



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

**DIVISION MEMORANDUM**  
NO. 438, s. 2023

NOV 30 2023

**CONDUCT OF QUARTER IV 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 IV Monitoring, Evaluation and Adjustment on January 2-3, 2023, at the New SDO Conference Room.
2. This activity aims to monitor and evaluate the progress/status of the School's and Division's Programs, Projects, and Activities (PPAs) included in the SIP, DEDP and WFP (PMIS) as basis for adjustment.
3. The schedule of Activities, Expected Participants, Persons In-Charge and Venue/Platform, and Program Flow are attached as 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 & E shall upload the validated QIV Accomplishments thru the link: [bit.ly/KabMEA2023](https://bit.ly/KabMEA2023) 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. 438, s. 2023

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

Activities	Date	Participants	Persons In-Charge	Venue/Platform
School Monitoring, Evaluation and Adjustment (SMEA)	December 11-13, 2023	Teaching and Non-Teaching Personnel	School Heads and Sch. M & E Coordinators	School/Face to Face
District Monitoring, Evaluation and Adjustments (DisMEA) Division Functional Division MEA & Validation (CID, SGOD and OSDS)	December - 14, 15 & 18, 2023  December 26, 2023	All School Heads of the Districts  CID, SGOD and OSDS personnel	PSDSs, SDO Personnel M & Es  Chiefs, AO V, and Internal	To be determined by PSDSs (DisMEA) and Chiefs (FDs MEA) Face to Face
*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	December 19 & 21, 2023	All PSDSs, EPS-ALS, and Div. SHS Coordinator	SEPS-SMME and Division Validators	Virtual/Face to Face
Division Monitoring Evaluation and Adjustment (DMEA)	January 2-3, 2024	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. 438 s. 2023

**Program Flow**

<b>Activity/Time</b>	<b>Person/s Involved</b>
<b>January 2, 2023</b>	
Registration: 8:00 a.m.	Division Internal M & E
Opening Program: 8:30 a.m.-9:00 a.m.	Curriculum Implementaion 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 – EPS-SGOD
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, Atty III.
2.) ICT	Archiebal A. Poyogao, ITO
Evaluation	School Management, Monitoring & Evaluation
<b>January 3, 2023</b>	
Management of Learning: 8:00 a.m. – 4:30 p.m.	(Lunch Break: 12:00 nn – 1:00 p.m.)
PRESENTATION PROPER	
V. Performance Management	
1.) a. Curriculum Implementaion Division	Junry M. Esparar, CID-Chief
b. Districts	
KI	SH In-Charge of the District & Jesusa G. Dela Paz
KII	Saturnino T. Pabalinas & An Yvonne B. Vingno
KIII	Larlin Q. Quirit & Miguel G. Penaranda III
KIV	Jolly G. Gariando & Jacqueline B. Dagunan
KV	Mary joan G. Dayon & Faustino T. Padilla Jr.
c. SHS	Jolly G. Gariando Jr.
d. ALS	Nemia T. Lucerna, EPSA
2.) School Governance and Operations Division	Cecilia G. Abello PhD, SGOD Chief
Closing Program/ Next Steps: 4:30 – 5:00 p.m.	School Governance and Operations Division
Evaluation	School Mangement Monitoring and Evaluation