




MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School M&E Coordinators
SBM Coordinators
All Others Concerned

FROM : 
DORIS DJ. ESTALILLA
OIC –Office of the Schools Division Superintendent

SUBJECT : **MEETING OF SCHOOL MONITORING AND EVALUATION (M&E)
COORDINATORS AND SCHOOL-BASED MANAGEMENT (SBM)
COORDINATOR**

DATE : January 25, 2018

1. In line with the Division Monitoring, Evaluation, and Adjustment (DMEA) program, there will be a meeting of school Monitoring and Evaluation (M&E) coordinators and School-Based Management (SBM) coordinators on February 2, 2018, 3:00 pm, at Gabaldon Hall, Cabuyao Central School, City of Cabuyao, Laguna.
2. To further strengthen the **SCHOOL-BASED MANAGEMENT (SBM)** practice and reemphasize the centrality of the learners and the involvement of relevant community basic education service delivery---
3. The following will be discussed during the meeting:
 - a. Terms of Reference
 - b. Online Evaluation Links
 - c. Data Analysis
 - d. Preparation of Reports
 - e. Revisiting the SBM framework, assessment process and tool to improve on already recognized successful SBM practices across the division.
4. Wide dissemination of and strict compliance with this memorandum are desired.