



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Ancito Siete St., Mantic, Tangub City



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October 15, 2019

**DIVISION MEMORANDUM**  
No. 288, s. 2019

DATE: \_\_\_\_\_

10-15-19

**CONDUCT OF SECOND QUARTER SMEA**

To: Division Office Personnel  
Public Secondary and Elementary School Heads/TICs  
This Division

1. To address issues and concerns on Access, Quality, and Governance in schools, this Office requires all schools in this Division to conduct the Second Quarter School Monitoring and Monitoring(SMEA), anytime from October 28,2019 to November 8,2019 .
2. This SMEA shall be spearheaded by the School Head and must be attended by representative/s from teachers group, SPG/SSG officers, SGC/PTA Officers and the District In-Charge.
3. This SMEA shall focus on a. Access( attendance) b. Quality (Academic Performance) and c. Governance(physical and financial accomplishments).
4. It is expected that the school will submit to this Office a hard copy of the data presented during the SMEA signed by the school head and the district in-charge on or before November 8 ,2019 while evidences such as attendance and picture on the conduct of 2<sup>nd</sup> Quarter SMEA shall be kept by the school.
5. Enclosed is the template for the data to be submitted.
6. For inquiry and clarification please contact Mr. Mario Esteban C. Arsenal, SEPS (M& E) through his contact number 09305784879.
7. Immediate and wide dissemination of this Memorandum is desired.

*J. Mercedes T. Ar...*  
**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

JGV/mea/10-15-19

Quarter DATA and ACCOMPLISHMENT

Name of School : \_\_\_\_\_

District: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

District In-Charge: \_\_\_\_\_

**SCHOOL DATA**

**I. Enrolment:**

	A. Elementary		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Total			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
2019-2020																		
	K		Grade 7		Grade 8		Grade 9		Grade 10		Total		Grade 11		Grade 12		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
2019-2020																		

**II. Number of learners who is/are,was/were:(2nd Qtr. '19-'20)**

Grade level(pls give) →	M		F		M		F		M		F		M		F		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
absent for 3-6 days																		
absent for 6-10 days																		
absent for more than 10 days																		
<b>Cause/s of absences incurred:</b>																		
had to take of sibling/s																		
early marriage																		
family problem																		
illness																		
malnutrition																		
drug- abuse																		
distance from home to school																		
arm conflict																		
calamities/disaster																		
transfer of residence																		
child labor																		
<i>other cause:pls write below</i>																		
1																		
2																		
3																		
4																		

Prepared and submitted by: \_\_\_\_\_

Concurred by: \_\_\_\_\_

Signature above printed name \_\_\_\_\_

District In-Charge \_\_\_\_\_

Quarter DATA and ACCOMPLISHMENT

Name of School : \_\_\_\_\_ District: \_\_\_\_\_

Name of School Head: \_\_\_\_\_ District In-charge: \_\_\_\_\_

SCHOOL DATA

III. Number of learners who have an average of :(2nd Qtr. '19-'20)

Learning Area(pls give)	Grade level(pls give)																		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
74% & below																			
75%-79%																			
80%-84%																			
85%-89%																			
90%-100%																			
<b>Cause/s of low performance:</b>																			
<b>A. Teachers':</b>																			
	contact time																		
	no. of administered																		
	formative/summative test																		
	use of assessment result																		
	utilization of local resources																		
	use of ICT in teaching & learning																		
	use of differentiated instruction																		
<b>B. Learners':</b>																			
	access to internet																		
	access to lab. equipment																		
	access to library																		
	health and nutrition																		
<b>C. Other Cause:</b>																			
	training/s provided by SDO,RO,CO																		
	congestion																		
1																			
2																			
3																			
4																			

OTHER SCHOOL DATA

V. Number of Implemented Programs and Projects: \_\_\_\_\_

VI. Percentage of Budget Utilization: \_\_\_\_\_

Prepared and submitted by: \_\_\_\_\_

Concurred by: \_\_\_\_\_

Signature above printed name

District In-Charge