



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: December 14, 2020

Division MEMORANDUM
No. 424, s. 2020

**FOURTH QUARTER PRESENTATION OF DIVISION MONITORING,
EVALUATION AND ADJUSTMENT (DMEA) CY 2020**

To : Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors/ In charge (Focal Person)
Attorney III
Senior Education Program Specialists
Education Program Specialist II
Planning Officer III
Engineer III
Medical Officer III
Dentist II
Administrative Officers IV and V
Information Technology Officer I
Accountant III
Nurse II
Project Development Officer I
Program Coordinators ALIVE, Youth Formation GPP, ELLN and IP

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 January 7 and 8, 2020, venue is to be announced later. On Day 1, January 7, 2020, the participants to this activity are the following: Schools Division Superintendent, Assistant Schools Division Superintendent, (1) Chief CID, (10) CID EPS, (1) PSDS/DIC Focal, (3)



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- IP/ELLN, ALIVE Coordinators, (1) Chief SGOD, (1) SGOD EPS, (4) SEPS, (1) Planning Officer-III, (3) Medical Officer/Dental Officer, (2) Nurse II, (1) PDO I.
4. While on Day 2, January 8, 2020, this shall be participated by Schools Division Superintendent, Assistant Schools Division Superintendent, (1) Legal Officer III, (6) Administrative Officers, (1) Accountant-III, (1) Information Technology Officer-I.
5. Participants to this activity shall bring MOVs and the following DMEA templates:
- a. Table 2 - Computed Accomplished Physical Outputs
 - b. Table 3 - Unaccomplished Physical Outputs
 - c. Table 4 - Computed Physical Outputs on PAPs
 - d. Table 7 - Value Added Outputs
 - e. Table 8 - Issues and Proposed Resolutions
6. 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 Jasmin R. Lacuna shall do the validation.
7. Meals and snacks are chargeable against INSET Funds subject to the usual accounting and auditing rules
8. 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

VCA//DM-MEMO DMEA
474/DECEMBER 14, 2020



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