



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

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
NO. 399, s. 2023

SEP 07 2023

CONDUCT OF QUARTER III 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. This Office, through the School Governance and Operations Division will conduct the Quarter III Monitoring, Evaluation and Adjustment on October 12-13, 2023, at the New SDO Conference Room.
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 QIV adjustment.
3. The Schedule of Activities, Expected Participants, Persons In-Charge and Venue/Platform, and Program Flow are found in Enclosures No. 1 and 2 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 III Accomplishments thru the link: **bit.ly/KabMEA22** two (2) days after the validation.
6. Observance of the required health standards and safety protocols during the face to face activity is hereby enjoined.
7. 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. 289, s. 2023

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)	Sept. 20-22, 2023	Teaching and non-teaching personnel	School Heads and Sch. M & E Coordinators	School/ Face to Face
District Monitoring, Evaluation and Adjustment (DisMEA)	Sept. 27-29, 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)	Sept. 28-29, 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	Oct. 4, 6 & 10, 2023 @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)	October 12-13, 2023 @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 & Div. SHS Coordinator	SEPS-SMME and Division Internal M & Es	New SDO Conference Hall



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Enclosure No. 2 to Div. Memo No. ³⁰⁹ s. 2023

Program Flow

Activity/ Time	Person/s Involved
October 12, 2023	
Registration: 8:00 a.m. – 8:30 a.m.	Division Internal M & E
Opening Program: 8:30 a.m. – 9:00 a.m.	Curriculum Implementation Division (CID)
PRESENTATION PROPER: 9:00 a.m. – 5:00 p.m. (Lunch Break: 12:00 nn – 1:00 p.m.)	
I. Procurement Monitoring Report	Julieta V. Gempison
II. Administrative Management	Arnold S. Magdaet, AO V
1) Human Resource	Chris G. Erabon, AO IV
2) Cash	Janelyn C. Toresis, AO II
3) Supply	Jorel J. Diagmel, AO II
4) Records	Dax M. Lopez, AO IV
III. Financial Management	
1) Budget	Lyn Rose E. Otea, AO V
2) Accounting	Meralie Mae B. Gualdrapa, Accounting III
IV. Ancillary Services	
1) Legal	Atty. Nonielon P. Pescadera, Attorney III
2) ICT	Archiebal A. Poyogao, ITO
Evaluation	School Management Monitoring & Evaluation
October 13, 2023	
Management of Learning: 8:00 a.m. – 8:30 a.m.	Office of the Schools Division Superintendent
PRESENTATION PROPER: 8:30 a.m. – 4:30 p.m. (Lunch Break: 12:00 nn – 1:00 p.m.)	
V. Performance Management	
1) a. Curriculum Implementation Division	Junry M. Esparar, OIC-Chief
b. Districts	
K I	SH in-charge of the District & Jesusa G. De Jesus
K II	Saturnino T. Pabalinas & Ann Yvonne B. Vingno
K III	Larlin Quirit & Miguel Peñaranda III
K IV	Jolly G. Gariando Jr. & Jacqueline B. Dagunan
K V	Mary Joan G. Dayon & Faustino T. Padilla Jr.
c. SHS	Jolly G. Gariando, Jr.
d. ALS	Nemia T. Lucerna, EPSA



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Program Flow

Activity	Person/s Involved
October 13, 2023	
2) School Governance and Operations Division	Cecilia G. Abello PhD, SGOD Chief
Closing Program/ Next Steps: 4:30 p.m. – 5:00 p.m.	School Governance and Operations Division
Evaluation	School Management Monitoring & Evaluation

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