



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. 308 s. 2023

August 25, 2023

**CONDUCT OF DIVISION MONITORING EVALUATION AND ADJUSTMENTS ( DMEA)  
CONFERENCE FOR Q4 SY 2022-2023, Q3 CY 2023**

To; Assistant Schools Division Superintendent  
Chief Education Supervisors (CID,SGOD)  
Education Program Supervisors  
**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 4, SY 2022-23/ Quarter 3 CY 2023 on September 6, 2023, at 8:00 a.m. onwards. School Heads are required to complete data needed for End Of School Year (EOSY) reports of the school with inclusion of functional PAPs and brief description. Link for the EOSY reports will be forwarded through the GC. Division Office functional units are also required to prepare their reports. Venue of the conference will be announced later.

2. The activity aims to monitor and validate the status and progress of the delivery of basic education services and the implementation of programs, activities and projects.

3. The participants in this conference are the OIC-ASDS, Chiefs Education Program Supervisors, Education Program Supervisors, Senior Education Program Specialist, Education Program Specialists, Division Office Section Heads ( Adm., Personnel, Records, Supply, Finance), Planning Officer III, Medical Team, Division Accountant, Public School Principals/ Assisting Principals, Public School Assistant Principals, Admin. Officer V, Division ITO, Division Engineer, DRRM Coordinator, YF Coordinator, ADA III ( Driver), LGU-paid Clerk.

4. Flow of the report arrangement
- Presentation of the submitted EOSY reports from Schools
    - SEPS, M and E
  - Presentation of Physical and financial accomplishments by SDO Functional Division
    - OSDS
      - Accounting Section
      - Budget Section
      - HRMO
      - Legal



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- ITO
- Curriculum Implementation Division
  - CID Chief
- School Governance Operations Division
  - SGOD Chief

5. Registration fee of Six Hundred Pesos ( Php 600.00) will be collected from the participants to cover meal, snacks and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE ( for SDO Participants) and School Funds / MOOE ( for participants from the schools). Expenses relative to the conduct of the conference are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to the DepEd Division of Tagbilaran City. Participants from the schools are encouraged to pay the registration fee before the conduct of the conference.

6. For immediate dissemination of, and compliance with this Memorandum is directed.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent