


Division Memorandum

No. ~~312-A~~ s. 2019

**TO:** Chiefs of SGOD and CID  
Education Program Supervisors  
Attorney-III  
Administrative Officers  
Senior Education Program Specialists  
Education Program Specialists-II  
Accountant-III  
Information and Technology Officer-I  
Engineer-III  
Dentist-II  
Nurse-II  
Division PAPs Coordinators  
PSDS/DIC Representative

**FROM:**  **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

**DATE:** July 15, 2019

**SUBJECT: CONDUCT OF SECOND QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA)**

1. As per Regional Memorandum No. 345 and 294 s. 2019, re: *The Conduct of MEA in Regional Office and Schools Division Offices C.Y. 2019*. The MEA strategy is a periodic monitoring and evaluation of the progress of the SDO in its delivery of education services as well as its performance as an organization. As a strategy, it promotes the participation of the various functional as well as administrative units of the SDO in all M and E processes with the endpoint of obtaining information from the management to make decisions on adjusting its work plan and strategies.
2. Anent to this, the Division Office along with its three functional divisions shall conduct the second quarterly (April to June) Pre-Division Monitoring and Evaluation Adjustment on July 22, 2019 in their respective offices chaired by the Administrative Officer V, Chief of SGOD and CID. As a rule: A Physical Output can only be credited if it meets standard/s and has Means of Verification/s (MOV/s). Results of the Pre-Division Monitoring and Evaluation Adjustment together with the complied MOVs shall be forwarded to the Office of the SGOD M and E and Planning for consolidation.
3. The new format of reporting in Table 2 (Computed Accomplished Physical Outputs) is based on the adoption of the Compendium of DepEd Office Functions and Job Descriptions in 2018. In 2<sup>nd</sup> Quarter DMEA presentations and onwards, all activities of the section/units shall be aligned on the KRAs of CID, SGOD and OSDS, to wit:

Functional Divisions	Key Result Areas (KRAs)
Office of the Schools Division Superintendent (OSDS)	KRA 1: Administrative Management KRA 2: Financial Management KRA 3: Performance Management KRA 4: Ancillary Services
Curriculum Implementation Division (CID)	KRA 1: Instructional Management KRA 2: Assessment of Learning KRA 3: Learning Resource Materials Management KRA 4: Ancillary Services
School Governance and Operations Division (SGOD)	KRA 1: Support Services Management KRA 2: Planning and Research KRA 3: Community Level Linkages and Partnerships KRA 4: Human Resource Development KRA 5: Quality Assurance KRA 6: Ancillary Services

4. All Division PAPs Coordinators are expected to submit their Functional Division Work and Financial Plan (WFP), CY 2019 for presentation.
5. Division Monitoring and Evaluation Adjustment will be conducted on July 23, 2019, 2017 which will be participated by the Chiefs of SGOD and CID, Education Program Supervisors, SEPS, EPS-II, Administrative Officers, Accountant-III, Attorney-III, ITO-I, Engineer, Dentist II, Nurse II, PSDS/DIC Representative and Division PAPs Coordinators, chaired by the Assistant Schools Division Superintendent at 8:00 am., DepEd Prime HR/PSB Room.
6. Immediate and wide dissemination of this memorandum to all concerned is highly desired.