




Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 195, s. 2019

TO : Public Elementary and Integrated School Heads
Public Secondary Schools
School ICT Coordinators
Division MEA Team
This Division

FROM : *for;*  **RANDOLPH B. TORTOLA** *4/30/19*
Schools Division Superintendent

SUBJECT : **4th DIVISION ROLL-OUT SEMINAR-WORKSHOP ON THE CONDUCT OF SCHOOL MONITORING EVALUATION AND ADJUSTMENT (SMEA) – BATCHES 7**

DATE : April 30, 2019

1. 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) – Batch 7 on May 7–9, 2019 at a venue to be set.
2. The activity aims to:
 - a) Demonstrate understanding on the objectives, mechanics, processes and requirements of the enhanced MEA Technology;
 - b) Describe and demonstrate the usages of Data Organizing and Collection, Data Validation, Analysis and Characterization;
 - c) Apply various tools and techniques in organizing, collecting, validating and analyzing schools' data on Key Performance Indicators (KPI) and other relevant information; and
 - d) Implement MEA conference at school level
3. The participants of the activity are Public Elementary and Integrated School Heads and designated ICT Coordinators. Attached is the distribution of priority schools by district for reference.
4. Participants are required to accomplish or bring the following:
 - a) Three-year Data on Key Performance Indicators as per enclosed Template 1-5 thru this link: ***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

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5. Travel, incidental and other related expenses of participants shall be charged against School MOOE subject to the usual accounting, budgeting and auditing rules and regulations. Participants are advised to register online thru this link: ***bit.ly/SMEARolloutRegForm***
6. The first meal to served is breakfast on Day 1 of May 7, 2019. Hence, all participants are expected to be at the venue before 8:00 o'clock in the morning.
7. All participants, resource speakers, facilitators and staff of this seminar-workshop shall be entitled to 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*.
8. Attached is the poll of Division MEA Spekaers, Facilitators and Staff for reference. Participants are encouraged to coordinate with **Gerry P. Madrid**, EPS II-SMME (0917-325-3857) for queries and other related concerns.
9. Immediate and wide dissemination of this Memorandum is hereby enjoined.

SGOD/rom/daa/gpm

Encl: as stated

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

TEACHER APPLICANT
EPT
ASSESSMENT
BEA

**4th Division Roll-Out Seminar-Workshop on the Conduct of
School Monitoring, Evaluation and Adjustment (SMEA) - Batches 7
DISTRIBUTION OF PRIORITY SCHOOLS BY DISTRICT**

Batch/ Date	Districts	Number of Participants			Total
		School	School Heads	ICT Coordinator	
7/ May 7-9, 2019	Magsaysay I	Cabantian ES	1	1	2
		Mindulao ES	1	1	2
	Magsaysay II	Abunda IS	1	1	2
		Kimaya ES	1	1	2
	Medina	Mananum Bag-o ES	1	1	2
		Mananum Daan ES	1	1	2
		San Vicente ES	1	1	2
	Talisayan	Pangpangon ES	1	1	2
		Magkarila ES	1	1	2
	Kinoguitan	Bolisong ES	1	1	2
		Dahilig ES	1	1	2
	Sugbongcogon	Alicomohan ES	1	1	2
		Sugbongcogon CS	1	1	2
	Salay	Ili-ilihon ES	1	1	2
		Mimbuli ES	1	1	2
	Lagonglong	Manaol ES	1	1	2
	Balingasag North	Cala-cala ES	1	1	2
		Calawag ES	1	1	2
	Balingasag South	Balagnan ES	1	1	2
		Rosario ES	1	1	2

Summary:

	SHs	ICT Coor.	Total
Participants	46	44	90
*Speakers and Facilitators	-	-	10
TOTAL	46	44	100

Batch/ Date	Districts	Number of Participants			Total
		School	School Heads	ICT Coordinator	
7/ May 7-9, 2019	Claveria I	Kanagakaan ES	1	1	2
		Minsacuba ES	1	1	2
	Claveria II	Malunsagay ES	1	1	2
		Man-ibay ES	1	1	2
		Rizal ES	1	1	2
	Jasaan	Natubo IS	1	1	2
		San Nicolas ES	1	1	2
	Villanueva	Kalingagan ES	1	1	2
	Tagoloan	Gracia ES	1	1	2
	Opol	Bayugbayogan ES	1	1	2
		Malanang ES	1	1	2
	Alubijid	Benigwayan ES	1	1	2
		Tugasnon ES	1	1	2
	Laguindingan	Lapad ES	1	1	2
	Gitagum	Pangayawan ES	1	1	2
		Quezon ES	1	1	2
		Ulab ES	1	1	2
	Libertad	Taytayan ES	1	1	2
	Initao	Kamelon ES	1	1	2
		Oguis ES	1	1	2
	Naawan	Tagbalogo ES	1	1	2
	Manticao	Magpait ES	1	1	2
		Pagawan ES	1	1	2
	MOGCHS	SH & Dept.Heads	3	-	4
		ICT Coordinator	-	1	

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Enclosure to Division Memorandum No. 195, s.2019

**4th DIVISION ROLL-OUT SEMINAR-WORKSHOP ON THE CONDUCT OF
SCHOOL MONITORING EVALUATION AND ADJUSTMENT (SMEA) - Batch 7
May 7-9, 2019**

POLL OF RESOURCE SPEAKERS AND FACILITATORS

Erlinda G. Dael , <i>Chief EPS-CID</i>
Rudy O. Magdugo , <i>Chief EPS-SGOD</i>
Danny A. Asio , <i>SEPS-SMME</i>
Vevian T. Tuason , <i>SEPS-SMN</i>
Lindo M. Cayadong , <i>SEPS-Planning & Research</i>
Freddiejun T. Delig , <i>Information Technology Officer I</i>
Edwin L. Gamorot , <i>Planning Officer III</i>
Mark Lorren T. Tejano , <i>Budget Officer</i>
Gerry P. Madrid , <i>EPS II-SMME</i>
Marife D. Balaba , <i>Principal I, Sta. Ana NHS</i>
Maria Fidela C. Salvador , <i>Principal I, Baliwagan CS</i>
Eman F. Lachica , <i>EPS II-HRD</i>
Kristoffer C. Galarpe , <i>ADAS III</i>
Eva S. Dela Peña , <i>ADA VI</i>