



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. **552**, s. 2023

November 22, 2023

**CONDUCT OF DIVISION MONITORING EVALUATION AND ADJUSTMENTS (DMEA)
CONFERENCE FOR Q1 SY 2023-2024, Q4 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) hereby announces the conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) for Quarter 1, SY 2023-24/ Quarter 4 CY 2023 on December 7, 2023, at 8:00 a.m. onwards. School Heads are required to complete data needed for Quarter 1 of School Year 2023-2024 reports of the school. Link for the Q1 data inputs will be forwarded through the GC. Division Office functional units are also required to prepare their reports. Venue of the conference will be announced separately.

2. The activity aims to monitor and evaluate 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 Specialists, Education Program Specialists II, Division Office Section Heads(Personnel, Records, Supply, Cashiering), Planning Officer III, Medical Team, Division Accountant, Budget Officer Public School Principals/ Assisting Principal, Public School Assistant Principals, Public School Head Teachers, Admin. Officer V, Division ITO, Division Engineer, DRRM Coordinator, ADAs III (Driver), LGU-paid Clerk.

4. Flow of the report arrangement is as follows

- Presentation of the submitted Quarter 1 reports from Schools
 - SEPS, M and E
- Presentation of the School Governance Operations Division Reports
 - SGOD Chief



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- Presentation of Physical and financial accomplishments by SDO Functional Division / OSDS
 - Admin Officer V
 - Accounting / Budget Section
 - Cashiering
 - HRMO
 - ITO
 - Supply
 - Records

- Presentation of the Curriculum Implementation Division Reports
 - CID Chief

5. A 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.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


ERNESTO Q. ALAS-AS JR. CESE 
OIC, Assistant Schools Division Superintendent