



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. 299 , s. 2026

April 27, 2026

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT ( DMEA) CONFERENCE  
Q4 SY 2025-2026/ Q2 CY 2026**

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 4 SY 2025-2026 / Quarter 2 CY 2026 on May 6, 2026 at 8:00 a.m. onwards at Dao Diamond Hotel and Restaurant, Upper J.A. Clarin St., Barangay Dao, Tagbilaran City. School Heads are requested to complete data/reports needed for Q4 SY 2025-2026. Division Office functional units are also requested to prepare their reports for Quarter 2 CY 2026.. Link will be provided in the official GC

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), adjustments and other related matters.

3. The participants in this conference are the Assistant Schools Division Superintendent, Chiefs-Education Program Supervisors, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists II, Division Legal Officer, Division Office Section Heads (Personnel, Records, Supply, Cashiering, Procurement), Planning Officer III, Medical Team, Division Accountant, Division Budget Officer, Public School Principals/ Assisting Principals, Public School Assistant Principals, Department Heads, Admin. Officer V, Division ITO, Division Librarian, PDO II ( LRMS), PDO II(DRRM), PDO I YF Coordinator, ADA IV ( Driver).

4. An advance copy for the Registration of DMEA Participants will be sent for the preparation of pertinent documents prior to the conduct of the conference. School Heads are requested to submit such, the soonest time possible.

5. 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
  - School Governance Operations Division
    - SGOD Chief
  - Curriculum Implementation Division
    - CID Chief
  - OSDS
    - Budget Officer
    - AO IV (Personnel)
    - Supply Officer-
    - Procurement
    - Division ITO
  
- Presentation of the submitted reports from Schools
  - SEPS, M and E

6. Registration fee of Eight Hundred Pesos (Php 800.00) will be collected from 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.

7. For immediate dissemination of, and compliance with this Memorandum are directed.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 