



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

8 January 2024

SCHOOLS DIVISION MEMORANDUM

No. 011, s. 2024

**CONDUCT OF 4th QUARTER SCHOOL MONITORING EVALUATION AND
ADJUSTMENT (SMEA) PRESENTATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to Regional Memorandum 55, s. 2023 stating the *Quarterly Monitoring of Programs and Projects in the Regional and Division Level* and Regional Memorandum No. 084, s. 2023 stating the *Provision of Technical Assistance by the Division Field Technical Assistance Team (DFTAT)*, this office will be conducting the 4th Quarter School Monitoring Evaluation and Adjustment (SMEA) on January 23 to 25, 2024 at the CID Office, MNHS Annex and SGOD Office, 8:00 am to 5:00 pm;
2. This activity aims to:
 - a. Present the school's year-end physical accomplishments;
 - b. Ensure alignment of PPAs with strategic directions based on the approved SIP and AIP;
 - c. Monitor, track project implementation and assess the performance of the school vis-à-vis the set targets in the OPCRf utilizing the MEA tools; and
 - d. Reconcile physical and financial accomplishment reports based on approved Annual Implementation Plan (AIP) and School Operating Budget (SOB).
3. All Schoolheads will present their Year-end accomplishments, along with their 2024 AIPs and SOBs, to their assigned Panel of Observers for inputs, clarifications, and other concerns; this presentation will also serve as the School Head's Mid-year Performance Review;
4. Relative to this, Schoolheads are requested to submit the soft copy of their presentation on or before January 19, 2024 at [https://drive.google.com/drive/folders/1H4gGlnYRAjI3LISsv_xQCAhYXkp9UkPz?usp=drive link](https://drive.google.com/drive/folders/1H4gGlnYRAjI3LISsv_xQCAhYXkp9UkPz?usp=drive_link)
5. The members of the Panel of Observers are advised to attend the pre-planning meeting at the SGOD Office on January 19, 2024, 3:00 pm;



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozone.scity@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

6. Attached are the Schedule of Presentation and List of Panel members and the suggested template/ format of presentation of accomplishments;
7. Participants to this activity include the Panel of Observers, all Public Elementary and Secondary Schoolheads.
8. This memorandum serves as authority to travel; travelling expenses, meals and snacks of Schoolheads will be charged to School MOOE;
9. For clarification, you may contact the M and E Focal Person through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.
10. For information and strict compliance.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: RM 55, s. 2023, RM No. 084, s. 2023

To be indicated in the Perpetual Index

Under the following subjects:

MONITORING AND EVALUATION
PLAN ADJUSTMENT

PHYSICAL ACCOMPLISHMENTS
TECHNICAL ASSISTANCE

LPC-4thquarterSMEA
01/January08,2024



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure 1 to Schools Division Memorandum No. ____, s.2024

Schedule of Presentation

Time	Group	Presentor	PANEL
1 st Day, January 23, 2024			
	Group 1	<ul style="list-style-type: none"> Mapangpang ES Bical ES Linglingay ES Rang-ayan ES 	Team Leader LARRY B. ESPIRITU, PhD Members WINNIE W. POLI NELIE D. SACMAN RODOLFO A. DIZON STELLA DUMALE ALVIN D. TANGONAN
	Group 2	<ul style="list-style-type: none"> Bagong Sikat ES Bantug ES Cabisuculan ES DepEd CLSU (Lab.) 	Team Leader BERNARDO A. GARGABITE Members MERCEDITA D. SALDERO LAMBERTO P. CORPUZ MARY QUEEN ORPILLA JOMEL V. MANGAWANG JOEL G. DIZON
	Group 3	<ul style="list-style-type: none"> Gov.Eduardo L.Joson Memorial School Catalanacan ES Sapang Cawayan ES Muñoz Central School 	Team Leader ERLEO T. VILLAROS Members NOVALYN C. RODOLFO AILEEN G. MACTAL FRIESSHY CRUZ BERMUDA CYRIL TALUSAN MARLON V. SIMINIG
2 nd Day, January 24, 2024			
	Group 1	<ul style="list-style-type: none"> San Felipe ES Munoz North Central S Villa Isla ES Curva ES Pandalla ES 	Team Leader LARRY B. ESPIRITU, PhD Members WINNIE W. POLI NELIE D. SACMAN RODOLFO A. DIZON STELLA DUMALE ALVIN D. TANGONAN
	Group 2	<ul style="list-style-type: none"> Calisitan ES Franza ES San Andres ES 	Team Leader BERNARDO A. GARGABITE Members



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozscience.city@deped.gov.ph



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

		<ul style="list-style-type: none"> Licaong ES Rizal ES 	<p>MERCEDITA D. SALDERO LAMBERTO P. CORPUZ MARY QUEEN ORPILLA JOMEL V. MANGAWANG JOEL G. DIZON</p>
	Group 3	<ul style="list-style-type: none"> Mangandingay ES Villa Nati ES Villa Santos ES Villa Cuizon ES Naglabrahan and Matingkis Primary School 	<p>Team Leader ERLEO T. VILLAROS</p> <p>Members NOVALYN C. RODOLFO AILEEN G. MACTAL FRIESSHY CRUZ BERMUDA CYRIL TALUSAN MARLON V. SIMINIG</p>
3 rd Day	January 25, 2024		
	Group 1	<ul style="list-style-type: none"> Palusapis IS-Elem Calabalabaan ES Ricardo V. Adriano ES Maligaya ES 	<p>Team Leader LARRY B. ESPIRITU, PhD</p> <p>Members WINNIE W. POLI NELIE D. SACMAN RODOLFO A. DIZON STELLA DUMALE ALVIN D. TANGONAN</p>
	Group 2	<ul style="list-style-type: none"> Gabaldon IS Magtanggol IS Maragol IS Munoz National HS, Junior HS 	<p>Team Leader BERNARDO A. GARGABITE</p> <p>Members MERCEDITA D. SALDERO LAMBERTO P. CORPUZ MARY QUEEN ORPILLA JOMEL V. MANGAWANG JOEL G. DIZON</p>
	Group 3	<ul style="list-style-type: none"> Munoz National HS-Annex Munoz National HS Senior HS Palusapis IS San Antonio IS 	<p>Team Leader ERLEO T. VILLAROS</p> <p>Members NOVALYN C. RODOLFO AILEEN G. MACTAL FRIESSHY CRUZ BERMUDA CYRIL TALUSAN MARLON V. SIMINIG</p>



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure 2 to Schools Division Memorandum No. ____, s.2024.

Template in the presentation of Year-end accomplishments of SY 2023-2024 based on the School Head's OPCRf.

DEPARTMENT OF EDUCATION REGION III Matalino St. DM, Government Center, Maimpis City of San Fernando (P)		DepEdROI-III-MEA (revised: 03/11/2021)									
Version No. 02		Revision No. 02									
MONITORING, EVALUATION, AND ADJUSTMENT (MEA) Period Covered: October-December 2023											
SCHOOL:		SCHOOL HEAD:									
KRA 1											
SCHOOL LEADERSHIP, MANAGEMENT AND OPERATIONS											
Activity	Output Indicator	Physical		Financial			Date Targeted	Date Accomplished	Status of Accomplishment	REMARKS	
		Targeted	Accomplished	Allocated	Obligated	Disbursed					Source of Fund
Objective 1	<i>Demonstrated knowledge of the DepEd vision, mission and core values to foster shared understanding and alignment of school policies, programs, projects and activities to ensure understanding and alignment to school policies through five (5) of the modalities within the school year.</i>										
Conduct video production	2 Video materials produced	2	100%	3000	3000	1500	MOOE	October 4-6, 2023	October 6, 2023	Done	Meals and snacks during the production were shouldered by the Brgy Officials
Conduct regular posting of video materials in the FB page and other online platforms	1000 responses from community stakeholders were received	891	89%	0	0	0	n/a	October to December, 2023	December 29, 2023	Done	The school initiated a more interactive approach using Operation Like, Comment and Share
TOTAL			95%	3000	3000	1500					
Objective 2	<i>Demonstrated knowledge and understanding of the phases of development and implementation of five (5) school plans aligned with institutional goals and policies within the target date</i>										
Implementation and monitoring approved of Class Programs for SY 2023-2024	10 approved General Class Program were implemented	10	100%	0	0	0	n/a	October to December, 2023	December 29, 2023	Done	10 teachers were able to implement their individual Class Program
Stakeholders' Convergence Cum Presentation of LRP and SIP Accomplishment	200 Stakeholders participated and supported the activity	220	100%	1000	1000	1000	Local Fund/ Donation	December 13, 2023	December 13, 2023	Done	Active involvement of parents and alumni were observed
TOTAL			100%	1000	1000	1000					