



March 25, 2019

REGIONAL MEMORANDUM

No. 134, s. 2019

CONDUCT OF SCHOOL MONITORING, EVALUATION, AND ADJUSTMENTS (SMEA), CY: 2019

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisor
School Heads
This Region

1. The Quality Assurance Division of the Regional Office as lead functional division in the Monitoring and Evaluation (M&E) institutionalizes the School Monitoring, Evaluation and Adjustments (SMEA) for CY: 2019. The SMEA Tool in Excel Format shall be disseminated by SGOD M&E to the school and subject for consolidation by the CID through the PSDS in the conduct of the District MEA (DisMEA).
2. As the Regional Office enters the ISO 9001:2015 making all its systems to be ICT driven. The Quality Assurance Division roadmap to MEA Mechanism is set to develop an online program in SMEA in collaboration with the Regional IT Officer. The online program is in the planning stage between QAD and IT Unit of the Regional Office.
3. The SMEA tool contains all the data requirements relative to the school implementation of mandated processes and school-based initiated interventions for continuous improvement. This serves as the data collection tool to the quarterly progress monitoring and evaluation and a facility to establish school data bank.
4. The SMEA Objectives:
To enable the SCHOOL to immediately respond to issues and concerns affecting the effectiveness of programs and efficiency of programs delivery to:
 - a. Provide immediate feedback on the efficacy and weaknesses of program implementation at the school level vis-à-vis SIP and AIP implementation;
 - b. Respond to technical and training needs of teachers; and
 - c. Identify enhancements to educational policies and guidelines.
5. The SMEA in schools shall be conducted every quarter in CY: 2019. The school heads shall present the Key Results Areas (KRAs) on ACCESS, QUALITY, and GOVERNANCE with the corresponding Key Performance Indicators (KPIs) in graphical, tabular, and textual Powerpoint Presentation for easy understanding in the delivery of the data elements. In the presentation, the school heads shall invite the SDO representative, District Supervisor, School Planning Team (SPT), Teachers, Guidance Counselors, School Governing Council (SGC), GPTA Officers, Barangay Officials, Stakeholders, Government Officials, etc. who has direct control to resolve the issues/concerns/gaps/problems of the

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schools. The participants shall then act by providing possible solutions/recommendations to the issues/concerns/gaps/problems reflected in the presentation of the school. The possible solutions provided by the participants shall then be monitored and tracked on the quarterly presentation of the SMEA. The SMEA Mechanics is clearly explained in Regional Memorandum No. 220, s. 2018 which can be accessed at caraga.deped.gov.ph.

6. The Key Results Areas (KRAs) and its corresponding Key Performance Indicators (KPIs) shall be presented quarterly in the SMEA, to wit:

KPI	KRA1: 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 (Elementary and JHS)	Q1	Q2	Q3	Q4
7.	Retention Rate		Q2		
8.	Repetition Rate		Q2		
9.	No. of Contact Days Used	Q1	Q2	Q3	Q4
10.	Type of Ailments	Q1	Q2	Q3	Q4
11.	Children Not in School			Q3	
12.	Reasons for not attending school in the current SY			Q3	
13.	Number of Learners (Other Data)			Q3	
14.	Attendance		Q2		
15.	Absences of Learners and Recipients of Pantawid Pamilya	Q1	Q2	Q3	Q4
16.	Number of Learners who are frequently absent according to Reasons				Q4
17.	Number of Enrollees in the Alternative Learning Systems				Q4
18.	Number of Enrollees in the Special Curricular Program - Elementary			Q3	
19.	Number of Enrollees in the Special Curricular Program - JHS			Q3	
20.	Number of Enrollees in the Senior High School			Q3	
21.	Failure Rate (SHS Specialized Subjects)	Q1	Q2	Q3	Q4
KPI	KRA2: 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		Q3	Q4
4.	Pre-test and Post-test Exam – All Subjects	Q1	Q2		
5.	Quarterly GPA – All Subjects	Q1		Q3	Q4
6.	National Achievement MPS				Q4
KPI	KRA2: GOVERNANCE	Q1	Q2	Q3	Q4
1.	No. of Classrooms		Q2		
2.	No. of Comfort Rooms		Q2		
3.	No. of Armchairs		Q2		
4.	No. of Monoblock Chairs		Q2		

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5.	No. of Learner's Tables and Chairs		Q2		
6.	No. of Teacher's Tables and Chairs		Q2		
7.	No. of Functional Library			Q3	
8.	No. of Science Laboratories			Q3	
9.	No. of TLE Laboratories for Different Specializations			Q3	
10.	No. of ICT Laboratories for Classroom Instruction			Q3	
11.	No. of Teachers with IPCR Performance			Q3	
12.	No. of Textbooks per Subject Areas		Q2		
13.	Funding Sources		Q2		
14.	Awards and Recognitions	Q1			
15.	Stakeholders Support to Education	Q1	Q2	Q3	Q4
16.	Learner-Teacher Ratio		Q2	Q3	
17.	Learner-Classroom Ratio		Q2		
18.	Learner-Toilet Ratio		Q2		
19.	Learner-Toilet Bowl Ratio		Q2		
20.	Teacher's Professional Development		Q2		Q4
21.	Rooms for Ancillary Services/Others		Q2		
22.	Instructional Supervision	Q1	Q2	Q3	Q4
23.	School Heads Professional Development	Q1	Q2	Q3	Q4
24.	Water, Sanitation and Hygiene (WASH) Facilities			Q3	
25.	Internet Connectivity			Q3	
26.	Electrical Supply		Q2		

SUMMARY OF KPIs for SMEA REPORTING

Key Results Areas (KRAs)	Quarter 1	Quarter 2	Quarter 3	Quarter 4
ACCESS	10	11	14	10
QUALITY	4	2	3	3
GOVERNANCE	4	18	11	4
TOTAL	18	31	28	17

7. The softcopy of the different KPIs in the SMEA, CY: 2019 can be downloaded at <http://tinyurl.com/smea-2019>.

8. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

To be indicated in the Perpetual Index under the following subjects:
PROGRAMS MONITORING AND EVALUATION STRATEGY

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