



**MEMORANDUM**

No. 202, s. 2018

TO : Public Elementary and Secondary Schools Administrators  
 School ICT Coordinators  
 Division MEA Facilitators  
*This Division*

FROM :   
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

SUBJECT : **DIVISION ROLL-OUT SEMINAR-WORKSHOP FOR THE  
 CONDUCT OF SCHOOL MONITORING EVALUATION AND  
 ADJUSTMENT (SMEA) – BATCHES 3 and 4**

DATE : April 23, 2018

- To strengthen continuous improvement in providing basic education to our learners, this Office shall hold a Division Roll-Out Seminar Workshop on the Conduct of School Monitoring, Evaluation and Adjustment (SMEA) in two (2) batches at a venue to be set.

BATCH	DATE	DISTRICT/SCHOOL
3	May 6–8, 2018	Balingasag to Magsaysay including Claveria I & II
4	May 9–11, 2018	Jasaan to Lugait

- The activity aims to:
  - Demonstrate understanding of the objectives, mechanics, processes and requirements of the enhanced MEA Technology;
  - Describe and demonstrate the usages of the Data Organizing and Collection, Data Validation, Analysis and Characterization;
  - Apply various tools and techniques in organizing, collecting, validating and analyzing schools data on Key Performance Indicators (KPI) and other relevant information; and
  - Implement School MEA conference of the select schools
- The participants of the activity are Public Elementary and Secondary School Administrators, School ICT Coordinators, and Division MEA Facilitators' Team. Enclosed is the distribution of schools by district and the names of facilitators for reference.
- Participants are required to accomplish or bring the following:
  - Three-year Data on Key Performance Indicators as per enclosed Template 1-5 or thru this link: [bit.ly/misorSMEArollout2](http://bit.ly/misorSMEArollout2)



- b) School Improvement Plan (SIP) and Annual Procurement Plan (APP)
  - c) Annual Narrative Report
  - d) Laptop and extension cord
  - e) Mobile internet
  - f) Calculator
5. There shall be a registration fee of Php 3,500 that covers the 3-day/2-night accommodation, meals and other incidental expenses. Further, registration fee and travelling expenses of participants shall be charged against School MOOE subject to the usual accounting, budgeting and auditing rules and regulations.
6. Deadline of payment for registration is on Wednesday, May 2, 2018 through **Ms. Marissa Fay S. Jadap**, AO-IV-Cashier. For queires and other related concerns, participants are encouraged to coordinate with **Danny A. Asio**, SEPS-SMME (0935-166- 1601) and/or **Edwin L. Gamorot**, PO-II (0917-438-6075)
7. The first meal to be served is breakfast on Day 1 of May 6, 2018 for Batch 3 and May 9, 2018 for Batch 4. Hence, all participants are expected to be at the venue before 9:00 o'clock in the morning.
8. All participants, resource speakers, facilitators and management staff of this seminar-workshop shall be entitled service credits pursuant to DepEd Order No.53, s.2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. Likewise, Non-Teaching Personnel and staff shall be provided with Compensatory Time-Off (CTO) pursuant to Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No.2, s.2004 on *Non-Monetary Remuneration for Overtime Services Rendered*.
9. Immediate and wide dissemination of this Memorandum is hereby enjoined.

RBT/SGOD/rom/daa/gpm

Encl: as stated

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

TRAINING AND DEVELOPMENT  
SMEA

**Division Roll-Out Seminar-Workshop for the Conduct of School Monitoring, Evaluation and Adjustment (SMEA) - Batches 3 and 4**

Batch/ Date	Districts	Number of Participants			Total
		Schools	School Heads	School ICT	
<b>3/ May 6-8, 2018</b>	Magsaysay I	San Isidro ES	1	1	2
		San Vicente ES	1	1	2
		Villa Felipa ES	1	1	2
		Damayuhan NHS	1	1	2
	Magsaysay II	Artadi ES	1	1	2
		Consuelo ES	1	1	2
		Kandis ES	1	1	2
		Gumabon NHS	1	1	2
	Medina	Gov. Pelaez ES	1	1	2
		Maanas ES	1	1	2
		Portulin ES	1	1	2
		Portulin NHS	1	1	2
	Talisayan	Babanlagan ES	1	1	2
		Macopa ES	1	1	2
		Sta. Ines ES	1	1	2
		Mandahilag NHS	1	1	2
	Kinoguitan	Balingoan CS	1	1	2
		Calubo IS	1	1	2
		Esperanza ES	1	1	2
		Mantangale NHS	1	1	2
	Sugbongcogon	Binuangan ES	1	1	2
		Mangga ES	1	1	2
		Mosangot ES	1	1	2
		Dampias NHS	1	1	2
	Salay	Inobulan ES	1	1	2
		Looc ES	1	1	2
		Salay River	1	1	2
		Inobulan Honga Gue NH	1	1	2
	Lagonglong	Dampil ES	1	1	2
		Kabulawan ES	1	1	2
		Lumbo ES	1	1	2
		Lumbo NHS	1	1	2
	Balingasag North	Lantad IS	1	1	2
		Mambayaan ES	1	1	2
		Mandangoa ES	1	1	2
		San Isidro NHS	1	1	2
Balingasag South	Dumarait ES	1	1	2	
	Samay ES	1	1	2	
	Waterfall ES	1	1	2	
	Rosario NHS	1	1	2	
Claveria I	Cabacungan ES	1	1	2	
	Hinaplanan ES	1	1	2	
	Patocino ES	1	1	2	
	Hinaplanan NHS	1	1	2	
Claveria II	Luna ES	1	1	2	
	Malagana ES	1	1	2	
	Minahwang IS	1	1	2	
	Aposkahoy NHS	1	1	2	
	<b>*Facilitators</b>			<b>10</b>	
	<b>TOTAL</b>	<b>48</b>	<b>48</b>	<b>106</b>	

Batch/ Date	Districts	Number of Participants			Total
		Schools	School Heads	School ICT	
<b>4/ May 9- 11, 2018</b>	Jasaan	Aplaya ES	1	1	2
		Bobontugan ES	1	1	2
		Luz Banzon ES	1	1	2
		Aplaya NHS	1	1	2
	Villanueva	Balacanas ES	1	1	2
		Dayawan ES	1	1	2
		San Martin ES	1	1	2
		Kalingagan NHS	1	1	2
	Tagoloan	Casinglot ES	1	1	2
		Mohon ES	1	1	2
		Natumolan ES	1	1	2
		Sta. Ana NHS	1	1	2
	Opol	Barra ES	1	1	2
		Igpit ES	1	1	2
		Luyong Bonbon ES	1	1	2
		Bagocboc NHS	1	1	2
	Alubijid	Calatcat ES	1	1	2
		Lourdes ES	1	1	2
		Sungay IS	1	1	2
		Taparak ES	1	1	2
	Laguindingan	Kibaghot ES	1	1	2
		Sinal ES	1	1	2
		Tubajon ES	1	1	2
		Kibaghot NHS	1	1	2
	Libertad	Gimaylan ES	1	1	2
		Gitagum CS	1	1	2
		Matangad ES	1	1	2
		Matangad NHS	1	1	2
	Initao	Andales IS	1	1	2
		Gimampang ES	1	1	2
		San Pedro ES	1	1	2
		Kalacapan NHS	1	1	2
	Naawan	Maputi ES	1	1	2
		Mat -I ES	1	1	2
		Patag ES	1	1	2
		Mat -I Naawan NHS	1	1	2
	Manticao	Cabalantian ES	1	1	2
		Punta Silom ES	1	1	2
		Tuod ES	1	1	2
		Cabalantian NHS	1	1	2
	Lugait	Aya-aya ES	1	1	2
		Biga ES	1	1	2
		Talacogon ES	1	1	2
		Kalangahan ES	1	1	2
		<b>*Facilitators</b>			<b>10</b>
		<b>TOTAL</b>	<b>44</b>	<b>44</b>	<b>98</b>