



POSTED

Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

No.: 001 s. 2025

JAN 03 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary School Heads

FROM **SHEILA MARIE A. PRIMICIAS**  
OIC-Schools Division Superintendent

SUBJECT **REITERATION ON THE INSTITUTIONALIZATION OF THE SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA) PARTICULARLY ON THE QUARTERLY SUBMISSION OF THE SMEA REPORT**

DATE January 3, 2025

**Particulars**

1. This Office issues this memorandum to reiterate the **Division Memorandum No. 348 s. 2023 on Institutionalizing School Monitoring, Evaluation and Adjustment (SMEA)** in accordance with DepEd Order No. 43 s. 2010 known as the Creation of Quality Management Teams (QMTs), and DepEd Order No. 44 s. 2010 known as Adoption of KRT 3: Quality Assurance and Accountability Framework in the Institutionalization of the Quality Management System in DepEd.
2. All School Heads and SMEA Coordinators are directed to submit SMEA Reports **one (1) month after the Quarterly issuance of Report Cards** through the repository via **r1sfc.sme@deped.gov.ph**
3. For any concerns, kindly reach the School Management Monitoring and Evaluation (SMME) section of the Schools Governance and Operations Division (SGOD) through Arlyn A. Siador or Nazka R. Sosmeña at 072-8886927 or e-mail at r1sfc.sme@deped.gov.ph .
4. For your information, guidance, and compliance.

**SHEILA MARIE A. PRIMICIAS**  
OIC-Schools Division Superintendent



Address : Tanqui, City of San Fernando  
2500 La Union  
Tel. No. : (072) 607-4715  
Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_

