



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



**Division MEMORANDUM**

No. 167 s. 2016

TO: Chief SGOD and CID  
 Public School District Supervisors  
 Unit Heads and Staff concerned  
 School Heads, Elementary and Secondary

FROM: **SALLY B. ULLALIM, CESO V**  
 Schools Division Superintendent

SUBJECT: **STRENGTHENING THE MONITORING AND EVALUATION SYSTEM IN THE SCHOOL AND DISTRICT LEVEL AND COMPOSITION OF THE MONITORING AND EVALUATION TEAM IN ALL GOVERNANCE LEVEL IN THE DIVISION**

DATE: Sept. 1, 2016

1. Regional Office through Memorandum No. 232.2016 issued the guidelines in the composition and responsibilities of the monitoring and Evaluation Teams in the Schools, Districts, and Schools Division Office in order to strengthen and improve the monitoring and evaluation system in the different levels. The monitoring and Evaluation Team (MET) in the School, District and Division level shall be comprised of the following:

	School Monitoring & Evaluation Team (SMET)		District Monitoring & Evaluation Team (DsMET)	Division Monitoring & Evaluation Team (DMET)
Chairperson	Small School	Large School	PSDS	DMET Chair SGOD Chief
Members	1. School M&E Coordinator	1. School M&E Coordinator	1. School Heads	1. CID Chief
	2. School ICT Coordinator	2. Department Heads or Grade Coordinators	2. 1 ICT Coordinator	2.SGOD EPS
	3. 2 representatives of the School Planning Team	3. School ICT Coordinator		3.SEPS-M&E
		4. 2 Representatives of the School Planning Team		4.EPS 11-M &E
				5.Planning Officer
				6.IT Officer
				7.PSDSs

