and Projects
    - e. Funds from Other Partners/Stakeholders
    - f. School Funds
  - B. Human Resources (Adequacy and Equitable Distribution)
    - a. Teaching (Compliance with the Policy on Six-Hour Straight Teaching)
    - b. Analysis Tool on Teacher Need
  - C. Learning Resources (LMs, TGs, and CGs)
  - D. Physical Facilities (Adequacy and Equitable Distribution)
    - a. Classrooms, Comfort Rooms
    - b. Desks/Armchairs, Blackboards
    - c. Electrical Connection and Water Resources
    - d. Handwashing facilities
    - e. Laboratories (Computer, Science, Speech, etc.)
    - f. School Site
- IV. First Quarter SIP-AIP Physical and Financial Accomplishments for SY 2016-2017 (June-August, 2016) in Access, Quality and Relevance, and Governance (AMAP focusing on the Key Stages: K to Grade 3, Grades 4-6, Grades 7-10 and Grades 11-12)
- V. Physical and Financial Accomplishment Report on the Utilization of GAA Funds for Special Programs and Projects in June-August, 2016
- VI. Concerns, Issues, Gaps, and Problems (CIGPs) in the Implementation of the Curriculum Plans (Calendar for the Delivery of Learning Competencies by Subject and Grade Level), School Plan for Professional Development (SPPD), Plans for Special Programs and Projects, and School Improvement Plan-Annual Implementation Plan (SIP-AIP).
- VII. GASTPE and SHS Voucher Program

13. The scope of the DsMEA include the following:

- I. Report on the Extent of the Implementation of SMEA
- II. DsMET Consolidations of the DMET Consolidated Teachers' M&E Reports

10. The Schools Divisions are hereby advised to conduct MEA activities for schools on the schedule shown on the table below:

| MEA   | Data Gathering  | Data Consolidation/ Segmentation | Preparation of PowerPoint Presentation | MEA Conference | Plan Adjustment/ TA Planning | Start of Implementation of TA Plans |
|-------|-----------------|----------------------------------|--|----------------|------------------------------|-------------------------------------|
| SMEA  | Aug. 29, 2016   | Aug. 30-31, 2016                 | Sept. 1, 2016                          | Sept. 02, 2016 | Sept. 5-6, 2016              | Sept. 07, 2016                      |
| DsMEA | Sept. 5-6, 2016 | Sept. 7, 2016                    | Sept. 8, 2016                          | Sept. 9, 2016  | Sept. 19-20, 2016            | Sept. 21, 2016                      |
| DMEA  | Sept. 12, 2016  | Sept. 13-14, 2016                | Sept. 15, 2016                         | Sept. 16, 2016 |                              |                                     |

11. The stakeholders to invite to attend the SMEA, DsMEA and DMEA Conferences are:

| Stakeholders to Attend SMEA Conference   | Stakeholders to Attend DsMEA Conference  | Stakeholders to Attend DMEA Conference   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• PSDS/EPS as SDS Representative to give response</li> <li>• School Head as Presenter of SMEA Result</li> <li>• All teachers</li> <li>• SGC Officers</li> <li>• PTA Officers</li> <li>• School Planning Team</li> <li>• Barangay LGU Representative/s like the Barangay Captain/s and/or Barangay Councilors</li> <li>• Other Stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>• SDS/ASDS/SGOD Chief/CID Chief/EPS</li> <li>• PSDS</li> <li>• All School Heads</li> <li>• LGU Officials like the City Barangay Captain/Municipal Mayor and/or City Barangay /Municipal Councilors</li> <li>• Other Barangay/Municipal stakeholders</li> </ul> <p><i>Note that if there are two districts in a municipality, then both districts must collaborate to have a joint DsMEA conference.</i></p> | <ul style="list-style-type: none"> <li>• SDS and/or ASDS to give Management Response</li> <li>• ASDS as DMET Consultant</li> <li>• DMET Chairman (SGOD Chief) as presenter of DMEA Result</li> <li>• All PSDSs</li> <li>• CID and SGOD Chiefs</li> <li>• ALL Education Program Supervisors (EPSs)</li> <li>• Administrative Officer V</li> <li>• A.I Education Programs Specialists (SEPSs and EPSs II)</li> <li>• Planning Officer</li> <li>• Unit/Section Heads</li> <li>• Leader and/or Member/s of concerned Regional Field Technical Assistance Team (RFTAT)</li> <li>• Stakeholders from LGUs like the city mayor and city councilors</li> <li>• Stakeholders from NGOs, GOs, POs, etc.</li> </ul> |

12. The scope of the SMEA, which focuses on the Delivery of the Basic Education Services, are:

- I. Report on the Extent of the Implementation of SMEA
- II. Teachers' M&E Reports
- III. Education Resources
  - A. Financial Resources
    - a. School MOOE Funds
    - b. PTA Funds
    - c. LSB/SEF Funds
    - d. GAA Funds for Special Programs and Projects
    - e. Funds from Other Partners/Stakeholders
    - f. School Funds
  - B. Human Resources (Adequacy and Equitable Distribution)
    - a. Teaching (Compliance with the Policy on Six-Hour Straight Teaching)
    - b. Analysis Tool on Teacher Need
  - C. Learning Resources (LMs, TGs, and CGs)
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    - a. Classrooms, Comfort Rooms
    - b. Desks/Armchairs, Blackboards
    - c. Electrical Connection and Water Resources
    - d. Handwashing facilities
    - e. Laboratories (Computer, Science, Speech, etc.)
    - f. School Site
- IV. First Quarter SIP-AIP Physical and Financial Accomplishments for SY 2016-2017 (June-August, 2016) in Access, Quality and Relevance, and Governance (AMAP focusing on the Key Stages: K to Grade 3, Grades 4-6, Grades 7-10 and Grades 11-12)
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- VII. GASTPE and SHS Voucher Program

13. The scope of the DsMEA include the following:

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| DMEA  | Sept. 12, 2016  | Sept. 13-14, 2016                | Sept. 15, 2016                         | Sept. 16, 2016 |                              |                                     |

11. The stakeholders to invite to attend the SMEA, DsMEA and DMEA Conferences are:

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| <ul style="list-style-type: none"> <li>• PSDS/EPS as SDS Representative to give response</li> <li>• School Head as Presenter of SMEA Result</li> <li>• All teachers</li> <li>• SGC Officers</li> <li>• PTA Officers</li> <li>• School Planning Team</li> <li>• Barangay LGU Representative/s like the Barangay Captain/s and/or Barangay Councilors</li> <li>• Other Stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>• SDS/ASDS/SGOD Chief/CID Chief/EPS</li> <li>• PSDS</li> <li>• All School Heads</li> <li>• LGU Officials like the City Barangay Captain/Municipal Mayor and/or City Barangay /Municipal Councilors</li> <li>• Other Barangay/Municipal stakeholders</li> </ul> <p><i>Note that if there are two districts in a municipality, then both districts must collaborate to have a joint DsMEA conference.</i></p> | <ul style="list-style-type: none"> <li>• SDS and/or ASDS to give Management Response</li> <li>• ASDS as DMET Consultant</li> <li>• DMET Chairman (SGOD Chief) as presenter of DMEA Result</li> <li>• All PSDSs</li> <li>• CID and SGOD Chiefs</li> <li>• ALL Education Program Supervisors (EPSs)</li> <li>• Administrative Officer V</li> <li>• All Education Programs Specialists (SEPSs and EPSs II)</li> <li>• Planning Officer</li> <li>• Unit/Section Heads</li> <li>• Leader and/or Member/s of concerned Regional Field Technical Assistance Team (RFTAT)</li> <li>• Stakeholders from LGUs like the city mayor and city councilors</li> <li>• Stakeholders from NGOs, GOs, POs, etc.</li> </ul> |

12. The scope of the SMEA, which focuses on the Delivery of the Basic Education Services, are:

- I. Report on the Extent of the Implementation of SMEA
- II. Teachers' M&E Reports
- III. Education Resources
  - A. Financial Resources
    - a. School MOOE Funds
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    - a. Teaching (Compliance with the Policy on Six-Hour Straight Teaching)
    - b. Analysis Tool on Teacher Need
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- VII. GASTPE and SHS Voucher Program

13. The scope of the DsMEA include the following:

- I. Report on the Extent of the Implementation of SMEA
- II. DsMET Consolidations of the SMET-Consolidated Teachers' M&E Reports

- III. DsMET Consolidations of the School Reports on Education Resources
- IV. DsMET Consolidations of the School Reports on SIP-AIP Physical and Financial Accomplishments
- V. DsMET Consolidations of the School Reports on Concerns, Issues, Gaps, and Problems (CIGPs)
- VI. DsMET Consolidations of the School Reports on GASTPE and SHS Voucher Program
- VII. DsMET Consolidations of the School Reports on the Utilization of GAA Funds for Special Programs and Projects
- VIII. DsMET Consolidations of School CIGPs with proposed resolutions
- IX. Report on DsMET CIGPs with proposed resolutions
- X. Report on DsMET major interventions to be implemented in the next quarter

14. The scope of the DMEA include the following:

- I. Extent of the Implementation of DsMEA by district and by division/unit (SGOD, CID, and ODS units)
- II. DMET Consolidations of the DsMET-Consolidated Teachers' M&E Reports
- III. DMET Consolidations of the DsMET-Consolidated School Reports on Education Resources
- IV. DMET Consolidations of the DsMET-Consolidated School Reports on SIP-AIP Physical and Financial Accomplishments
- V. DMET Consolidations of the DsMET-Consolidated School Reports on Concerns, Issues, Gaps, and Problems (CIGPs)
- VI. DMET Consolidations of the DsMET-Consolidated School Reports on GASTPE and SHS Voucher Program
- VII. DEDP-AIP Physical and Financial Accomplishments
- VIII. DMET Report on the Utilization of GAA Funds for Special Programs and Projects
- IX. Partial Budget Accountability Reports (BARs): Partial Quarterly Consolidation of monthly PARS and FARS
- X. DMET Consolidations of DsMET CIGPs with proposed resolutions
- XI. DMET Report of SDO CIGPs by division/units and as an organization with proposed resolutions
- XII. DMET Report of the SDO's major interventions to be implemented in the next quarter
- XIII. DMET Report on the Utilization of Division MOOE