



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
NO. 061, s. 2022

FEB 22 2022

**VIRTUAL ORIENTATION ON ENHANCED MONITORING, EVALUATION AND
ADJUSTMENT (MEA) PROCESSES**

To: CID & SGOD Chiefs
Public Schools District Supervisors
Division Internal M & E Focal Persons and Validators
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation Unit – School Governance and Operations Division will conduct the **Virtual Orientation on Monitoring, Evaluation and Adjustment (MEA) Processes** via Microsoft Teams platform on the following schedules:

Date/ Time	District
March 1, 2022 (8:30 a.m. – 12 p.m.)	Elementary Schools: Kabankalan I and II
March 1, 2022 (1:30 p.m. – 5:00 p.m.)	Elementary Schools: Kabankalan III and V
March 2, 2022 (8:30 a.m. – 12 p.m.)	Elementary Schools: Kabankalan IV
March 2, 2022 (1:30 p.m. – 5:00 p.m.)	All Secondary Schools

2. This activity aims to orient the participants on the enhanced MEA processes specifically on the following:

- a. data gathering;
- b. data validation and guidelines;
- c. data presentation and analysis;
- d. crafting recommended actions;
- e. terms of reference of school internal M & E focal persons; and
- f. conduct of post MEA conference

3. The participants to this activity are the School Management, Monitoring and Evaluation (SMME) personnel, Division Internal M & E Focal Persons & Validators, Public Schools District Supervisors, and School Internal M & E Focal Persons & Validators.

4. The following TWG members are requested to assist and facilitate the Technical Aspects of the program:

- a. Archiebal Poyogao
- b. Richard Roa
- c. Krisha Marie Paltu-ob
- d. Darren Romero
- e. Justine Mangao



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5. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA EdD
Education Program Supervisor
OIC, Assistant Schools Division Superintendent
In-charge of the Division

