



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

April 29, 2021

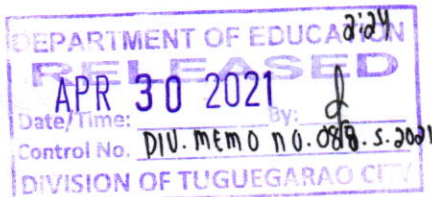
DIVISION MEMORANDUM

No. 88 s. 2021

**CONDUCT OF VIRTUAL ORIENTATION ON
 SCHOOL MONITORING and EVALUATION ADJUSTMENT (SMEA)**

To: Assistant Schools Division Superintendent
 Chiefs of Divisions
 School Heads
 SMME Coordinators
 All Others Concerned

1. In the recently concluded Surveillance Audit for International Standards Organization (ISO) 9001:2015 Quality Management System (QMS), the External Auditor made the recommendation that the Division Monitoring and Evaluation Adjustment (DMEA) which the Office conducts every End of Quarter to account for the accomplishments done by its personnel be adopted and implemented in schools.
2. Relative to this, a virtual Seminar-Workshop on how SMEA shall be accomplished will be conducted on May 5, 2021 from 9:00 am to 12:00 noon. Participants to this activity are the School Heads and School SMME Coordinators.
3. Sample Templates shall be sent to you via email to facilitate the discussion on the matter.
4. The link for this activity is meet.google.com/xhp-jcun-mew. All participants are expected to have logged in fifteen (15) minutes before the start of the activity.
5. For your information, guidance and compliance.



Reynante Z. Caliguiran
REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
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SGOD/GMD/CFR

SGOD-04-29



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