



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. 390 , s. 2024

June 6, 2024

**DIVISION MONITORING EVALUATION AND ADJUSTMENTS (DMEA) CONFERENCE
FOR Qs 3 & 4 SY 2023-2024, Q2 CY 2024 and MANAGEMENT COMMITTEE MEETING**

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

1. This Office, through the School Governance and Operations Division (SGOD) hereby announces the Division Monitoring, Evaluation and Adjustment (DMEA) Conference for Quarters 3 & 4, SY 2023-24/ Quarter 2 CY 2024 and the Conduct of the Management Committee Meeting on June 18 & 19, 2024, at 8:00 a.m. onwards. School Heads are required to complete needed data for Quarters 3 and 4 of School Year 2023-2024 reports including data for Programs, Activities and Projects (PAPs). Kindly access this link <https://bitly.cx/gIKF> for the data input. Likewise, this link will be forwarded to the Principal's GC. Division Office functional units are also required to prepare their reports. Venue of the 2-day activity 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 and orient QMS Advocacy.
3. The participants in this conference are the OIC-ASDS, Chiefs (CID, SGOD), 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 (OIC), Budget Officer, Public School Principals/ Assisting Principal, Public School Assistant Principals, Public School Head Teachers, Division ITO, Division Engineer, Division Librarian, Division AO II, Division PDO II LRMD, Division Legal Officer-Designate, Division YFD Focal, ADAs III (Driver), Ada VI (SGOD) LGU-paid Clerk (ASDS).
4. Flow of the report arrangement is as follows
DAY ONE
 - Presentation of the submitted Quarters 3 & 4 reports from Schools
 - SEPS, M and E



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(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

- Presentation of the School Governance Operations Division Reports
 - SGOD Chief
- Presentation of the Curriculum Implementation Division Reports
 - CID Chief
- Presentation of Physical and financial accomplishments by SDO Functional Division / OSDS
 - Admin Officer V/AO IV (OIC)
 - Accounting / Budget Section
 - Cashiering
 - HRMO
 - ITO
 - Supply
 - Records
 - Legal

DAY TWO

- Management Committee Meeting
 - Schools Division Superintendent – *Presiding Officer*
 - Call to Order
 - Reading of Minutes
 - Matters/ Business arising from previous minutes
 - Agreement
 - Approval
- Presentation and Orientation of the Quality Management System (QMS)
 - Management Processes
 - Planning
 - OPCR 2024 Guidelines
 - Other Matters
 - Issues
 - Agreement
 - Actions forwarded to Higher Office

5. A Registration Fee of Two Thousand Pesos (Php 2,000.00) per day per participant, that is, Four Thousand Pesos (4,000 pesos) for two days will be collected from each participant 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 activity 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. (***Please be advised to use the account name DEPED TAGB CITY SCH DIV- MOOE TF in payments made through cheques***) 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



**PARTICIPANTS TO THE Q3 AND Q4 DMEA CONFERENCE & MANCOM MEETING
JUNE 18 - 19, 2024**

BOOL ES	EDITHA GONE
BOOY ES	CHONA ROXAS
BOOY SOUTH ES	CLEMENTINA GAMIL
CABAWAN ES	JERRY BELECINA
CITY EAST ES	JUANITA LAFUENTE MARILOU PONDOC
COGON ES	RACHEL OMASAS JOSELITO GALENDO
DAMPAS ES	MARIA DULCE ALMA LOPOS EDGAR FERNANDEZ
DAO ES	BASILIDES SEMPRON
EASTERN COGON ES	FELIPE EPE
MANGA ES	PROSERPINA DUROY
MANSASA ES	ELDIEBRANDO CORREA
SAN ISIDRO ES	EUFE RHODA GALON
TALOTO ES	LORELEI ANORE
TCCES MAIN	CONCEPCION GALLENTES DOUGEFORD CASTAÑO
TCCS SPED	LEMUEL BAROL
TIPTIP ES	DIOSCORIA SAYON
UBUJAN ES	MARILYN GOTIAY
CTNHS	JESILO JALA
COGON NHS	MARICEL BARIMBAO (OIC)
DCPNHS JHS	DOLORES DAHAB NILO SENDRIJAS MARIA TERESA LARODA SANDRA FORTICH MERCYMAE SERATE ERMILA CARDINAS PILAR DIEZ
DCPNHS SHS	LEGARDO PALACA MELCHOR DANIEL, JR. LANIE GUTAS
MANGA NHS	JENELOU ISRAEL CRESTITA BATINGAL
MANSASA NHS	ALBERTO TIBOD FLORAFEL DATOY
SAN ISIDRO NHS	CORAZON SAMUYA EUTROPIA ARCAYENA
TCSHS	GRACE MARIE CAMPOS ALJON FRONTERAS
TCHS-HI	RIZALINA PELIGRO
SDS	WILFREDA D. BONGALOS PhD, CESO V
SDO	JOHN ARIEL LAGURA
	JANET BUTALID
	MAURINE CASTAÑO

SDO	AIMEE AMISTOSO
	BEATRIZ INCOG
	ELISA GEAGONIA
	NEOLITA SARABIA
	NENITA INCOG
	ALBERTO LACANG
	CONCEPCION TUBAL
	CHERRY MICHELLE COLLYER
	MA. ANTONETTE DUGANG
	JOSE MARIÑAS III
	ESTHER CAGAS
	LIZA MAQUILING
	ELIZABETH ESCOLANO
	EMILY ACABO
	SIMON RIOS III
	LOUENIE INDANAO
	JOERMELYNE PASILBAS
	JUNICEL MANCHA
	DR VIDA ROMERO
	ROWENA PIZARRAS
	RHODELIA TUMANDA
	ADELINE CARMEN DAGAMAC
	ATTY. TAMMY RELAMPAGOS
	GINA GAMAO
	BRENDALOU ARANCANA
	MARIFE RALLOS
	ROSALIE TAMBIS
	JULIE ANN KRISTIE REDILLAS
	JOCELYN CUTIN
	BERNADITO TAGUISA
	ELAINE CENTINO
	RUBEN LOREJO
	JOCELYN POZON