

Division Memorandum

No. 438 s. 2019

TO: **Chiefs of CID and SGOD, EPS, AO-IV and V
PSDS/IC, ITO, SEPS, EPS-II, Dentist-II
Nurse-II, Attorney-III, Accountant-III, PDO I and II**

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

DATE: October 4, 2019

SUBJECT: **CONDUCT OF THIRD QUARTER DIVISION MONITORING, EVALUATION AND
ADJUSTMENT (DMEA) and INTERNAL QUALITY AUDIT**

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. The schedule of the RMEA Presentation for the Third Quarter, CY 2019 is on October 24, 2019.
2. Anent to this, the Division Monitoring and Evaluation Adjustment Presentation shall be conducted on October 22 to 23, 2019 at 8:00 A.M., venue to be announced later. This shall be participated by the Schools Division Superintendent, Assistant Schools Division Superintendent, (2) Chiefs of SGOD and CID, (10) Education Program Supervisors of SGOD and CID, (37) PSDS/DIC, Attorney-III, (4) SEPS, (3) EPS-II, (6) Administrative Officers, Accountant-III, Planning Officer-III, ITO, (1) Nurse-II, (1) Dentist, (5) Program Coordinators handling IPEd, ELLN, and GPP, Youth Formation and ALIVE, and (2) Support Staff.
3. Participants to this activity shall bring their individual WFP based on the compendium, DMEA templates, and MOVs. **Attendance is a must.**
4. 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.
5. Day 1 shall be face to face validation of the MOVs to be facilitated by the chiefs of the three functional divisions while on the afternoon and on the following day is the DMEA presentation. The internal programmer shall assign one internal auditor to audit every presenter of the three functional divisions.
6. Meals and snacks are chargeable against HRTD/ISO Funds 2019 and accommodation for select districts (Lingig to Lianga) is also charged to the said funds subject to the usual accounting and auditing rules and regulations while travelling expenses/per diems of the participants are chargeable against local funds.
7. Immediate and wide dissemination of this memorandum to all concerned is highly desired.