

Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

May 16, 2022

**DIVISION MEMORANDUM**

No. 245 s. 2022

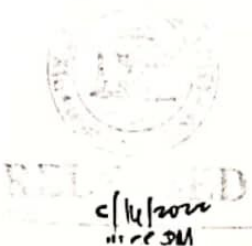
**2<sup>nd</sup> QUARTER DIVISION MONITORING EVALUATION & ADJUSTMENTS (MEA) TIMELINES**

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. **The MEA tool must contain the SIP-based AIP activities and targets for CY 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 June 1, 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	May 23 to June 1, 2022
b. PROMEDS (deadline)	June 3, 2022
c. IMEA (Division Office)	
- SGOD	June 15, 2022
- CID	June 16, 2022
- OSDS	June 17, 2022
d. EPS, PSDS and PAPS Focal Convergence	June 6-7, 2022
e. DMEA	June 23-24, 2022
f. RMEA	July 18-20, 2022 (Tentative)

7. Utilize the SIP-based MEA tool previously used or you may download the tool through this link <https://tinyurl.com/SMEA-SIP22>
8. Immediate dissemination and compliance of this Memorandum is desired.



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