



Republic of the Philippines
Department of Education
 REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

June 29, 2020

DIVISION MEMORANDUM

No. 228 s. 2020

ADDENDUM & CORRIGENDUM TO DM No. 106 s. 2020: SCHEDULES OF THE SCHOOL/DISTRICT MONITORING, EVALUATION AND ADJUSTMENT (SMEA/DisMEA/DMEA) FOR THE CALENDAR (CY) 2020 QUARTERS 1 TO 4

TO: Principals in Charge
 Elementary and Secondary School Heads
 All Others Concerned

1. There will be some changes on the delivery of MEA for this quarter due to the pandemic (COVID 19) this locality is facing, thus, MEA schedule as stated in Division Memorandum No. 106 will be modified. Please refer to the new schedule below:

MEA Deliverable	SMEA		DisMEA		DMEA		RMEA
	DATE	VENUE	DATE	VENUE	DATE	VENUE	
2 ND QUARTER 2020	July 3, 2020	c/o School Heads	July 10, 2020	c/o PIC	July 14-15, 2020	Division Office, Conference hall, Diversion Road, Brgy. Gaas	July 26-28, 2020

2. SMEA will be held in the morning only. DisMEA will be conducted whole day to give way for a complete reporting of data and other issues & concerns of their respective schools. DMEA will be conducted within 2 days as scheduled to give ample time for making some adjustments and possible policy recommendations.
3. This is to reiterate, however that the *schools must strictly adhere to the specified schedule.*
4. **Always follow Health (COVID-19) protocol, school heads are advised not to use schools as venue for the SMEA/DisMEA if the school is still used as quarantine area.**
5. Division personnel will monitor the conduct of SMEA and DisMEA. (See attached sheets for MEA activities)
6. DMEA schedule of activities is yet to be finalized and the participants will be informed later through a separate memorandum.
7. The rest of the provision of Division Memorandum No. 106, s. 2020 remains in full effect.
8. Immediate dissemination of and strict compliance with this memorandum is desired.

RAUL D. AGBAN EdD
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent

Enclosure :
 Reference : RM No. 92, s. 2020 / DM No. 106, s. 2020
 Allotment :
 To be indicated in the Perpetual Index under the following subject
 PLANNING EVALUATION MONITORING ADJUSTMENT MEA



Diversion Road Brgy. Gaas Baybay City, Leyte
 Telephone No.:(053) 563-7615
 E-mail: baybay.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

Attachment No. 1
DM No. 228

DATE	ACTIVITY	DIVISION PERSONNEL	SCHOOLS/DISTRICT/CLUSTER OF MONITORING
July 3, 2019	SMEA	Robinson L. Garcia EdD	Jaena ES
		David E. Hermano Jr. PhD	Punta ES
		Nerissa T. Arayan PhD	Maganhan ES
		Jo-Ann C. Rapada PhD	Banahao ES
		Ma. Liwayway N. Lumanta PhD	Imelda ES
		Margilina C. Mendoza	Biasong ES
		Maria Theresa P. Rabanos	Cabalasan ES
		Eva D. Divino	Gabas IS
		Clara A. Basalo	Gubang ES
		Elsa B. Tabudlong	Kambonggan ES
		Shirley L. Godoy	Higuloan ES
		Ritchel Marie B. Villamor	Butigan ES
		Mildred F. Gofredo	Bubon ES
		Josephus Anthony Dueñas	Mailhi NHS
		Julius Cesar dela Cerna	Ampihanon ES
		Ma. Rosario M. Mauro	Patag ES
		Ruthlyn P. Rebucas	Hilapnitan ES
		Carlet Gay G. Lingatong	Gaas ES
		Marck Anthony Suyom	Maypatag ES
		Ireneo O. Rodriguez	Candadam ES
Mario M. Mobe	San Agustin ES		



Diversion Road Brgy. Gaas Baybay City, Leyte
Telephone No.:(053) 563-7615
E-mail: baybay.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

		Rosalinda P. Pael	Zacarito ES
		Engr. James Edward Gonzales	Matam -is ES
		Jeanne T. Araneta	Kansungka ES
		Venie Jay Montalban	Hipusngo ES
		Aiza Montalban	Pres. CP Garcia ES
		Carlu Dacera	Makinhas NHS
		Eden Lynn V. Lopez	Palhi ES
		Enrico Lufrangco	Amguhan ES
		Deo Regine T. Arayan	Villa ES
		Rene B. Andujar	Sapa ES
		Paolo Caintic	Villa Mag-Aso ES
		Rodrigo Pernites	Altavista ES
		Reymond Villacorte	Bidlinan ES
		Ernest Froilan O. Omolon	Kantagnos ES
		Maribel Morillo	Sabang ES
		Frank Ray G. Ompoy	Pangasugan ES
		Ruel Mahipos	Pomponan ES
		Dr. Nikka Dejana	Maybog ES
July 10, 2020	DisMEA	District Adapter (CID/SGOD)	



Diversion Road Brgy. Gaas Baybay City, Leyte
Telephone No.:(053) 563-7615
E-mail: baybay.city@deped.gov.ph





SMEA MONITORING TOOL

Name of School : _____
Name of School Head : _____

2nd Qtr. SMEA 2020 (4th Grading)
Date Monitored: _____

ACTIVITIES	OBSERVED	NOT OBSERVED	REMARKS
Opening Program			
Presence of:			
School Head			
Teachers			
Stakeholders			
Validated MTPA:			
Teachers			
School Head			
SMEA Result			
4 th Grading School Accomplishment			
Special Report:			
➤ Programs & Projects			
➤ Banner Projects			
➤ MPS _____ Grading			
➤ Dashboard			
➤ Gaps			
Financial Report			
➤ MOOE			
➤ PTA			
➤ Canteen			
➤ School Paper			
School's Good Practice			
➤			
Adjustments of eSIP/AIP			
Learners' wearing facemask			
Social distancing			
Teachers & School Heads wearing Facemask			
Stakeholders wearing facemask			
Presence of hand sanitizer/alcohol inside the conference hall			
Presence of Footbath outside the conference hall			
Temperature check			
Other Reports/ Observations:			
Venue			

Issues and Concerns	Resolutions/Recommendations

Note: Kindly take note the following (lot it down under remarks):
 @ Number of school head, teachers and stakeholders present during SMEA
 @ No. of special report
 @ No. of schools with financial report

Monitored By: _____

Conforme: _____
 School Head





DisMEA MONITORING TOOL

Name of District : _____
Name of Principal in Charge: _____

2nd Qtr. SMEA 2020 (4th Grading)
Date Monitored: _____

ACTIVITIES	OBSERVED	NOT OBSERVED	REMARKS
Opening Program			
Presence of:			
School Head			
Teachers			
Stakeholders			
Validated MTPA:			
School Heads			
Principal in Charge			
SMEA Result			
4 th Grading School Accomplishment			
Special Report:			
> Programs & Projects			
> Banner Projects			
> MPS _____ Grading			
> Dashboard			
> Gaps			
Financial Report			
> MOOE			
> PTA			
> Canteen			
> School Paper			
School's Good Practice			
>			
Adjustments of eSIP/AIP			
Learners' wearing facemask			
Social distancing			
Teachers & School Heads wearing Facemask			
Stakeholders wearing facemask			
Presence of hand sanitizer /alcohol inside the conference hall			
Presence of Footbath outside the conference hall			
Temperature check			
Other Reports/ Observations:			
Venue			

Issues and Concerns	Resolutions/Recommendations

Note: Kindly take note the following (got it down under remarks):
 @ Number of school head, teachers and stakeholders present during DisMEA
 @ No. of special report
 @ No. of schools with financial report

Monitored By: _____

Conforme : _____
Principal in Charge

