



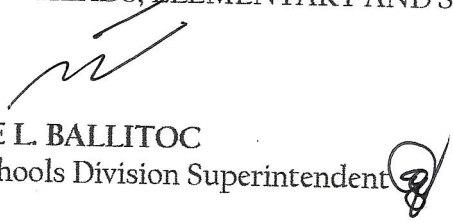
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF IFUGAO
Lagawe



Division MEMORANDUM

No. 163 s. 2017

TO: PUBLIC SCHOOL DISTRICT SUPERVISORS
SCHOOL HEADS, ELEMENTARY AND SECONDARY

FROM: FELIPE L. BALLITOC
OIC-Schools Division Superintendent 

SUBJECT: CONDUCT OF SCHOOL AND DISTRICT MONITORING AND
EVALAUTION ADJUSTMENT (S/DMEA)

DATE: June 22, 2017

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1. Division Memo No.167 s. 2016 based on Regional Memo No.232 s. 2016 issued the guidelines in the composition and responsibilities of the monitoring teams in the school and in the Districts. As was discussed also during the District roll-out, that monitoring teams should conduct S/DMEA quarterly. This is to ensure that programs and projects are monitored and data from the schools are accurate and reliable as these are the basis for planning, policy formulation, technical assistance and decision-making in all levels.
 2. School should conduct MEA during the 4th week of June 2017 and submit report to the District level as basis for the conduct of DsMEA on the 1st week of July. Each school and District to agree on dates of reports submission and conduct of District MEA. All District MEA reports should also be submitted July 10, 2017 as basis for the conduct of Division MEA in preparation for the Regional MEA.
 3. Editable soft copy of the SMEA Monitoring Tool to be used is uploaded for downloading in the official website of DepEd Ifugao and in Deped Personnel Facebook account. Soft copy can also be copied at the M&E unit or request are e-mailed to Cesgullitiwk@yahoo.com.ph
 4. Widest dissemination of this memorandum is enjoined.