



Republic of the Philippines  
**Department of Education**  
Region III – Central Luzon  
Schools Division of San Jose del Monte City  
Graceville Elementary School  
Brgy. Graceville, San Jose del Monte City


November 11, 2021

**SCHOOL MEMORANDUM**  
**NO. 110 s.2021**

To: School Head  
School Quality Assurance Team (SQAT)  
SMEA/IMEA Coordinator  
Grade Leaders

**VALIDATION OF INDIVIDUAL MONITORING, EVALUATION AND ADJUSTMENT (IMEA)**

1. This office announces the conduct of Individual Monitoring, Evaluation and Adjustment (IMEA) Validation on November 10, 2021 at 1:00 PM via MS Teams.
2. The validation aims to ratify the set of needed documents as per individual tasks and roles of teachers.
3. Attached to this memo is Enclosure #1: IMEA Form
4. For information and guidance.

  
**DIANALYN A. PALAGANAS PhD**  
Principal II













network/activity that requires output and proof of implementation within the school to share knowledge and to enhance practice	<i>**Certificate of Completion in a course/ training</i>										
	<i>**Certificate of Participation in a webinar, retooling, upskilling, and other training/ seminar/ workshop with proof of implementation</i>										
	<i>**Certificate of Recognition in a webinar, retooling, upskilling, and other training/ seminar/ workshop</i>										
	<i>**Any proof of participation to a benchmarking activity</i>										
	Submitted 10 LAC Certificates										
<i>Objective 11</i>	<i>Developed a personal improvement plan based on reflection of one's practice and ongoing professional learning</i>										
	<i>Submitted the IPCRF-DP with any 4 of the acceptable supporting MOV</i>										
Update the Development Plan and approve by the rater during the Phase II of the RPMS cycle	Submitted a copy of IPCRF-DP										
	Submitted 10 LAC Reflections with Proof of Attendance										
	Submitted Reflection/ Personal Notes on coaching and mentoring and/or Midyear Review										
	Submitted 2 INSET Reflections with Proof of Attendance										
	Enrolled in any Graduate Study Course or any Professional-Related Courses <i>**MA &amp; PhD Degree Holders are entitled of a perfect score in this category</i>										
	Presented at least 1 innovation based on the learnings on any of the LAC/INSET sessions										
	<b>TOTAL</b>	<b>N/A</b>	<b>100%</b>					<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

KRA 5 PLUS FACTOR											
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Activity	Remarks
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
<i>Objective 12</i>											
<i>Performed various related works/ activities that contribute to the teaching-learning process</i>											
<i>Submitted any 4 of the acceptable MOV</i>											
Performe at least 1 related work/activity that contributed to the teaching-learning process beyond the school/Community Learning Center (CLC)	Presented certificate of atleast 1 committee involvement										
	Submitted 4 Accomplishment Reports **Co-coordinators must also submit 4 ARs										
	Submitted 2 of any of the following categories										
	<i>Advisorship of Co-curricular Activities</i>										
	<i>**Involvement as module / learning material validator</i>										
	<i>**Participation in the RO/SDO/School-initiated TV-/Radio-based instruction</i>										
	<i>**Book or Journal Authorship/ Contributorship</i>										
	<i>**Coaching and mentoring learners in competitions</i>										
	<i>**Mentoring pre-service teachers</i>										
	<i>**Participation in demonstration teaching</i>										
	<i>**Participation as research presenter in a forum/conference</i>										
<i>**Others</i>											
<b>TOTAL</b>	<b>N/A</b>	<b>100%</b>					<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Prepared by:

**NAME**  
Position

Validated by:

**NAME**  
Position

Approved by:

**DIANALYN A. PALAGANAS, PhD**  
Principal II