**CHAPTER 4: MONITORING AND EVALUATION**

**Monitoring and Evaluation Arrangement**

**M & E** Procedures

The School Quality Management Team (SQMT) is responsible in the monitoring and evaluation of the programs and projects implemented by the school based on the School Improvement Plan and the Annual Implementation Plan. M & E will be done every quarter in order to keep track on the implementation and to provide objective information that can inform decision-making in order to continuously improve the delivery of school services for basic education and the school’s performance or health to achieve the desired education outcomes. This will even provide valid, reliable and accurate data in decision-making to come up with possible actions and interventions to achieve the said desired education outcomes.

The following are the procedures/processes followed in the School Monitoring Evaluation and Adjustment (SMEA) Process:

1. **Data Gathering**

* Data gathering is done *quarterly* by internal M & E Team to Teachers, SHs, & project Implementers during the pre-work prior to SMEA.
* Physical Outputs (PO) accomplished are identified from their work plans together with the standards if followed.
* School Internal Monitoring and Evaluation Team (IMET) consolidate their accomplishments using PO template and prepares the *MOVs* to support the report.
* Includes identification of issues, facilitating and hindering factors, lessons learned and good practices encountered by schools which are identified before the SMEA proper.
* Collecting both quantitative and qualitative information

1. **Data Validation**

* Determining if reported data are based on standards set and MOVs.

1. **Data Processing and Analysis**

* Summary of accomplishments, issues for resolution and lessons learn presented to management.
* The quantitative data can be transformed into percentages, ratios, ranks or measures of central tendency. These are also presented in tables and graphs to show relationship between variables.
* The analysis can also correlate physical outputs with funds utilized.
* Analyzing information required to answer the M & E questions on efficiency, effectiveness & relevance.
* Agree on a set of Planning Standards
* Review data and make initial conclusions.
* Write conclusions

1. **Management Response**

* Reporting of M & E results by the school IMET is used to validate information during the actual MEA.

1. **Adjustment of Plan**

* This can be in terms of modifying the earlier strategies used, rescheduling of activities, aligning available resources, making decisions on discontinuing the projects, etc.

**Terms and reference for M and E**

1. **Chair: School Head**

The School Head is the process owner of the school M&E system. As process owner the school head must ensure the integrity and efficiency of the system. This means, providing accurate, timely and relevant information to the school stakeholders. The School Head will also be the major beneficiary of the lessons and insights generated by the M & E system.

Specifically, the following outlines the functions, roles and responsibilities of the School Head

* **Functions:**
* Manages the QAAS in the school level
* Ensures implementation of SBM practice
* Makes decisions pertinent to improving quality outcomes in the school
* **Responsibilities**
* Orients school stakeholders on how to operationalize the QAA and M&E system
* Designates the members of the School QMT
* Designs monitoring and feedback system (e.g. flow of reports and feedback, reporting schedules, monitoring and feedback forms);
* Convenes School QMT regularly to discuss M & E concerns together with implementation team
* Communicates the learners' progress to intended stakeholders
* Submits quarterly accomplishment report to SDS and school stakeholders
* Interacts with SDS and school internal and external stakeholders

1. **School M & E Coordinator**

The M & E Coordinator is responsible for the overall M & E strategy and implementation within the school following the M & E framework for the school. The M & E Coordinator shall report directly to the School Head and shall provide him/her with interpretation and analysis of M & E data. The following outlines the roles and functions and responsibilities of the M & E Coordinator

* **Function:**
* Monitors and evaluates regularly the implementation of school improvement plan
* **Responsibilities:**
* Conducts monitoring process during plan implementation
* Analyses and interprets M & E data for SH and project teams
* Evaluates results of SIP implementation which will be made as basis for planning interventions and other plan adjustments
* Prepares regular M & E reports and submits to SH
* Interacts with SH and other members of the SQMT

1. **Department Heads/Department Chairs (2)**

• **Function:**

* Manages M&E of learning outcomes

• **Responsibilities:**

* Tracks/Monitors school and learner performance
* Recommends to the SH actions to improve learner achievement
* Submits quarterly consolidated learners performance report to School Head and School M&E Team
* Interacts with School M&E Coordinator and teachers and department chairs.

1. **SPT Representative (Parent/LGU Rep)**

* **Function:**
* Monitors the implementation of SIP
* **Responsibility**
* Updates M & E plan during SIP revisit

1. **ICT Coordinator /Computer teacher**

• **Function:**

* Manages School Information System (SIS)

• **Responsibility:**

* Gathers, records, organizes, stores data, and ensures that school records are complete and up to date
* Interacts with School M&E coordinator and Department Chairs

**The M & E Plan**

Below is the M and E plan of the school to facilitate the actual implementation of the programs and projects cited in the SIP –AIP to ensure quality results. The plan will determine whether the targeted program has been achieved or not and that will tell us if it needs improvements.

**THE School M & E Structure**

Figure 4: M&E Structure and Communication Flow