



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Division of City Schools - Tagbilaran City

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 414 s. 2022

November 10, 2022

**CONDUCT OF DIVISION MONITORING, EVALUATION AND ADJUSTMENTS (DMEA)  
QUARTER 1 SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent  
Chiefs Education Supervisors (CID, SGOD)  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD) announces the conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) for Quarter 1, School Year 2022-23 on December 1, 2022. The venue of this activity will be announced later.
2. The Division MEA aims to monitor and evaluate the status and progress of the delivery of basic education services and the implementation of programs, activities and projects. Schools are to report on the salient concerns citing strong commendations and constructive outcomes on the issue/ concern.
3. Participants to the activity are the Asst Schools Division Superintendent, Chiefs, Education Program Supervisors, Public Elem. and Sec. School Heads, Medical/Dental Doctors, Division Nurse (SBFP), PO III, DRRM Coordinator, Division Engineer, SEPS/EPS II ( HRDS, SMME), Division Accountant, Budget Officer, Division Legal Officer-Designate, Admin Officer IV ( Personnel), Division ITO.
4. The order of reporting is random. Each school is allotted a maximum of ten (10) minutes. Schools are required to complete the needed data in the google sheets through this link <https://rb.gy/ngeg2> and a Ppt slide deck presentation on the top CIGPs / least mastered skills with the cited strong commendations, constructive outcomes on top CIGPs / least mastered skills and submit/upload this on or before **November 25, 2022** using this link <https://bit.ly/DMEAQ12022>
5. Meal expenses relative to the conduct of the Division MEA will be chargeable against Division Office Funds subject to the usual accounting and auditing rules and regulations.
6. For the information and compliance of all concerned.

**JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent

JIAL/CPC/SGOD-FCT/etc



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