



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

12 May 2023

DIVISION MEMORANDUM
No. *108*, s. 2023

CAPABILITY BUILDING FOR SCHOOL HEADS ON MONITORING AND EVALUATION - SMEA AND DISTRICT MEA TECHNOLOGY AND SRC

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads Concerned
All others concerned

1. Relative to DepEd Order No.29, series 2022 entitled “Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)”, requires all operating units across governance in the Department of Education of the conduct of Monitoring and Evaluation (M&E). It supports the global and national commitments of the Department in delivering basic education in the country which is also aligned with the Basic Education Development Plan (BEDP) 2030 of the DepEd.
2. The School Monitoring Evaluation and Adjustment (SMEA), District Monitoring Evaluation and Adjustment (District MEA) and Division Monitoring Evaluation and Adjustment (DMEA) are designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools in relation to access, quality and governance. Aside from consolidating the results of monitoring and evaluation of the quality of delivery of basic education services, the MEA also monitors and evaluates the organizational performance of the schools and districts in implementing plans to ensure efficient and effective fulfillment of the agency mandate.
3. In order to successfully implement the Quality Management System to schools and districts, a capability building on the conduct of Monitoring, Evaluation and Adjustment (MEA) for schools (SMEA) and districts (District MEA) is scheduled in two batches on **June 20-21, 2023 (Batch 1) and June 27-28, 2023 at DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya**. See attached Program Matrix.
4. The training program aims to:
 - a) orient the school heads on the institutionalization of the school M & E system;
 - b) capacitate the District Heads and School Heads on the SMEA and District MEA Technology to be used quarterly;
 - c) develop M&E Plan for their respective School Improvement Plan;
 - d) determine additional performance indicators and other adjustments in the school M&E plan as necessary.
 - e) consolidate and prepare the District MEA reports; and



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

f) provide technical assistance/mechanisms for accurate data gathering in preparation for the DMEA/RMEA/School/District MEA Conference.

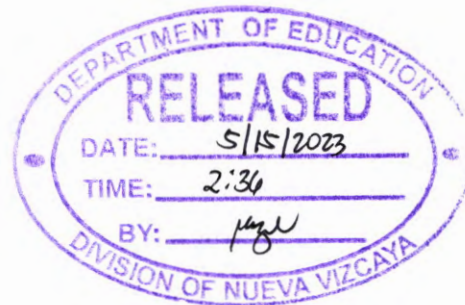
5. The target participants are the following:

Participants	Number of Participants
PSDS/DIC	23
Secondary School Heads	47
Selected Elementary School Heads (2 per District)	46
District M&E or ICT Coordinator	23
Total	139

Pre-registration of the participants shall be made until May 30, 2023 using this online Google form: <https://tinyurl.com/PreRegCapB2>

6. Expenses relative to the conduct of this activity shall be charged against HRTD-2023 Funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum to all concerned is enjoined.

ORLANDO E. MANUEL Ph.D., CESO V
Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

Program Matrix

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
Day 1:		
0730-0830	<ul style="list-style-type: none"> ● Registration 	Secretariat
0830 - 0900	<ul style="list-style-type: none"> ● Opening Ceremonies <ul style="list-style-type: none"> ○ National Anthem ○ Invocation ○ Introduction of participants ○ Message ○ Objectives of the Activity 	Secretariat
0900 - 0930	<ul style="list-style-type: none"> ● Training rules, norms, and requirements 	Marianne C. Eugenio PhD SEPS-HRD
0930 - 1000	<ul style="list-style-type: none"> ● Overview of the activity ● Pre-Test 	Julius C. Calangan EPS II-SMME
1000-1100	<ul style="list-style-type: none"> ● School M&E System and Initiatives ● Workshop 1: School M&E Initiatives and Activities 	Noli Mar M. Navarro SEPS-SMME
1100-1200	<ul style="list-style-type: none"> ● The School Planning Team and School Governing Council ● Linking M&E Results in the preparation of SIP/ AIP and OPCRF 	Melany M. Asuncion PhD EPS-SGOD
1200 - 1300	<i>Lunch Break</i>	
1300 - 1315	MOL	Secondary School Heads
1315 - 1345	<ul style="list-style-type: none"> ● Developing M&E Plan for the respective SIP 	Noli Mar M. Navarro SEPS-SMME
1345 - 1445	<ul style="list-style-type: none"> ● Workshop 2: Developing and Finalizing the School M&E Plan 	Participants/Resource Persons/Facilitators
1445 - 1545	<ul style="list-style-type: none"> ● Presentation of the School M&E Plan 	Julius C. Calangan EPS II-SMME
1545 - 1630	<ul style="list-style-type: none"> ● The School MEA Technology 	Noli Mar M. Navarro SEPS-SMME
1630 - 1700	<ul style="list-style-type: none"> ● Open Forum ● Day 1 Evaluation (Project LD Quality TIME-Technology-Integrated Monitoring and Evaluation) 	Julius C. Calangan EPS II-SMME
Day 2:		
0800 - 0830	<ul style="list-style-type: none"> ● MOL and Reminders 	PSDSs/DICs
	<ul style="list-style-type: none"> ● Preliminaries <ul style="list-style-type: none"> ○ Management of Learning (MOL) ○ Overview of the Day 1 discussions 	Participants/Resource Persons/Facilitators
0830 - 0845	<ul style="list-style-type: none"> ● The School MEA Technology - <i>Review</i> 	Noli Mar M. Navarro SEPS-SMME
0845 - 1015	<ul style="list-style-type: none"> ● Workshop 3: Preparation of School and District MEA Reports 	Participants/Resource Persons/Facilitators
1015 - 1145	<ul style="list-style-type: none"> ● Presentation of School MEA and District MEA Reports 	Participants/Resource Persons/Facilitators
1200 - 1300	<i>Lunch Break</i>	
1300 - 1315	<ul style="list-style-type: none"> ● MOL and Reminders 	Elementary School Heads
1315 - 1415	<ul style="list-style-type: none"> ● The School Report Card - Preparation, M&E Indicators and Guidelines 	Romeo Emmanuel C. Yarcia II Planning Officer III
1415 - 1515	<ul style="list-style-type: none"> ● Workshop 4: School Report Card 	Participants/Resource



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
		Persons/Facilitators
1515 - 1615	<ul style="list-style-type: none">Presentation of the School Report Card	Participants/Resource Persons/Facilitators
1615 - 1630	<ul style="list-style-type: none">Guidelines in the conduct of School Program Implementation Review (PIR)	Romulo S. Ancheta PhD CES - SGOD
1630 - 1700	<ul style="list-style-type: none">Post TestPost-training evaluation and Closing	Julius C. Calangan EPS II-SMME



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	4