

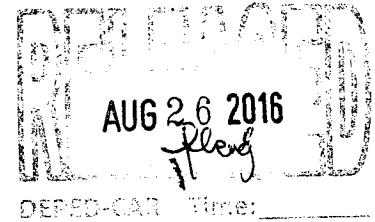


Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



August 25, 2016

Regional Memorandum  
No. **232.2016**



**STRENGTHENING THE MONITORING AND EVALUATION SYSTEM IN THE REGION AND COMPOSITION OF THE MONITORING AND EVALUATION TEAM IN ALL GOVERNANCE LEVELS IN CAR**

To: Schools Division Superintendent,  
School Heads, Public schools  
All Divisions

1. This office issues the guidelines in the composition and responsibilities of the monitoring and evaluation teams in the schools, districts, and schools division offices in order to strengthen and improve the monitoring and evaluation systems in the different levels. The Monitoring and Evaluation Team (MET) in the school, district and division levels shall be composed of the following:

	School Monitoring & Evaluation Team (SMET)		District Monitoring & Evaluation Team (DsMET)	Division Monitoring & Evaluation Team (DMET)
	Small School	Large School		
Chairperson	School Head	School Head	PSDS	DMET Chair (SGOD Chief)
Members	* School M&E Coordinator * School ICT Coordinator *2 representatives of the school Planning Team	*School M&E Coordinator * Department Heads or Grade Coordinators * School ICT Coordinator * 2 representatives of the school Planning Team	* School Heads * 1 ICT Coordinator	* CID Chief * SGOD EPS * SEPS -M&E * EPS II-M&E * Planning Officer * IT Officer/s * PSDSs

2. Gathering, validating, processing, and analysis of monitoring and evaluation data on the delivery of basic education services are the responsibilities of the M&E teams during the conduct of the monitoring, evaluation, and plan adjustment (MEA) activities in the school (SMEA), district (DsMEA), and division (DMEA) levels.
3. The SMEA, DsMEA, and DMEA are designed 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. In addition to the consolidation of the results of M&E of the quality of delivery of the basic education services, DMEA also monitors and evaluates the organizational performance of the schools divisions in implementing plans to ensure efficient and effective fulfillment of the division mandate.


Telephone Numbers:

Office of the Director IV Fax Machine	-422-1318 -422-4074	Budget and Finance Division Elementary Education Division	-422-5155 -422-7096	Cash Section Physical Facilities Unit/ICT	-309-3017 -309-3011	Record Section Payroll Services Unit	-309-3015 -424-3993
Office of the Director III Administrative Division	-309-3013 -422-1804	Alternative Learning System Secondary Education Division	-422-5187 -309-3014	Regional Planning Unit Supply Unit	-309-1234 -422-2198	Special Services Division Commission on Audit	-424-5167 -4227434

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/sections in the schools division 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 Units/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. Considering the discussions and suggestions during the second quarter RMEA, schedules for other MEA conferences to conduct for 2016 are shown in the table below. Note that SMEA is scheduled after the conduct of the quarterly examination to ensure that M&E data will reflect the quarterly accomplishments of schools in the implementation of curriculum plans, SIP-AIP, and Technical assistance (TA) Plans that include interventions.

SY 2016-17 MEA Activity	Target Date	SY 2016-17 MEA Activity	Target Date
1 <sup>st</sup> qtr SMEA	Sept. 5-9, 2016	3 <sup>rd</sup> qtr SMEA	February 6-10, 2017
1 <sup>st</sup> qtr DsMEA	Sept. 12-16, 2016	3 <sup>rd</sup> qtr DsMEA	February 13-17, 2017
1st qtr DMEA	Sept 19-23, 2016	3 <sup>rd</sup> qtr DMEA	February 27-March 3, 2017
(RMEA)	Oct. 4-5, 2016	(RMEA)	April 5-6, 2017
2nd 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
2nd 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. The guidelines, quarterly scope of School M&E, and the format of the report shall follow.
7. Wide dissemination of this memorandum is desired.

  
 BEATRIZ G. TORNO, Ph.D., CESO IV  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

QAD/LBG/dmg