



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

Office of the Schools Division  
Superintendent

MAR 13 2023

**DIVISION MEMORANDUM**

NO. 111, s. 2023

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

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

1. Anent **Regional Memorandum No. 167, s. 2023**, titled GUIDELINES ON THE CONDUCT OF REGIONAL/DIVISION/SCHOOL MONITORING, EVALUATION AND ADJUSTMENT, this Office shall conduct the Quarter I Monitoring, Evaluation and Adjustment.
2. The Schedule of Activities, Expected Participants, Persons In-Charge and Venue/Platform is found in Enclosure No. 1 of this Memorandum.
3. 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**.
4. Functional Division Internal M & Es shall upload the validated Q1 Accomplishments thru the link: **bit.ly/KabMEA22** three (3) days after the validation.
5. Observance of the required health standards and safety protocols during the face to face activity is hereby enjoined.
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. dt/s. 2023*

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

<b>Activities</b>	<b>Date</b>	<b>Participants</b>	<b>Persons In-Charge</b>	<b>Venue/Platform</b>
School Monitoring, Evaluation and Adjustment (SMEA)	Mar 16-17, 2023	Teaching and non-teaching personnel	School Heads, PSDSs, SDO Personnel	School/ Face to Face
District Monitoring, Evaluation and Adjustment (DisMEA)	Mar 23-24, 2023	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)	Mar 24 & 27, 2023	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. Senior High School g. Alternative Learning System	Mar. 28-29, 2023 @ 8:00a.m. to 5:00 p.m.	All PSDSs, EPS-ALS, and Div. SHS Coordinator	SEPS-SMME and Division Validators	<b>Virtual</b>
Division Monitoring, Evaluation and Adjustment (DMEA)	April 4, 2023 @ 9:00 a.m. to 4:00 p.m.	SDS, ASDS, Chiefs, EPS, PSDS, SGOD unit heads, BO, Legal Officer, Div. Accountant, AO V, EPSA & Div. SHS Coordinator	SEPS-SMME and Division Internal M & E	Venue: <i>To be determined</i>



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