



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: September 6, 2021

Office MEMORANDUM

No. 156, s. 2021

**THIRD 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 periodically helps the SDO to record the proceedings as well as the resulting information obtained from the previous undertaken M and E process. The report arranges and organizes the available information so it can be used for future reference by 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 October 5, 6 and 7, 2021 in DepEd Conference. On Day 1, October 5, 2021 is the Pre-DMEA of SGOD, the participants to this activity are 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.
4. While on Day 2, October 6, 2021 is the DMEA Proper, the participants to this activity are the following: Schools Division Superintendent, 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.
5. And on Day 3, October 7, 2021, this shall be participated by Schools Division Superintendent, Assistant Schools Division Superintendent, (1) Legal Officer



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III, (6) Administrative Officers, (1) Accountant-III, (1) Information Technology Officer-I.

6. Participants to this activity shall bring the MOVs and the following DMEA templates:
- a. Table 2 - Computed Accomplished Physical Outputs
 - b. Table 3 - Consolidated PAPs Computed Accomplished Physical Outputs- National
 - c. Table 4 - Consolidated PAPs Computed Accomplished Physical Outputs- Local
 - d. Table 5 - Consolidated Issues and Proposed Resolutions
 - e. Work and Financial Plan
7. 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 shall do the validation.
8. Meals and snacks are chargeable against INSET Funds subject to the usual accounting and auditing rules
9. 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

 /SEPTEMBER 6, 2021



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