



Republic of the Philippines  
 Department of Education  
 Region VIII

**SCHOOLS DIVISION OF TACLOBAN CITY**

February 08, 2022

**DIVISION MEMORANDUM**

No. 56 s. 2022

**1<sup>st</sup> QUARTER SCHOOL MONITORING EVALUATION & ADJUSTMENTS (SMEA)  
 FOR THE MONTH OF DEC. 2021 TO FEBRUARY 2022**

**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. **The SMEA process shall only focus on the following:**
  - 2.1 Presentation on the identified issues of the school to be resolved at the school Level and/or elevated to the Division Office.
  - 2.2 Report of the quarter's accomplishments based on the **SCHOOL PLAN (SIP-based AIP)**
  - 2.3 Lessons Learned and Value Added
  - 2.4 Presentation of GAPS and Resolutions/Recommendation
  - 2.5 Ways Forward/Plans for the next Quarter
  - 2.6 Presentation of the School Report Card (SRC) data.
3. **All data to be presented shall cover the 2<sup>nd</sup> Grading Period of the SY 2021-2022.**
4. Scheme in the validation of MOVs per school is under the discretion of the District Supervisor(s). **No more conduct of SMEA beyond March 23, 2022.**
5. 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.
6. Please be guided with these timelines:

a. SMEA	March 14-18, 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

7. Access the link below to down the MEA tool

<https://tinyurl.com/SMEA-SIP22>

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

**MARIZA S. MAGAN EdD, CESO V**  
 Schools Division Superintendent

2/11/22  
 3:46