



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. 272 s. 2025

May 8, 2025

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT ( DMEA) CONFERENCE Q4 SY  
2024-2025**

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

1. This Office, through the Schools Governance and Operations Division (SGOD) hereby announces the conduct of the Division Monitoring, Evaluation and Adjustment Conference (DMEA) for Q4, SY 2024-2025 (Q1-Q2, CY 2025) on May 29, 2025 at 8:00 a.m. to 5:00 p.m. Venue of the conference will be announced in a separate Memorandum.

2. The activity aims to monitor and validate Q4, SY 2024-2025 status and progress of the delivery of basic education services, the implementation of Programs, Activities & Projects and Reports and Proposed Agreement on Bottlenecks, Lags, Issues and Concerns (BLICs), Concerns, Issues, Gaps, Problems (CIGPs) of the Division Schools and Offices. School Heads are highly encouraged to include only the three most critical concerns that cannot be addressed to by the school itself.

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, Budget Officer, Public School Principals, Public School Assistant Principals, Head Teachers, Admin. Officer V, Division ITO, Division AO II(Payroll Officer) Division Engineer, PDO II(DRRM), PDOI YF Coordinator, Division Librarian II, PDOII( LRMMD), ADA III ( Driver).

4. Flow of the conference is as follows:

- Preliminary Points/ Message
  - Dr. Wilfreda D. Bongalos CESO V
    - Schools Division Superintendent
- School Governance Operations Division
  - SGOD Chief
    - ✚ Support Services Management
      - EPS II /Soc Mob Focal
    - ✚ Community Linkages and Partnership
      - Planning Officer



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- ✚ Planning Matters
  - EPSupervisor SGOD
    - ✚ Sports-related Activities
    - ✚ SBM
    - ✚ Internship/Experiential Learning
    - ✚ Research Matters
  - SEPS HR
    - ✚ Human Resource Management Matters
  - SEPS M and E
    - ✚ Quality Assurance
  - PDO II
    - ✚ DRRM Matters
  - Dental/ Medical
    - ✚ Medical /Dental Matters
  - Division Engineer
    - ✚ Physical Facilities
  - YFD Focal
    - ✚ Youth Formation and Development Matters
- Physical and Financial Accomplishments by SDO Functional Division
  - OSDS
    - Administrative Section ( Administrative Management, Financial Management, Performance Management, and other subsidiary services
      - ✚ Division Admin Officer V
      - ✚ Division Accountant
      - ✚ Budget Officer
      - ✚ Cashiering
      - ✚ Personnel
      - ✚ Records
      - ✚ Personnel
      - ✚ Division ITO
  - Curriculum Implementation Division
    - OIC-CID Chief / EPSupervisors
      - ✚ Instructional Management and Technical Assistance
    - EPS LRMMD-
      - ✚ Learning Resources Materials Management Development

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