



July 9, 2018

Division Memorandum
No. 412 s. of 2018.

**1st Quarter School Level Monitoring, Evaluation, and Adjustment (SMEA)
Online Evaluation Tool and Schedule**

TO : ASDSs/CHIEFS SGOD/CID, EPS,
PSDS/ In- Charge, SEPS, EPS II, Unit Heads,
Elementary & Secondary School Heads,
All Others Concerned

1. Pursuant to regional mandates on strengthening the conduct of Monitoring, Evaluation and Adjustment (MEA), this office hereby informs all school heads and teachers of the official tool and schedule of the SMEA-DsMEA for the 1st Quarter SY 2018-2019 for the Schools Division of Negros Oriental.
2. The data gathering of the 1st quarter SMEA shall start **after the first quarter examination**. School MEA Conference may fall between August 29- September 3, 2018. Teachers and School Heads shall log in to their official DepEd account or Gmail account to be able to accomplish the tool using the following link:

Teachers' Monitoring Tool

- 1st Congressional District - <http://deped.in/MEA1st2018>
- 2nd Congressional District - <http://deped.in/MEA2nd2018>
- 3rd Congressional District - <http://deped.in/MEA3rd2018>

School Heads' Monitoring Tool

- Qualitative Report - <http://deped.in/1stQMEAPrincipal>
- SIP-AIP Physical/Financial Report - https://drive.google.com/open?id=1kS8HQR_Q-8NmfcvN9QuFfWinSrpeNtX or download from the website- Resources Tab (SIP-AIP Offline Tool). Accomplished soft copy of School Head's AIP-SIP Offline tool should be submitted to the district MEA Administrator for consolidation on or before August 20, 2018.

3. For widest dissemination and compliance.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent