



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



December 4, 2017

DIVISION MEMORANDUM

No. 776, 2017

**ORIENTATION-WORKSHOP ON OFFLINE MONITORING, EVALUATION AND ADJUSTMENT  
(MEA) MECHANISM FOR PUBLIC AND PRIVATE SCHOOL HEADS AND SCHOOL MEA  
COORDINATORS**

To: Public and Private School Heads  
School Monitoring, Evaluation & Adjustment Coordinators  
All Others Concerned

1. This Office hereby announces the conduct of **Orientation-Workshop on Offline Monitoring, Evaluation and Adjustment (MEA) Mechanism for Public and Private School Heads and School MEA Coordinators** on **December 11, 2017**. It will start at exactly 8:00 o'clock in the morning. The venue of the said activity shall be announced later.
2. Registration of Php 350.00 which covers one (1) meal and two (2) snacks shall be collected from all participants. Expenses which shall be incurred by the public school participants during the activity are chargeable against School Local Funds subject to the usual auditing and accounting rules and regulations.
3. Immediate dissemination and strict compliance of this Memorandum is directed.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 