



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. 099 s. 2025

February 12, 2025

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) CONFERENCE
Q1, CY 2025**

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

1. This Office, through the Schools Governance and Operations Division (SGOD) announces the conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) Conference for Quarter 1, CY 2025 on February 28, 2025 at 8:00 a.m. onwards. School Heads are requested to complete data/reports needed for Q2 and Q3, SY 2024-25. Division Office functional units are also requested to prepare their reports for Quarter 1, CY 2025.. Link will be provided in the GC. Venue of the conference will be announced in a separate Office Memorandum

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)

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 Division Budget Officer, Public School Principals/ Assisting Principals, Public School Assistant Principals, Head Teachers, Admin. Officer V, Division ITO, Division Engineer, Division Librarian, PDO II (LRMD), PDO II(DRRM), AO II(Payroll) PDO I YF Coordinator, ADA IV (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
 - OSDS



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- Division Accountant
 - Budget Officer
 - AO IV (Personnel)
 - Supply Officer- Designate
 - Division ITO
 - Curriculum Implementation Division
 - CID Chief
 - School Governance Operations Division
 - SGOD Chief
- Presentation of the submitted reports from Schools
- SEPS, M and E

5. Registration fee of Six Hundred Pesos (Php 600.00) will be collected from the each participant to cover one 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

