



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



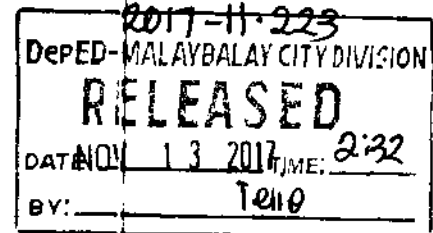
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DIVISION MEMORANDUM

No. 610, s. 2017

To: Chief Education Supervisors and Staff, CID and SGOD
Public Elementary and Secondary School Heads
This Division

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



Date: November 8, 2017

Subject: **DIVISION TRAINING ON THE CONDUCT OF SCHOOL MONITORING & EVALUATION AND ADJUSTMENT (SMEA)**

1. Pursuant to Region Memorandum No. 346. s. 2017 entitled "Calendar of Activities for Cliniquing and Roll-out of Monitoring, Evaluation, and Adjustment (MEA) for Schools", the Division of Malaybalay City will conduct a Division Training on the Conduct of Monitoring & Evaluation and Adjustment (SMEA) on November 20-21 and November 27-28, 2017 at Loiza's Pavilion, Casisang, Malaybalay City.
2. The four-day training on the Conduct of SMEA aims to:
 - a. Capacitate the division personnel, school administrators, school ICT coordinators, and ALS implementers on the latest tools and technology of the enhanced MEA process;
 - b. Use the tools and techniques in collecting, organizing, analyzing and validating school data related to their Key Performance Indicators;
 - c. Simulate the actual MEA process in preparation for the conduct of actual MEA process in schools.
3. Participants in this activity are the Schools Division Superintendent, CID and SGOD Chiefs, Division MEA Team, SMEA Pilot Team, Education Program Supervisors, Public Schools District Supervisors, ALS Supervisor, Elementary & Secondary School Heads, School ICT Coordinators, District ALS Coordinators and ALS Mobile Teachers.

4. The participants are required to bring the following:
 - a. Five-year Data on Enrolment, Dropout Rate, Number of Dropouts, NAT results by Subject and NAT Least Mastered Competencies by subject area (S.Y. 2012-2017)
 - b. Data on Learner's distance from home to school (S.Y. 2016-2017)
 - c. Data on Pupils/Students at Risk of Dropping Out (P/SARDOs) by Gender for SY 2016- 2017
 - d. Causes of Dropout & P/SARDOs (S.Y.2016-17)
 - e. Reading Result by Grade Level by Gender (English& Filipino) for S.Y.2016-2017
 - f. School MOOE Allocation & Utilization for FY 2016 (SBFP, BUB-Gulayan sa Paaralan, SPED, STS Partnership)
 - g. APP for SY 2016-2017 & SIP
 - h. Soft copy of SMEA presented last last February, 2017 edited & updated
 - i. Laptop, extension cord and Wi-Fi
 - j. Other significant data related to KPIs/SIP

5. The following enclosures provide the details of the activity for reference:
Enclosure No. 1 – List of Participants
Enclosure No. 2 - Indicative Schedule/Program of Activities
Enclosure No. 3 – Working Committees

6. Travelling expenses of participants shall be charged against local funds while meals and snacks, supplies and materials, and other incidental expenses shall be charged against Division HRTD funds subject to existing accounting and auditing rules and regulations.

9. For inquiries, please contact Maitelle B. Israel, OIC EPS II- M&E at 09757052283.

10. Immediate and wide dissemination of this Memorandum is desired.

Encls.: As stated
Copy furnished:
Records Unit
M & E File

TO BE POSTED IN THE DIVISION WEBSITE

LIST OF PARTICIPANTS

Division Training Team	No. of Participants
Schools Division Superintendent	1
Chief Education Supervisors- CID and SGOD	2
EPS SGOD	1
SEPS HRD	1
SEPS P & R	1
SEPS M & E	1
EPS II M & E	1
ITO	1
ALS Supervisor	1
SEPS HRD	1
Planning Officer	1
Participants of the SMEA Piloting	9
Administrative Officer V	1
Accountant III	1
Budget Officer	1
Administrative Officer IV	1
EPS II- ALS	2
SEPS Soc. Mob.	1
EPS II Soc. Mob.	1
PDO I and II CID and SGOD	3
Division Staff	1
Education Program Supervisors	10
Public Schools District Supervisors	10
Elementary School Heads	68
ICT Coordinators (Elementary)	68
Secondary School Heads	19
ICT Coordinators (Secondary)	19
District ALS Coordinators	6
ALS Mobile Teachers	8
TOTAL number of Persons	240

**Indicative Schedule/Program of Activities
November 20-21 & 27-28, 2017**

Day 1			RESOURCE PERSONS	
Nov.20	TIME	ACTIVITY/TOPIC	TEAM A (District 1-5 & ALS Coordinator & ALS Mobile Teachers)	TEAM B (District 6-10 & Division Office Personnel)
AM	7:00-7:30	Arrival/Registration	Lucilyn M. Cahucom	Paterno T. Padua, Jr.
	8:00 – 8:20	Preliminaries	Edwin A. Cariaga	Marsfifth M. Mamawag
		National Anthem	AVP	AVP
		Invocation	AVP	AVP
		Bukidnon My Home	AVP	AVP
		Division Hymn	AVP	AVP
		Welcome Message	Ralph T. Quirog ES Chief, CID	Lorenzo O. Capacio ES Chief, SGOD
		Presentation of Participants	Maitelle B. Israel	Edelina M. Eborá
		Statement of Purpose	Gretchen V. Catane	Ethyl Jane B. Lussier
		Message	Edilberto L. Oplenaria CESO VI Schools Division Superintendent	Edilberto L. Oplenaria CESO VI Schools Division Superintendent
		Energizer	Maitelle B. Israel	Edelina M. Eborá
	House Rules	Gretchen V. Catane	Ethyl Jane B. Lussier	
	Session Proper	Pre-test	Maitelle B. Israel	Edelina M. Eborá
	8:30 – 10:00	Session 1: SMEA Overview	Ralph T. Quirog	Lorenzo O. Capacio, EdD
	10:00-10:15	<i>Health Break</i>		
10:15-11:45	Session 2: M&E Overview	Maitelle B. Israel	Edelina M. Eborá	
11:45-1:00	Lunch			
PM	1:00 – 2:00	Session 3: MEA Tools		
		Input: Dashboard	Paul John P. Arias	Dindo M. Gabales
	2:00-3:00	Workshop: Dashboard	Paul John P. Arias	Dindo M. Gabales
	3:00-4:00	Presentation of Output: Dashboard	Paul John P. Arias	Dindo M. Gabales
4:00-5:00	Input: Segmentation	Ethyl Jane B. Lussier	Vicente G. Sanmiguel	

Day 2	TIME	ACTIVITY/TOPIC	RESOURCE PERSONS	
Nov.21			TEAM A	TEAM B
AM	7:45-8:00 AM	MOL	District 1	District 5
	8:00-9:00	Presentation: Segmentation	Ethyl Jane B. Lussier	Vicente G. Sanmiguel
	9:00-11:00	Input: Forecasting and Targeting	Gretchen V. Catane	Irma Lee D. Velez
	11:00-12:00	Workshop: Forecasting and Targeting	Gretchen V. Catane	Irma Lee D. Velez
PM	12:00-1:00	Lunch		
	1:00-1:15	Energizer	District 2	District 6
	1:15-2:15	Presentation: Forecasting and Targeting	Gretchen V. Catane	Irma Lee D. Velez
	2:15-4:00	Input: Pareto Analysis (Working Break)	Rosie A. Salupado	Novem E. Sescon
	4:00-5:00	Workshop: Pareto Analysis	Rosie A. Salupado	Novem E. Sescon
	5:00-6:00	Presentation: Pareto Analysis	Rosie A. Salupado	Novem E. Sescon

Day 3	TIME	ACTIVITY/TOPIC	RESOURCE PERSON	
Nov.27			TEAM A	TEAM B
AM	7:45-8:00	MOL	District 3	District 7
	8:00-9:00	Input: Characterization	Jasmin J. Adriatico	Jutchel L. Nayra, DPA
	9:00-10:00	Input: SWOT and Problem Analysis	Susan S. Olana, PhD	Evernold C. Berial
	10:00-10:15	Health Break		
	10:15-11:15	Workshop: Characterization, SWOT and Problem Analysis	Jasmin J. Adriatico Susan S. Olana, PhD	Jutchel L. Nayra, DPA Evernold C. Berial
	11:15-12:00	Presentation: Characterization, SWOT and Problem Analysis	Jasmin J. Adriatico Susan S. Olana, PhD	Jutchel L. Nayra, DPA Evernold C. Berial
PM	12:00-1:00	Lunch		
	1:00-1:15	Energizer	District 4	District 8
	1:15-2:00	Input: Rapid Appraisal	Noel A. Tan Nery	Ralph T. Quirog
	2:00-2:30	Workshop: Rapid Appraisal	Noel A. Tan Nery	Ralph T. Quirog
	2:30-3:00	Presentation: Rapid Appraisal (Working Snack)	Noel A. Tan Nery	Ralph T. Quirog

	3:00-3:40	Session 4: Actual MEA Process	Gretchen V. Catane	Ethyl Jane B. Lussier
	3:40-4:30	Next Steps: Planning	Gretchen V. Catane	Ethyl Jane B. Lussier
	4:30-5:00	Post Test	Maitelle B. Israel	Edelina M. Eborá

Day 4	TIME	ACTIVITY/TOPIC	RESOURCE PERSON	RESOURCE PERSON
			TEAM A	TEAM B
Nov. 28				
	7:45-8:00	MOL	District 5	District 10
AM	8:00-12:00	Simulation of Actual MEA	Susan S. Olana, PhD Principal IV BNHS	Evernold C. Berial Principal I Managok Central School
PM	1:00-4:00	Processing and Synthesis of the Actual MEA	Ralph T. Quirog	Lorenzo O. Capacio, EdD
	4:01 - 5:00	Closing Program	Edwin A.	Cariaga

WORKING COMMITTEES

Committee	Coordinator/s	District/School Counterpart	Duties & Responsibilities
Program, Invitation & Certificates	Edelina M. Ebor Maitelle B. Israel	D1 & D6 Zelda T. Arceno Ma. Ella S. Rabino	-Prepares and sends program & invitation -Prepares certificates -Hosts the day to day activities
Secretariat	Lucilyn M. Cahucom Paterno T. Padua	D2 & D7 Mary Fe C. Gumayao Amor Celeste P. Rojas	-Coordinates with the Facilitators -Facilitates registration of participants & facilitators -Ensures that all participants have signed the attendance sheet
Documentation	Edwin Cariaga Marsifith Mamawag	D3 & D8 Jonathan T. Dagaang Rosabella B. Onipa	-Takes pictures and play daily video presentations -Collects and consolidates soft copy of participants outputs & facilitators presentations -Posts checklists of output submitted
Timer/Session & Workshop Facilitator	Norma Manubag Nancylyn Tagailo Lorgen A. Montefalcon Edna May M. Encabo	D4 & D9 Abel P. Galler Maritess M. Melendez	-sets the time of every session and gives the signal of the start & end of the session/s -assists the facilitator/s before, during & presentations of workshops
MOL & Energizer	Lucilyn M. Cahucom Paterno T. Padua, Jr.		Facilitates the conduct of MOL & energizer
Sound System & Multi-Media	Dindo M. Gabales Irma Lee D. Velez	D5 & D10 Noemi V. Hisona Arlene C. Gantalao	-takes charge of the sound system, DLP, operates Laptop during sessions
Physical Arrangement/ Hall Preparation	Vicente G. SanMiguel		-checks and sets-up the physical arrangement of the venue/s
Food & Refreshment	Rosie A. Salupado		-checks & sees to it that snacks & lunch is served on time.
Transportation	Novem A. Sescon		-requests for service vehicles to be used during the 4 days training
Monitoring & Evaluation	Maitelle B. Israel Edelina M. Ebor Paterno T. Padua, Jr.		-facilitates in the conduct of evaluation