DIVISION MEMORANDUM
No. 304 s. 2016

To: Chief Education Program Supervisor - SGOD
   Education Program Supervisor – SGOD
   Division Planning Officer
   Information Technology Officer
   Senior Education Program Specialist
   Education Program Specialist II
   All Elementary & Secondary School Heads
   School ICT Coordinators
   This Division

FROM: EMMALINDA E. DUHAYLUNGSOD, CESO V
   Schools Division Superintendent

DATE: OCT. 18, 2016

SUBJECT: Training Workshop on Monitoring, Evaluation & Adjustment (MEA)

1. The Division of Lanao del Norte thru SGOD Monitoring & Evaluation Section will conduct a Two-Day Live-Out Training Workshop on Monitoring, Evaluation & Adjustment (MEA) at Lanao del Norte National Comprehensive High School, Baroy, Lanao del Norte on the following schedule:

   Batch 1: Nov. 8 – 9, 2016          Batch 5: Dec. 1 – 2, 2016
   Batch 4: Nov. 28 – 29, 2016

2. The training workshop aims to:
   a. enhance the skills on Monitoring & Evaluation
   b. prepare the conduct of School Monitoring, Evaluation & Adjustment (SMEA).

3. The participants are the School Heads and School ICT Coordinators. They are advised to bring laptop, pocket Wifi, extension wire and 5 year data on KPI (Enrollment, Net Intake, Drop Out Rate, School Leaver Rate, Repetition Rate & NAT). See enclosure 1 for the List of Schools per Batch and enclosure 2 for the training matrix & list of facilitators.

4. Meals and snacks shall be charged to STS Partnerships PSF for Batch 1 & 2 while for Batch 3 to Batch 7 shall be charged to the Division INSET Funds subject to the usual accounting and auditing rules & regulations. Traveling expenses are chargeable against School MOOE/local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and strict compliance with this memorandum to all concerned is highly enjoined.
SCHOOL MONITORING & EVALUATION ADJUSTMENT (SMEA) TRAINING WORKSHOP PROGRAM OF ACTIVITIES

DAY 1
7:30- 8:00  REGISTRATION
8:00 – 8:30  OPENING PROGRAM
   National Anthem ------------------- Multimedia
   Opening Prayer ------------------- Multimedia
   Welcome Remarks ---------------- LADY ANN L. CABAHUG
   Checking of Attendance ----------- LADY ANN L. CABAHUG
   Messages-------------------------- EMMALINDA E. DUHAYLUNGSOD, CESO V
                                      Schools Division Superintendent
                                      EDWIN R. MARIBOJOC
                                      Assistant Schools Division Superintendent
                                      MARIA CARMELA T. ABLIN
                                      SGOD – Chief EPS
                                      MYRNA LYN M. MAROHOM, Ph. D.
                                      CID – Chief EPS
                                      Statement of Purpose -------------- IVY T. JUMAWAN
                                                      SEPS M & E

8:31 – 9:30  ORIENTATION PROPER
   Talk 1: M & E Concepts & Misconceptions
          Speaker: IVY T. JUMAWAN
          SEPS

9:31 – 10:00  Talk 2: KEY PERFORMANCE INDICATORS (KPIs)
               Speaker: FRANCISCA J. MUGOT
               Div. Planning Officer

10:31 – 11:30  Talk 3: DASHBOARD & SEGMENTATION
                Speaker: IVY T. JUMAWAN
                SEPS

11:31 – 12:00  WORKSHOP 1 - Facilitator: JENNIFER INTONG (EPS II)

12:01 – 1:00  LUNCH BREAK

1:01 – 2:00  Talk 4: FORCASTING & PARETO ANALYSIS
             Speaker: FLORDERICK VELARDE
             Information Technology Officer

2:01 – 2:30  WORKSHOP 2 - Facilitator: RASIMILAH M. COSAIN (SEPS)

2:30 – 3:30  Talk 5: CHARACTERIZATION USING CURRICULUM SUPPORT SYSTEM & LOG FRAME
             Speaker: ERL C. VILLAGOZALO (SEPS)

3:30 – 5:00  WORKSHOP 3 - Facilitator: RICHELLE A. TURA (SEPS)

DAY 2
8:00 – 10:00  WORKSHOP 4: Presentation of Outputs by School
              Facilitators: Lady Ann L. Cabahug (EPS II) & Daniel De Luna (EPS II)

10:01-11:00  Talk 6: QUÁLITY ASSURANCE MONITORING & EVALUATION (QUAME) - IVY T. JUMAWAN (SEPS)

11:01 – 12:00  Talk 7: The Actual SMEA Process by IVY T. JUMAWAN (SEPS)

12:01 – 1:00  LUNCH BREAK

1:00 – 5:00  WORKSHOP 5: PRE - SMEA by Group
             Facilitators: ERL VILLAGOZALO (SEPS) & IVY T. JUMAWAN (SEPS)