



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. 840 s. 2024

November 28, 2024

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT ( DMEA) CONFERENCE  
Q4, CY 2024**

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 Conference (DMEA) for Q4, CY 2024 on December 18, 2024 at 8:00 a.m. onwards. Division Office functional units are required to complete their reports for Quarter 4, CY 2024. Link for reports submission will be provided in the Division Personnel GC. Venue of the conference will be announced separately.

2. The activity aims to monitor and validate the status and progress of the delivery of basic education services, the implementation of Programs, Activities & Projects and Report on Bottlenecks, Lags, Issues and Concerns (BLICs), Concerns, Issues, Gaps, Problems (CIGPs) of the Division.

3. The participants in this conference are the OIC-ASDS, Chiefs-Education Program Supervisors, Education Program Supervisors, Senior Education Program Specialist, Education Program Specialists II, Division Office Section Heads (Personnel, Records, Supply, Cashiering), Planning Officer III, Medical Team, Division Accountant, Legal Officer- Designate, Public School Principals, Public School Assistant Principals, Head Teachers, Admin. Officer V, Division ITO, Division Engineer, PDO II(DRRM), PDOI YF Coordinator, ADA III ( Driver).

4. Flow of the conference is as follows:

- Preliminary Points/ Message  
Dr. Wilfreda D. Bongalos CESO V
  - Schools Division Superintendent
- Presentation of Physical and Financial Accomplishments by SDO Functional Division



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- Administrative Section ( Administrative Management, Financial Management, Performance Management, and other subsidiary services
  - ✚ Division Admin Officer V
  - ✚ Division Accountant
  - ✚ Budget Officer
  - ✚ Cashiering
  - ✚ Personnel
  - ✚ Records
  - ✚ Personnel
  - ✚ Legal Officer -Designate
  - ✚ Division ITO
- Curriculum Implementation Division
  - CID Chief / EPSupervisors
    - ✚ Instructional Management and Technical Assistance
  - EPS LRMMD-
    - ✚ Learning Resources Materials Management Development
- School Governance Operations Division
  - SGOD Chief
    - ✚ Support Services Management
  - EPS II / Soc Mob Focal
    - ✚ Community Linkages and Partnership
  - Planning Officer
    - ✚ Planning Matters
  - EPSupervisor SGOD
    - ✚ Research Matters
  - SEPS HR
    - ✚ Human Resource Management Matters
  - SEPS M and E
    - ✚ Quality Assurance
  - PDO II
    - ✚ DRRM Matters
  - Dental/ Medical
    - ✚ Medical dental Matters

5. Registration fee of Six Hundred Pesos (Php 600.00) 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 conference are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to DepEd Division of City Schools- Tagbilaran City. Participants from the schools are highly 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 DIVISION MONITORING, EVALUATION  
AND ADJUSTMENTS (DMEA) Q4, CY 2024**

<b>BOOL ES</b>	JOSELITO GALENDO
<b>BOOY ES</b>	MARIA CHONA B. ROJAS
<b>BOOY SOUTH ES</b>	CLEMENTINA A. GAMIL
<b>CABAWAN ES</b>	JERRY B. BELECINA
<b>CITY EAST ES</b>	EDITHA G. GONE MARILOU A. PONDOC
<b>COGON ES</b>	MARIA RACHEL OMASAS
<b>DAMPAS ES</b>	MARIA DULCE A. LOPOS EDGAR FERNANDEZ
<b>DAO ES</b>	BASILIDES SEMPRON
<b>EASTERN COGON ES</b>	FELIPE EPE
<b>MANGA ES</b>	PROSERPINA A. DOROY
<b>MANSASA ES</b>	ELDIEBRANDO CORREA
<b>TALOTO ES</b>	LORELEI G. ANORE
<b>TCCES</b>	CONCEPCION I. GALLENTES DOUGEFORD CASTAÑO EDSEL LODONIA
<b>TCCS SPED</b>	LEMUEL B. BAROL
<b>TIPTIP ES</b>	MA. DIOSCORAA H. SAYON
<b>UBUJAN ES</b>	MARILYN GOTI-AY
<b>CTNHS</b>	JESILO JALA
<b>COGON NHS</b>	JUSTINO M. CANDA MARICEL BARIMBAO
<b>DCPNHS JHS</b>	CORAZON H. SAMUYA MARIA TERESA T. LARODA MARIA SANDRA ISABEL S. FORTICH MERCY MAE C. SERATE ERMILA CARDINAS PILAR DIEZ PROCILITA MILAR
<b>DCPNHS SHS</b>	LEGARDO PALACA, JR MELCHOR B. DANIEL JR. LANIE G. GUTAS
<b>MANGA NHS</b>	JENELOU JOHN F. ISRAEL CRESTITA G. BATINGAL
<b>MANSASA NHS</b>	ALBERTO TIBOD JR. FLORAFEL C.DATOY
<b>SAN ISIDRO NHS</b>	EUTROPIA ARCAYENA
<b>TCSHS</b>	GRACE MARIE L. CAMPOS ALJON FRONTERAS
<b>TALOTO NHS</b>	NILO SENDRIJAS
<b>SDS</b>	Dr WILFREDA D. BONGALOS CESO V

