



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: January 4, 2022

Office MEMORANDUM

No. 002, s. 2022

**FOURTH QUARTER PRESENTATION OF DIVISION MONITORING, EVALUATION
AND ADJUSTMENT PHYSICAL ACCOMPLISHMENTS FOR CY 2021**

To : Chiefs of Functional Divisions
Program holders (curricular and non-curricular)
Head of sections
All concerned

1. The DMEA report helps the SDO to record the proceedings as well as the resulting information obtained from the previous undertaken M and E processes. All information included in the report are arranged and organized accordingly for future references of SDO management as well as the staff, particularly in making adjustments in their plans, objectives, strategies, and/or activities.
2. This activity aims to:
 - validate, consolidate and report the needed data to carry out the MEA process in the office;
 - establish information as basis for determining appropriate approach/ strategy to ensure efficient and effective delivery of services; and
 - present information regarding division performance that will support decisions and adjustments to plans and strategies.
3. In connection to this, the Presentation of the Division Monitoring and Evaluation Adjustment shall be conducted on January 10-12, 2022 at DepEd Conference Hall.
4. Day 1 (January 10) will be the Pre-DMEA of SGOD, to be attended by the following: (1) Schools Division Superintendent, (1) Assistant Schools Division Superintendent, (1) Chief CID, (1) EPS, (4) SEPS, (3) EPS-II, (1) Planning Officer-III, (3) Medical Officer/Dental Officer, (2) Nurse II, (1) PDO I, (1) Draftsman, (2) Engineers, (3) Support Staff.
5. Day 2 (January 11) will be the DMEA Proper. Participants are as follows: (1) Schools Division Superintendent, (1) Assistant Schools Division Superintendent, (1) Chief CID, (10) CID EPS, (3) IP/ELLN, ALIVE Coordinators, (1) Chief SGOD, (1) SGOD EPS, (4) SEPS, (1) Planning Officer-III, (2) Medical Officer/Dental Officer, (2) Nurse II, (1) PDO I.



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6. Day 3 (January 12) is allotted for the continuation of presentations which shall be participated by (1) Schools Division Superintendent, (1) Assistant Schools Division Superintendent, (1) Legal Officer III, (6) Administrative Officers, (1) Accountant-III, (1) Information Technology Officer-I.
7. During each presentation, a reactor shall give comments, recommendations, and/or technical assistance for the improvement of individual's performance.

Functional Division		Reactors
Curriculum and Implementation Division		
✓ Instructional Management Section ✓ Learning Resource Management Section ✓ District Instructional Section		SDS Josita B. Carmen, CESO V ASDS Gilbert A. Gayrama, CESE Chief Elvira S. Urbiztondo Chief Fluellen L. Cos EPS Rufino T. Reyes SEPS Ucille P. Galvez SEPS Voltair C. Asildo SEPS Mary Luz B. Advincula-Niere SEPS Alex S. Mistula
School Governance and Operations Division		
✓ Planning and Research ✓ School Management, Monitoring and Evaluation ✓ Social Mobilization and Networking ✓ Human Resource and Development ✓ Health and Nutrition Section ✓ Youth Formation ✓ Engineering Facilities		SDS Josita B. Carmen, CESO V ASDS Gilbert A. Gayrama, CESE Chief Elvira S. Urbiztondo Chief Fluellen L. Cos EPS Carlos Tian Chow C. Correos EPS Camela G. Lerio EPS Wilma A. Premarion EPS Bryan L. Arreo EPS Encarnacion M. Padua
Office of the Schools Division Superintendent		
✓ Administrative ✓ Records ✓ Budget ✓ Legal ✓ Accounting	Human Resource Supply IT Procurement Cashiering	SDS Josita B. Carmen, CESO V ASDS Gilbert A. Gayrama, CESE Chief Elvira S. Urbiztondo Chief Fluellen L. Cos EPS Rufino T. Reyes

8. Participants shall bring MOVs of their accomplished DMEA reports. All presenters must use PPT slide for clear presentation:

- a. Table 2 - Accomplished Physical Outputs
- b. Table 3 - National PAPs Computed Accomplished Physical Outputs
- c. Table 4 - Local PAPs Computed Accomplished Physical Outputs Table
- d. Table 5 - Issues and Proposed Resolutions
- e. Work and Financial Plan



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9. Prior to the DMEA proper, all employees are enjoined to conduct face to face validation (Pre-DMEA) of their reports vis-à-vis WFP and MOVs to be facilitated by the chiefs of the three functional divisions. For OSDS, ASDS Gilbert P. Gayrama, CESE shall do the validation.
10. Meals and snacks are chargeable against INSET Funds subject to the usual accounting and auditing rules
11. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: NONE
Reference:
NONE

To be indicated in the Perpetual Index
under the following subjects:

MONITORING

EVALUATION

AUDIT

VCA//DM-MEMO DMEA
002 /JANUARY 9, 2022



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
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