



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



### 3. Duties and responsibilities of the Teams

- a. Gathering, validating, processing, and analysis of monitoring and evaluation data on the delivery of basic education services during conduct of monitoring, evaluation and Plan Adjustment (MEA) of activities in the School (SMEA), District (DsMEA) and Division (DMEA) Levels.
  - b. SMEA, DsMEA, and DMEA are 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 and consolidate result of M&E.
  - c. Monitor and evaluate organizational performance of schools divisions in implementing plans to ensure efficient and effective fulfillment of the division mandate.
4. To monitor and evaluate the status, progress, and results of the implementation of the Division Educational Plan-Annual Implementation Plan (DEDP-AIP), the SGOD, CID and the Units/section in the SDO must have a three member Internal Monitoring and Evaluation Teams (IMETS). While SMET and DsMET are conducting the SMEA and DsMEA in the schools and districts, respectively, the SDO IMETS in the SGOD, CID and Unit/s Sections must gather, analyze, and submit data on the physical and financial accomplishments and implementation issues to the DMET. Data from the CID, SGOD, and Units/sections will be consolidated by the DMET to have a report on organizational performance during the DMEA conference.

### 5. Schedules for other MEA conferences

SY 2016-17 MEA activity	Target Date	SY 2016-17 MEA Activity	Target
1 <sup>st</sup> qtr SMEA	Sept. 5-9, 2016	3 <sup>rd</sup> qtr. SMEA	Feb. 6-10, 2017
1 <sup>st</sup> qtr DsMEA	Sept. 12-16, 2016	3 <sup>rd</sup> qtr. DsMEA	Feb. 13-17, 2017
1 <sup>st</sup> qtr DMEA	Sept. 19-23, 2016	3 <sup>rd</sup> qtr. DMEA	Feb. 27-March 3, 2017
(RMEA)	Oct. 4-5, 2016	(RMEA)	April 5-6, 2017
2 <sup>nd</sup> qtr SMEA	Nov. 14-18, 2016	4 <sup>th</sup> qtr. SMEA	April 10-14, 2017
2 <sup>nd</sup> qtr DsMEA	Nov. 21-25, 2016	4 <sup>th</sup> qtr. DsMEA	April 17-21, 2017
2 <sup>nd</sup> qtr DMEA	Nov. 28-30, 2016	4 <sup>th</sup> qtr. DMEA	May 1-5, 2017
(RMEA)	Dec. 8-9, 2016	(RMEA)	July 5-6, 2017

6. Guidelines, quarterly scope of School M&E, and the format of the report shall follow.
7. Chairperson should submit the composition of each monitoring Team in the School/ District on or before September 13, 2016 at the SMME-SGOD Office.
8. For wide dissemination.

Reference:

Regional Memorandum No. 232. 2016