



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City
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DIVISION MEMORANDUM

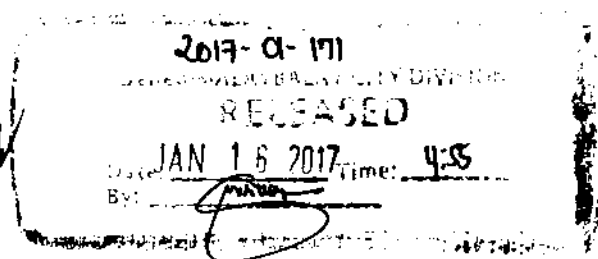
No. 018, s. 2017

To : **CHIEF ES & EDUCATION PROGRAM SUPERVISORS, CID & SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ELEMENTARY AND SECONDARY SCHOOL M&E/ICT COORDINATORS
All Others Concerned
This Division**

From : 
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

Date : January 16, 2017

Re : **SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA) PREPARATORY
WORK AND SMEA PRESENTATION**



1. To ensure strategic response to issues affecting children's participation and to provide a holistic solution to improve strategies and programs in schools, this Office will hold a School Monitoring, Evaluation and Adjustment (SMEA) preparatory work and SMEA presentation.
2. The following are the objectives for this activity:
 - Orient the objectives, mechanics, processes and requirements of the Enhanced MEA Technology;
 - Demonstrate the usages of the Data Organizing and Collection, Data Validation and Analysis as it relates to the functions of the DepEd personnel and staff;
 - Apply the various tools and techniques in organizing, collecting, validating and analyzing the Division/Schools data on KPIs and other relevant information; and
 - Implement the School MEA conference of the 81 schools of this Division.
3. Enclosed is the schedule and participants to this activity.

4. The participants are required to bring the following:
 - a. 5-year data on Enrolment, Dropout Rate, Number of Dropouts, NAT Result by Subject and NAT Least Mastered Competencies by Subject Area
 - b. Data on learner's distance from home to school
 - c. Data on Pupils/Students At Risk of Dropping Out (P/SARDOs) by Gender for SY 2016-2017
 - d. Causes of Dropout & P/SARDOs
 - e. Reading/Phil-IRI Result by Grade Level by Gender (English & Filipino)
 - f. School MOOE Allocation & Utilization for FY 2016 as of December 31, 2016
 - g. DepEd Programs Support Fund Allocation & Utilization for FY 2016 (SBFP, BUB-Gulayan sa Paaralan, SPED, STS Partnership)
 - h. APP for SY 2016-2017 & SIP
 - i. Laptop & Extension Wire

5. Transportation and other related expenses of the participants shall be charged against local Fund/School MOOE while meals, snacks, and training materials shall be charged to Division HRTD Fund subject to the existing accounting and auditing policies, rules and regulations.

6. Immediate dissemination of this Memorandum is desired.

Encl.:

As stated

Copy Furnished:

Records Unit

ICT Unit

TO BE POSTED IN THE WEBSITE



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INDICATIVE SCHEDULE AND DISTRIBUTION OF PARTICIPANTS

SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA) PREPARATORY WORK

Participants	Number	Date	Venue
All Elementary & Secondary School Heads	61	January 23-24, 2017	Loiza's Pavilion, Casisang
All School M&E/ICT Coordinators	79		
DMEA Team/facilitators/secretariat	10		
Total	150		

SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA) PRESENTATION

District	Participants					Division Office Facilitators	Date	Venue			
	School	PSDS	School Head	School M&E/ICT	Total						
Cluster I		2	9	11	22	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	January 25, 2017	Loiza's Pavilion, Casisang			
I	Kalasungay CS	1	1	1							
	New Ilocos ES		1	1							
	Kapitan Angel ES		1	1							
	Dalwangan ES		1	1							
	Patpat ES		1	1							
	Kalasungay NHS	1	1	1							
III	Bukidnon NHS		1	1							
	BNHS-Annex Dalwangan		1	1							
	BNHS-Annex Imbayao		1	1							
	Imbayao ES		1	1							
	Sta. Ana ES		1								
Cluster II		1	5	9	15				SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	January 26, 2017	Loiza's Pavilion, Casisang
II	Sumpung CS	1	1	1							
	Can-ayan IS (ES & HS)		1	1							
	Candilisan ES		1	1	1						
	Tintinaan ES			1	1						
	Manalog ES			1	1						
	Kibalabag ES		1	1	1						
	Baganao ES			1	1						
	Kilap-agan ES			1	1						
	Taguilanao ES			1							
Cluster III		2	10	11	23	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	January 27, 2017	Loiza's Pavilion, Casisang			
IV	Malaybalay City CS	1	1	1							
	BCT ES		1	1							
	Casisang NHS		1	1							
	Barangay 9 ES		1	1							
V	Casisang CS	1	1	1							
	Airport Village ES		1	1							
	Natid-asan ES		1	1							
	San Jose ES		1	1							
	Mabuhay ES		1	1	1						
	Panamucan ES			1	1						
	Malaybalay City NHS			1	1						

INDICATIVE SCHEDULE AND DISTRIBUTION OF PARTICIPANTS

SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA) PRESENTATION

District	Participants					Division Office Facilitators	Date	Venue
	School	PSDS	School Head	School M&E/ICT	Total			
Cluster IV		1	7	8	16	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer II, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	January 30, 2017	Loiza's Pavilion, Casisang
VI	Aglayan CS	1	1	1				
	Balambang ES		1	1				
	Malaybalay City NSHS		1	1				
	Cabangahan ES		1	1				
	Magsaysay ES		1	1				
	Bendolan ES		1	1				
	Mapayag ES		1	1				
	Laguitas ES		1	1				
Cluster V		1	7	8	16	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	January 31, 2017	Loiza's Pavilion, Casisang
VII	Bangcud CS	1	1	1				
	Bangcud NHS		1	1				
	Binalbagan ES		1	1				
	Simaya ES		1	1				
	Dapulan ES		1	1				
	Calawag ES		1	1				
	Padernal ES		1	1				
	Macote ES		1	1				
Cluster VI		1	7	9	17	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	February 1, 2017	Loiza's Pavilion, Casisang
VIII	Linabo CS	1	1	1				
	Lalawan ES		1	1				
	Paiwaig ES		1	1				
	Sawaga ES		1	1				
	Malagap ES		1	1				
	San Roque ES		1	1				
	San Martin ES		1	1				
	San Martin AINHS		1	1				
	Apo Macote NHS		1	1				
Cluster VII		1	8	11	20	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	February 2, 2017	Loiza's Pavilion, Casisang
IX	Managok CS	1	1	1				
	Managok NHS		1	1				
	MNHS - Annex Lalawan		1	1				
	MNHS - Annex Miglamin		1	1				
	Maligaya ES		1	1				
	Lunokan ES		1	1				
	Dumayas ES		1	1				
	Bagong Silang ES		1	1				
	Langasihan ES		1	1				
	Matangpatang ES		1	1				
	Miglamin ES		1	1				
Cluster VIII		1	8	12	21	SDS, Chief ES (CID&SGOD), EPS (CID&SGOD), Accountant III, Planning Officer III, SEPS-Planning, SEPS-HRD, EPS II-M&E, IT Officer I, AO IV-Personnel	February 3, 2017	Loiza's Pavilion, Casisang
X	Zamboanguita CS	1	1	1				
	Indalasa ES		1	1				
	St. Peter ES		1	1				
	Kibalabag ES		1	1				
	Silae ES		1	1				
	Silae NHS		1	1				
	St. Peter NHS		1	1				
	Mapulo ES		1	1				
	Tuburan ES		1	1				
	Caburacanan ES		1	1				
	Kulaman ES		1	1				
	Busdi IS		1	1				