April 23, 2018

Division Memorandum
No. ꓶᗞ , s. 2018

Capability Building on Monitoring, Evaluation and Adjustment (MEA) Technology

To: Assistant Schools Division Superintendent
    Chiefs, CID and SGOD
    Public Schools District Supervisors
    All others concerned

1. The SDO – Kabankalan City will conduct a Capability Building on Monitoring, Evaluation and Adjustment (MEA) Technology at Zaycoland Hotel and Resort on the following schedules:

Batch / Group	District	Date
I	I, III, V	May 3 – 4, 2018
II	II and IV	May 4 – 5, 2018
III	Secondary	May 7 – 8, 2018

2. The objectives of the said activity are the following:
   e. Present the overview of the MEA Technology;
   f. Discuss the MEA Process;
   g. Prepare school dashboard using selected KPIs on access, efficiency and quality;
   h. Conduct characterization based on the priority need/s of the school.

3. The participants are School heads and School Monitoring and Evaluation Coordinators who are ICT literate.

4. All participants are required to bring the following:
   d. Data for the past three years (S.Y. 2015-16, 2016-17 and 2017-18): Enrollment data, drop-out rate, school leaver, transition rate, graduation rate, failure rate, promotion rate, average MPS of the quarterly exam:
   e. Laptop, pocket wifi with load and extension cord;
   f. M & E reports, or other documents that will provide qualitative information on issues and concerns.

5. There will be a registration of Php 1, 200.00 for each participant to cover meals and training materials. Expenses incurred by each participant will be charged against school MOOE subject to the usual accounting and auditing rules and regulations.

6. For immediate compliance.

MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

Capability Building on Monitoring, Evaluation and Adjustment (MEA) Technology
May 3-5, and 7 – 8, 2018

Matrix of Activities

Time	Topics/ Session/Activity	Resource Speaker/ Person-in-Charge
Day 1 (Batch 1: May 3, 2018; Batch 2: May 4, 2018; Batch 3: May 7, 2018)		
8:00 AM – 8:30 AM	Registration/ Opening Program	M & E and HRD units
8:30 AM – 10: 30 AM	Leveling of Expectations **Session 1:** M & E Overview and Basic M & E Concepts and Principles	Jonalyn A. Dela Cerna SEPS, SMME
10:30 AM – 12:00NN	**Session 2:** K to 12 M & E Framework	Peter J. Galimba ASDS
12:00NN – 1:00 PM	**Lunch Break**	
1:00 PM – 2:00 PM	**Session 3:** Monitoring, Evaluation and Adjustment (MEA) Technology	Cecilia G. Abello SGOD Chief
2:00 PM – 3:30 PM	**Session 4:** Organizing and Collecting **Session 5:** Prioritization **Session 6:** Segmentation	Rene S. Erillo SEPS, Planning & Research
3:30 PM – 5:00 PM	**Session 7:** Characterization using Curriculum Support System (CSS)	Peter J. Galimba ASDS
Day 2 (Batch 1: May 4, 2018; Batch 2: May 5, 2018; Batch 3: May 8, 2018)		
8:00 AM – 8:30 AM	Management of Learning (MOL)	School Heads
8:30 AM – 12:00 NN	**Workshop**	Jonalyn A. Dela Cerna SEPS, SMME
12:00 NN – 1:00 PM	**Lunch Break**	
1:00 PM – 4:30 PM	**Presentation of Outputs** (by School)	Jonalyn A. Dela Cerna SEPS, SMME
4:30 PM – 5:00 PM	**Next Steps**	Jonalyn A. Dela Cerna SEPS, SMME

Program Host: Saturnino T. Pabalinas, Jr.
Checking of Attendance: Edward Villavicencio

Food for Thought: Vida Grace R. Moreño
Registration: Rowena T. Bolo