



Republic of the Philippines  
**Department of Education**  
**Caraga Region XIII**  
J.P. Rosales Avenue, Butuan City



September 11, 2018

**REGIONAL MEMORANDUM**

No. 500, s. 2018

**3<sup>rd</sup> QUARTER DIVISION/SCHOOL MONITORING, EVALUATION, AND ADJUSTMENTS (MEA), CY: 2018**

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
SEPS/EPS II, M & E Section  
This Region

1. The School Monitoring, Evaluation, and Adjustments were institutionalized in the region as a mechanism in the conduct of periodic monitoring and evaluation of the progress in the delivery of basic education services as well as its performance as a school organization. The SDOs adopted the SMEA Tool in Excel Format which contains all data requirements of School Profile and DepEds' KRAs of Access, Quality, and Governance relative to the school implementation of mandated processes, school based initiated interventions, and alignment of SDOs and RO implementation of DepEds programs and projects to the schools.

2. In the 3<sup>rd</sup> Quarter SMEA Report, the KPIs to be reported are:

| Areas          | Key Performance Indicators (KPIs)                                                                                                                                                                            |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCHOOL PROFILE | <ul style="list-style-type: none"><li>• Enrolment by Gender</li><li>• Learners Materials</li><li>• Funding Sources</li><li>• School Awards and Recognition</li><li>• Health and Nutritional Status</li></ul> |
| ACCESS         | <ul style="list-style-type: none"><li>• Number and Rate of Dropouts</li><li>• Failure Rate</li><li>• No. of Contact Days Used</li></ul>                                                                      |
| QUALITY        | <ul style="list-style-type: none"><li>• Literacy Rate</li><li>• Phil-IRI Results</li><li>• MPS Quarterly Exam</li><li>• Quarterly GPA</li><li>• Pretest/Posttest MPS</li></ul>                               |
| GOVERNANCE     | <ul style="list-style-type: none"><li>• Attendance to Activities</li><li>• Number of Volunteer Hours</li><li>• Contribution to Activities</li><li>• Number of Volunteer Hours</li></ul>                      |

3. In RM 220, s. 2018, Conduct of Monitoring, Evaluation and Adjustments (MEA), CY: 2018, the expected participants of the DMEA/SMEA Report presentation in RO are the Chiefs of SGOD and CID, one (1) Education Program Supervisor from CID and SGOD, SEPS M & E and EPS II M & E. The 3<sup>rd</sup> Quarter DMEA/SMEA schedule are as follows:

|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
| DMEA/SMEA in the SDOs        | October 8 – 12, 2018                                                    |
| DMEA/SMEA Presentation to RO | Surigao City, Cabadbaran City, Bayugan City, and Butuan City            |
| • November 6, 2018           |                                                                         |
| • November 7, 2018           | Surigao del Norte, Agusan del Sur, Surigao del Sur, and Siargao Islands |
| • November 8, 2018           | Tandag City, Dinagat Islands, Bislig City, and Agusan del Norte         |
| RMEA                         | October 26, 2018                                                        |

4. Attached are the KPIs for School Profile, Access, Quality, and Governance.
5. 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

EVALUATION

QAD6/edm  
7 August 2018

## SCHOOL PROFILE

[illegible]

## 2 Learners Materials

[illegible]

#### 4 Funding Sources

| Funding Sources | Amount | %age from Total |
|-----------------|--------|-----------------|
|                 |        |                 |
| MOOE            |        |                 |
| LGU             |        |                 |
| Canteen         |        |                 |
| Donors          |        |                 |
| PTA             |        |                 |
| Others          |        |                 |
| TOTAL           |        |                 |

#### 6 School Awards and Recognitions

| Title of Award | Award Giving Body | Level (International, National, Region, ...) | Category (Student, Teacher, School Head, School) |
|----------------|-------------------|----------------------------------------------|--------------------------------------------------|
|                |                   |                                              |                                                  |

### 3 Health and Nutritional Status

|              | March, 2018 |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
|--------------|-------------|---|---|----|----|--------|---|---|----|----|-------|---|---|----|----|
|              | Male        |   |   |    |    | Female |   |   |    |    | Total |   |   |    |    |
|              | SW          | W | N | Ov | Ob | SW     | W | N | Ov | Ob | SW    | W | N | Ov | Ob |
|              |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Kindergarten |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 1      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 2      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 3      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 4      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 5      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 6      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 7      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 8      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 9      |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 10     |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 11     |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 12     |             |   |   |    |    |        |   |   |    |    |       |   |   |    |    |

Legend:

SW = Severely Wasted  
W = Wasted  
N = Normal  
Ov = Overweight  
Ob = Obese

### Health and Nutritional Status

|              | July-Sept., 2018 |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
|--------------|------------------|---|---|----|----|--------|---|---|----|----|-------|---|---|----|----|
|              | Male             |   |   |    |    | Female |   |   |    |    | Total |   |   |    |    |
|              | SW               | W | N | Ov | Ob | SW     | W | N | Ov | Ob | SW    | W | N | Ov | Ob |
|              |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Kindergarten |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 1      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 2      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 3      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 4      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 5      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 6      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 7      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 8      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 9      |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 10     |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 11     |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |
| Grade 12     |                  |   |   |    |    |        |   |   |    |    |       |   |   |    |    |

Legend:

SW = Severely Wasted  
W = Wasted  
N = Normal  
Ov = Overweight  
Ob = Obese

## ACCESS

[illegible][illegible]

|                    |                  | June, 2018 | July, 2018 | August, 2018 | September, 2018 |
|--------------------|------------------|------------|------------|--------------|-----------------|
| Standard # of Days |                  | 22         | 22         | 22           | 22              |
| Kindergarten       | Academic         |            |            |              |                 |
|                    | Co-Curricular    |            |            |              |                 |
|                    | Extra-Curricular |            |            |              |                 |
|                    | Others           |            |            |              |                 |
| Grade 1            | Academic         |            |            |              |                 |
|                    | Co-Curricular    |            |            |              |                 |
|                    | Extra-Curricular |            |            |              |                 |
|                    | Others           |            |            |              |                 |
| Grade 2            | Academic         |            |            |              |                 |
|                    | Co-Curricular    |            |            |              |                 |
|                    | Extra-Curricular |            |            |              |                 |
|                    | Others           |            |            |              |                 |

### Note: For All Grade Levels

Note: Each Grade Level should fill-up the following:

- \*Academic
- \*Co-Curricular
- \*Extra-Curricular
- \*Others

\*Others may be defined as::: due to calamity, teacher absences, teachers' meetings and others

## QUALITY

## 1 Literacy Rate

[illegible][illegible]

### 3 MPS Quarterly Exam

| First Quarter<br>Exam | Subject 1        |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
|-----------------------|------------------|---|---|--------------------------|---|---|-----------|---|---|-----------|---|---|-------|---|---|-----------|---|---|-----------|---|---|---|---|---|---|---|
|                       | Perfect<br>Score |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
|                       | Passing<br>Score |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
|                       |                  |   |   | No. of Students with MPS |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
|                       | Enrolment        |   |   | < 50%                    |   |   | 51 - 75 % |   |   | 76 - 100% |   |   | < 50% |   |   | 51 - 75 % |   |   | 76 - 100% |   |   |   |   |   |   |   |
|                       | M                | F | T | M                        | F | T | %         | M | F | T         | % | M | F     | T | % | M         | F | T | %         | M | F | T | % | M | F | T |
| Kindergarten          |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 1               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 2               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 3               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 4               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 5               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 6               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 7               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 8               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 9               |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 10              |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 11              |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |
| Grade 12              |                  |   |   |                          |   |   |           |   |   |           |   |   |       |   |   |           |   |   |           |   |   |   |   |   |   |   |

**Note: ALL SUBJECT AREAS**

### 4 Quarterly GPA

| First Quarter<br>(General<br>Average per<br>Subject) | Subject 1                   |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
|------------------------------------------------------|-----------------------------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|---------|---|---|----------|---|---|---|---|---|--|
|                                                      | No. of Students with Grades |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
|                                                      | Enrolment                   |   |   | 70 - 74 |   | % | 75 - 79 |   | % | 80 - 84 |   | % | 85 - 89 |   | % | 90 - 94 |   | % | 95 - 100 |   | % |   |   |   |  |
|                                                      | M                           | F | T | M       | F |   | T       | M |   | F       | T |   | M       | F |   | T       | M |   | F        | T |   | M | F | T |  |
|                                                      |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Kindergarten                                         |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 1                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 2                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 3                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 4                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 5                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 6                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 7                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 8                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 9                                              |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 10                                             |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 11                                             |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |
| Grade 12                                             |                             |   |   |         |   |   |         |   |   |         |   |   |         |   |   |         |   |   |          |   |   |   |   |   |  |

**Note: ALL SUBJECT AREAS**

## 2 Pretest/Posttest MPS

PreTest => June

PostTest => End of First Grading period

|              | All Subjects |      |   |          |      |   |      |      |   |
|--------------|--------------|------|---|----------|------|---|------|------|---|
|              | English      |      | % | Filipino |      | % | Math |      | % |
|              | Pre          | Post |   | Pre      | Post |   | Pre  | Post |   |
| Kindergarten |              |      |   |          |      |   |      |      |   |
| Grade 1      |              |      |   |          |      |   |      |      |   |
| Grade 2      |              |      |   |          |      |   |      |      |   |
| Grade 3      |              |      |   |          |      |   |      |      |   |
| Grade 4      |              |      |   |          |      |   |      |      |   |
| Grade 5      |              |      |   |          |      |   |      |      |   |
| Grade 6      |              |      |   |          |      |   |      |      |   |
| Grade 7      |              |      |   |          |      |   |      |      |   |
| Grade 8      |              |      |   |          |      |   |      |      |   |
| Grade 9      |              |      |   |          |      |   |      |      |   |
| Grade 10     |              |      |   |          |      |   |      |      |   |
| Grade 11     |              |      |   |          |      |   |      |      |   |
| Grade 12     |              |      |   |          |      |   |      |      |   |

**Note: All Subjects**

## GOVERNANCE

### A. Attendance to Activities

[illegible]

### C. Number of Volunteer Hours

[illegible]

B. Contribution to Activities

| Contribution | Contribution to Activities |  |            |  |            |  |            |
|--------------|----------------------------|--|------------|--|------------|--|------------|
|              | Activity 1                 |  | Activity 2 |  | Activity 3 |  | Activity 4 |
|              | Brigada                    |  | Contest    |  |            |  |            |
| Kindergarten |                            |  |            |  |            |  |            |
| Grade 1      |                            |  |            |  |            |  |            |
| Grade 2      |                            |  |            |  |            |  |            |
| Grade 3      |                            |  |            |  |            |  |            |
| Grade 4      |                            |  |            |  |            |  |            |
| Grade 5      |                            |  |            |  |            |  |            |
| Grade 6      |                            |  |            |  |            |  |            |
| Grade 7      |                            |  |            |  |            |  |            |
| Grade 8      |                            |  |            |  |            |  |            |
| Grade 9      |                            |  |            |  |            |  |            |
| Grade 10     |                            |  |            |  |            |  |            |
| Grade 11     |                            |  |            |  |            |  |            |
| Grade 12     |                            |  |            |  |            |  |            |

D. Instructional Supervision

| No. of Schools Led by Each Type of School | Principal | Head Teacher | Teacher-in-charge | Total |
|-------------------------------------------|-----------|--------------|-------------------|-------|
|                                           |           |              |                   |       |

|                                                         |  |  |  |  |
|---------------------------------------------------------|--|--|--|--|
| No. of IS required by SDO to each Principal, HT, TIC    |  |  |  |  |
| Expected No. of IS conducted by each Principal, HT, TIC |  |  |  |  |
| Actual No. of IS conducted by each Principal, HT, TIC   |  |  |  |  |
| Percentage of Actual No. of IS versus Required          |  |  |  |  |