



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

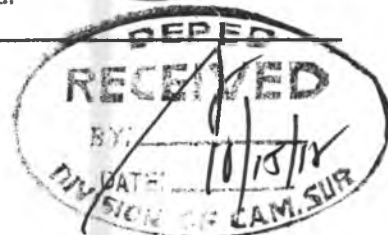
No. 331, s. 2018

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary Public Schools District Supervisors

FROM : 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

SUBJECT: **ORIENTATION ON MONITORING, EVALUATION AND ADJUSTMENT (MEA)**

Date : October 12, 2018



1. This **Office** through the School Management Monitoring and Evaluation (SMME) shall conduct an Orientation on Monitoring, Evaluation and Adjustment (MEA) to all Elementary and Secondary Public Schools District Supervisors on **October 15, 2018, 2:00 p.m. at Library Hub.**
2. The orientation aims to:
 - a. Inform the participants on the process of Monitoring Evaluation and Adjustment in the division, district and school levels.
 - b. To mapped out possible involvements of each districts in the conduct of DMEA.
 - c. To ensure the support of the MEA participants in the conduct of SMEA, DisMEA and DMEA.
3. A link to a goggle form was created. This form should be accomplished online by every elementary and secondary school head.
Elementary SMEA goggle form link – goo.gl/W1Hfwi
Secondary SMEA goggle form link – goo.gl/8pS6CY
4. Public Schools District Supervisors (PSDS) are directed to assist the schools in accomplishing the goggle forms for School Monitoring Evaluation and Adjustment (SMEA) and facilitate the consolidation of SMEA reports.
5. All PSDS are advised to submit the SMEA consolidated report of their district on October 16, 2018. E-copy should be sent to camsurmonitoringevaluation@gmail.com.
6. Travel expenses and other incidental expenses relative to the above-mentioned activity shall be charged to BEA funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is highly desired.



SDO CAMSUR: Caring, Engaging, Serving with United Heart