



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

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by:menchie salang

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**REGIONAL ORDER**

No. 004, s. 2020

To: Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisor  
School Heads  
This Region

**REVISED SCHOOL MONITORING, EVALUATION, AND ADJUSTMENTS (SMEA)  
TEMPLATES, CY: 2020**

1. The Quality Assurance Division of the Regional Office as lead functional division in the Monitoring and Evaluation (M&E) has started institutionalizing the School Monitoring, Evaluation and Adjustments (SMEA) last CY: 2018. Moreover, for this Calendar Year 2020, the office has the same drive to continue and enhance the implementation of SMEA in order to gather data which are very critical and necessary in crafting technical assistance to some schools in each respective division offices.
2. For this calendar year 2020, the SMEA tool has introduced some enhanced templates and has additional tables to be filled out by the schools in 12 SDOs which contain all the data requirements relative to the school implementation of mandated processes and school-based initiated interventions for continuous improvement. This serves as the data collection tool to the quarterly progress monitoring and evaluation and a facility to establish a school data bank.
3. The objectives and guidelines in conducting SMEA every quarter in CY: 2020 shall still follow items no.4 and no. 5, respectively, of Regional Memorandum No. 134, s. 2019 which is the Conduct of SMEA. Moreover, SMEA Mechanics is also found in Regional Memorandum No. 220, s. 2018 which can be accessed at [caraga.deped.gov.ph](http://caraga.deped.gov.ph).
4. In Regional Memorandum No. 173, s. 2019, the Curriculum Implementation Division (CID) shall consolidate and present the consolidated report of DisMEA (through SMEA). The CID Chief shall report the consolidated DisMEA (through SMEA). Thus, PSDS shall assist the CID Chief in the consolidation of the KPIs of Access, Quality, and Governance in the SMEA or represent the CID Chief if on official travel. It shall be presented using PowerPoint Presentation Templates (PPT), which includes quantitative information, education resource reporting, qualitative information and recommendation for plan adjustment.



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