



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF TACLOBAN CITY

February 02, 2022

DIVISION MEMORANDUM

No. 047 s. 2021

1st QUARTER SCHOOL MONITORING EVALUATION & ADJUSTMENTS (SMEA)

**To: Office of the Public Schools District Supervisors (PSDS)
Alternative Learning System (ALS)
Public Elementary and Secondary Schools
Public Senior High Schools
All Others Concerned**

1. Reliability and consistency of data is the most essential in the organization and reporting for Monitoring, Evaluation and Adjustments (MEA) process, to render a good decision in the conduct of Technical Assistance (TA) and in the formulation of Trainings to our Teachers and Administrator for Continuous Improvement.
2. **Relative to this, the validated data of the Progress Monitoring and Evaluation Data Sheets (PROMEDS) of schools shall form part in the Presentation of SMEA.**
3. **The SMEA process shall only focus on the following:**
 - 3.1 Presentation on the identified issues of the school to be resolved at the school Level and/or elevated to the Division Office.
 - 3.2 Report of the quarter's accomplishments based on the SCHOOL AIP targets.
 - 3.3 Lessons Learned and Value Added
 - 3.4 Presentation of GAPS and Resolutions/Recommendation
 - 3.5 Presentation on the status of the learner's performance based on the PROMEDS Data for Access, Quality and Efficiency
 - 3.6 Ways Forward for the next Quarter
4. **All data to be presented shall cover the 2nd Grading Period of the SY 2021-2022.**
5. Scheme in the validation of MOVs per school is under the discretion of the District Supervisor(s).
6. The school is encouraged to invite stakeholders to participate during the conduct of SMEA, to strengthen partnerships and instill the sense of ownership of the School Plans.
7. Please be guided with these timelines:

a. SMEA	March 28 to April 1, 2022
b. PROMEDS (deadline)	March 23, 2022
c. IMEA (Division Office)	
- CID & SGOD	April 4, 2022
- OSDS	April 5, 2022
d. DMEA	April 7-8, 2022
e. RMEA	April 18-20, 2022

8. Immediate dissemination and compliance of this Memorandum is desired.

Reference: **SED**
ME/RDD/2022
4:17

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