



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

FEB 28 2024

**DIVISION MEMORANDUM**  
NO. 057, s. 2024

**CONDUCT OF QUARTER I MONITORING, EVALUATION AND ADJUSTMENT (MEA)**

To: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. This Office, through the School Governance and Operations Division will conduct the Quarter I Monitoring, Evaluation and Adjustment.
2. This activity aims to monitor and evaluate the progress/ status of the Schools' and Division's Programs, Projects and Activities (PPAs) included in the SIP, DEDP and WFP (PMIS) as bases for the QII adjustment.
3. The Schedule of Activities, Expected Participants, Persons In-Charge and Venue/Platform is found in Enclosure No. 1 of this Memorandum.
4. Performance Indicators, tools and templates to be used in the conduct of MEA activities are stipulated in Enclosure No. 1 of **Regional Memorandum No. 167, s. 2023**.
5. Functional Division Internal M & Es shall upload the validated Q I Accomplishments thru the link: <http://tinyurl.com/KabMEA24> two (2) days after the validation.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure No. 1 to Div. Memo No. 057s. 2024

**Schedule of Activities, Expected Participants, Persons In-Charge and Venue/Platform**

Activities	Date	Participants	Persons In-Charge	Venue/Platform
School Monitoring, Evaluation and Adjustment (SMEA)	March 13-15, 2024	Teaching and non-teaching personnel	School Heads and Sch. M & E Coordinators	School/ Face to Face
District Monitoring, Evaluation and Adjustment (DisMEA)	March 22, 25 & 26, 2024	All School Heads of the district	PSDSs, SDO Personnel	To be determined by PSDSs (DisMEA) and Chiefs (FDs MEA)/ Face to Face
Functional Division MEA & Validation (CID, SGOD and OSDS)	March 22 & 25, 2024	CID, SGOD and OSDS personnel	Chiefs, AO V, and Internal M & Es	
*Validation of District Performance Indicators a. Kabankalan I b. Kabankalan II c. Kabankalan III d. Kabankalan IV e. Kabankalan V f. SHS g. ALS	April 1 & 2, 2024 @8:00a.m. to 4:45 p.m.	All PSDSs, EPS-ALS, and Div. SHS Coordinator	SEPS-SMME and Division Validators	Virtual/ Face-to-Face
Division Monitoring, Evaluation and Adjustment (DMEA)	April 5, 2024 @8:00 a.m. to 5:00 p.m.	SDS, ASDS, Chiefs, EPS, PSDS, SGOD Unit Heads, BO, Legal Officer, Div. Accountant, AO V, EPSA & Program Handlers	SEPS-SMME and Division Internal M & Es	New SDO Conference Hall