



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY


April 30, 2020

DIVISION MEMORANDUM
No. 109, s. 2020

**DESIGNATION OF SCHOOL MONITORING AND EVALUATION / SCHOOL-BASED
MANAGEMENT (SBM) COORDINATOR FOR CY 2020**

To: Asst. Schools Division Superintendent
Division Chiefs
All Public Elementary & Secondary School Heads
This Division

1. In order to ensure effective and efficient coordination among School Monitoring and Evaluation / School-Based Management (SBM) Coordinator, this Office hereby directs the field to submit the designation of the School's M&E/SBM Coordinator on or before May 22, 2020.
2. Attached is the template for your reference. Please upload the accomplished template (pdf or image file) through this link: <http://deped.in/MESBMcoordinator>.
3. For inquiries, please contact the following: Maricris P. Quismundo, SEPS M&E / Division SBM Coordinator thru this email address maricris.quismundo@deped.gov.ph and Nilo L. Lomongo, EPS II M&E / Asst. Division SBM Coordinator thru this email address nilo.lomongo@deped.gov.ph.
4. For information, guidance and compliance.


OLGA C. ALONSABE, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the *Perpetual Index*
under the following subjects:
SBM Validation

SGOD/M&E-mpq



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

MEMORANDUM

To: **JUAN DELA CRUZ**
Teacher I

From: *(Signature of the School Head)*
JUANNA DELA CRUZ
School Head

Subject: Designation as School Monitoring and Evaluation / School-Based Management (Coordinator)

Date: May 24, 2019

1. You are hereby designated as the **School Monitoring and Evaluation / School-Based Management (SBM) Coordinator** effective CY 2020.
2. As such, you are expected to perform the following duties and responsibilities as School Monitoring and Evaluation / School-Based Management (SBM) Coordinator in addition to your main duties and responsibilities as Teacher I:
 - 1) Act as focal person in the school in all matters relating to monitoring and evaluation and School-Based Management (SBM) activities;
 - 2) Ensure that all data released from time to time are reliable and valid;
 - 3) Lead the overall M&E and SBM strategy and implementation of M&E and SBM related activities within the school;
 - 4) Provide relevant and timely information to school stakeholders;
 - 5) Assist the School Head in the interpretation and analyses of M&E data, raise issues and problems, and recommend areas for adjustments;
 - 6) Send consolidated reports required by the Division M&E Coordinator on or before the schedule of submission;
 - 7) Assist the school head in the development, implementation, review and adjustments of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP);
 - 8) Help the school head in setting up the school M&E system aligned to the division M&E system;
 - 9) Assist teachers and non-teaching staff in the preparation of M&E reports for consolidation;

SGOD/M&E-mpq



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- 10) Monitor the implementation of the Programs and Projects implemented in the school;
- 11) Ensure proper documentation and safekeeping of M&E reports; and
- 12) Attend briefings and conferences the DM&E/SBM C may call for.

Recommending Approval

MARICRIS P. QUISMUNDO
SEPS SMME / DIVISION SBM COORDINATOR

Approved:

ROLLY B. LABIS, EdD
CES, SGOD

SGOD/M&E-mpq



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph