



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
**SCHOOLS DIVISION OF TUGUEGARAO CITY**

January 31, 2020

**DIVISION MEMORANDUM**

No. 033, s. 2020

**SCHOOL-BASED MANAGEMENT (SBM) AND SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMME) COORDINATORS' MEETINGS**

**To: Assistant Schools Division Superintendent**  
**SGOD and CID Chiefs**  
**SGOD Supervisor**  
**School SBM Coordinators**  
**School SMME Coordinators**

1. To strengthen the monitoring and evaluation mechanisms in schools and promote effective SBM practices, meetings of SMME and SBM Coordinators will be conducted on *February 6-7, 2020, 8:00 AM at the Old SDO Conference Hall.*

2. Here are the activity details:

	<b>AGENDA</b>
<b>A. February 6, 2020 (for SMME Coordinators only)</b>	1. Monitoring and Evaluation in schools
	2. Duties and Responsibilities of SMME Coordinators
	3. M&E Mechanisms and tools
	4. The ESIP/AIP
	5. How to Conduct Program Implementation Review (PIR) and School Monitoring and Evaluation Adjustment (SMEA)
	6. 2020 NSPC Program Evaluation
	7. Other SMME Matters
<b>B. February 7, 2020 (for SBM Coordinators only)</b>	1. What is SBM?
	2. Duties and Responsibilities of SBM Coordinators
	3. SBM Tools
	4. The ESIP
	5. The Technical Assistance Process
	6. Other SBM Matters




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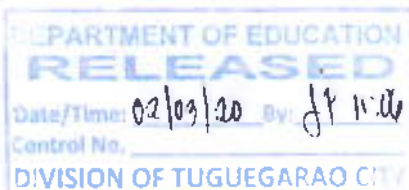
3. For information and compliance.

  
**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent 

Reference: DO 44, s. 2015  
To be indicated in the Perpetual Index  
Under the following subjects:  
**PROGRAMS**

SGOD/ SMME/GMD/ACI



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