**(Sample template for DsMEA)**

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| Areas of Concern | CIGP/s | Cause of Occurrence | Proposed Corrective Action | Time Frame to Resolve/Address | Proposed Preventive Measure/s |
| 1. School Based Management
 |  |  |  |  |  |
| 1.1 Instructional Leadership ( coaching, mentoring, observing classes, leading LAC sessions, development and reproduction of IMs)  |  |  |  |  |  |
| 1.2 Administrative Leadership (Tardiness, absences, ERF concerns, premiums, emoluments, appointments, service record, retirement, hiring of personnel, loading of subjects) |  |  |  |  |  |
| 1.3 Curriculum Instruction and Assessment (competency management, learning resources, assessment of learning, learning delivery, critical content) |  |  |  |  |  |
| 1.4 Human Resource and Team Development (trainings, hiring of personnel, inset, ancillary services) |  |  |  |  |  |
| 1.5 Finance and Resource Management and Mobilization (PTA, Canteen, Authorized Contributions, School MOOE, Donations) |  |  |  |  |  |
| 1.6 Learning Environment (school plant, crucial resources, repair works, rest rooms, laboratories, hand washing facilities, internet connections) |  |  |  |  |  |
| 1.7 Governance and Accountability (GAD, MOOE, PTA, SGC, SSG/SPG, School Plant, School Properties, School Club and Organizations, Health and Sanitation, utilities, feeding program, PAPs) |  |  |  |  |  |
| 2.School Performance Indicators (emphasis on enrolment, promotional rate, failures, LARDOs, numeracy, reading proficiency) |  |  |  |  |  |
| 3.Unresolved CIGPs during SMEA |  |  |  |  |  |

1. Best Practices (SBM practices related to any domain, PAPs, forging stakeholders, any activity to support quality instruction and improvement of school plant)

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