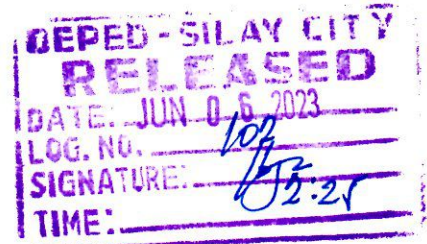




Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OF SILAY CITY**



June 6, 2023

DIVISION MEMORANDUM  
No. 211 s.2023

**SECOND QUARTER SCHOOL MONITORING, EVALUATION AND  
ADJUSTMENT (SMEA), and DIVISION MONITORING EVALUATION and  
ADJUSTMENT (DMEA) FOR CY- 2023**

TO: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the regular quarterly conduct of the Regional Monitoring Evaluation and Adjustment (RMEA), the Schools Division directs the field to conduct the **Second Quarter SMEA on June 20-23, 2023** and **DMEA on June 29-30, 2023**.
2. The following are the objectives of the activity:
  - a. present the leading indicators, physical and financial accomplishments for the second quarter of CY 2023.
  - b. identify the major bottlenecks in the delivery of basic education services;
  - c. discuss pressing issues and actions taken;
  - d. customize policies and programs on increasing access, quality, equity and resiliency and well-being;
3. To ensure that accomplishments are supported with proofs or Means of Verifications (MOVs), a validation activity shall be conducted at least 3 days before the conduct of SMEA and DMEA. The members of the Division Field Technical Assistance Team (DFTAT) shall serve as validators for SMEA with the assistance of school M and E coordinators and the Division Internal M and E for the DMEA.
4. The SMEA shall be done in a face to face modality in coordination with their respective Public Schools District Supervisor. The school head shall invite the presence of the external stakeholders like the Parent Teacher Association (PTA) representative, School Governance Council (SGC) representative, school donors, and partners during the activity to promote accountability, transparency in governance, and to intensify the campaign of support for school's continuous improvement.



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5. The school head shall submit the soft copy of the SMEA report in PDF to their respective PSDS, using the file name format: District\_ Name of School (example: 1\_SSES).
6. The members of the DFTAT shall monitor the effective conduct of SMEA, and the strict implementation of the health protocols.
7. On the other hand, DMEA report shall focus on the accomplishment of the SDO Work and Financial Plan, PMIS Status Accomplishment, and status of Program Implementation. The Unit Heads and the Chiefs of the functional divisions shall present the accomplishment, identify issues and concerns on plan implementation, and make plan adjustment to improve the delivery of services to the clientele.
8. Report and validation templates, List of KPIs, and the schedule of SMEA shall be provided through an addendum.
9. Expenses incurred in the conduct of SMEA and DMEA shall be charged against School/Division MOOE Fund.
10. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on the account of age, gender, civil status, religion and other similar factors/personal circumstances that run counter to the principles of equal opportunity.
11. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent

Reference: RM No. 167 s. 2023

Enclosure: as stated

To be included in the Perpetual Index  
under the following subjects:

MONITORING

PROGRAMS AND PROJECTS

SCHOOLS