



2020-2449

Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 021, s. 2020

DM-2020-01-21
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: JAN 14 2020 3:40
BY: [Signature]

**To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
School M and E Coordinator
All Others Concerned**

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From: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

Date: January 13, 2020

Subject: CONDUCT OF MONITORING, EVALUATION AND ADJUSTMENT (MEA)

2. Pursuant to Regional Memorandum No. 346, s. 2017 on the "Calendar of Activities for Cliniquing and Roll Out of Monitoring, Evaluation and Adjustment (MEA) for Schools", this Office hereby informs the field on the conduct of the School Monitoring, Evaluation and Adjustment (SMEA), District Monitoring, Evaluation and Adjustment and the Division Monitoring, Evaluation and Adjustment.
3. Enclosed are the suggested Schedule, Persons involve, Presentation Content/Template and the Mechanics during the conduct.
4. Should there be queries, contact **Edelina M. Ebor**a, Senior Education Program Specialist-Monitoring and Evaluation at 09368467029/edelinamendio9@gmail.com or **Mary Gladys J. Dublas** at 09171166966.



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Enclosure No. 1: Schedule of SMEA, DisMEA AND DMEA

Date	District	Persons Involved	Remarks
January 2020	All Districts	<ul style="list-style-type: none">• School Head• School M and E Coordinator• School SMEA Team• Invited Stakeholders	All Schools shall conduct the SMEA
February 2020	All Districts	<ul style="list-style-type: none">• District Supervisors• School Heads• Invited Stakeholders	All Districts shall conduct the DisMEA
March 2020		<ul style="list-style-type: none">• SDS• ASDS• ES Chiefs – SGOD and CID• Administrative Officer V• Administrative Officer IV• SEPS – M and E• Budget Officer• Accountant III• SEPS – Planning and Research• Planning Officer III• Legal Officer• SEPS - HRD• SEPS – SocMob• Division ITO• PSDS• Reading Coordinator• ALS Coordinator	



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Enclosure No. 2: Presentation Content/Template (Maximum of 7 - 10 Slides only)

1. **Dashboard** - a visual display of the most important information needed to achieve one or more objectives which fits entirely on a single computer screen so it can be monitored at a glance.
 - should contain data on ACCESS (KPIs) and QUALITY (should be segmented)
 - has few colors, smart graphs, tables and time overview
2. **Program Implementation Progress**
 - Financial Utilization Status
 - Budget Allocation versus Utilization
 - Government assisted programs and projects of DepEd

e.g.

Source of Fund	Allocation	Utilization	% of Utilization
1. School MOOE - 1 st Tranche - 2 nd Tranche			
2. School-Based Feeding Program			
3. Gulayan sa Paaralan			
4. Stakeholders Partnership			
5. Others			

3. **Policy Recommendation**
4. **Next Steps**

Enclosure 3: Mechanics

1. **In-depth analysis of KPIs**
 - Focused on ACCESS and QUALITY KPIs
 - Dropout, P/SARDOs, Retained, Achievement and PAPs Implementation
 - Review on the bottlenecks of all PPAs vis-à-vis “Keeping all children in school and producing quality learning”
 - Leading a review to a more systematic analysis of DepEd policies on ACCESS, QUALITY and GOVERNANCE
 - Implementation Status on Financial Utilization
 - Agenda affecting program design, policy standard, system and Technical Assistance needed
2. **Discussion/Interpellation**
3. **Synthesis**
 - Highlighting issues and concerns Technical Assistance provision
4. **Technical Assistance (TA) and Response to School Needs**
 - Provision of TA
5. **SDS Time**