



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF TAGUM CITY

DIVISION MEMORANDUM No. 268 s. 2020

**TO: Assistant Schools Division Superintendent
Division Chiefs (CID and SGOD)
Division Section Heads
School Heads (Public Elementary and Secondary Schools)
All Others Concerned**

FROM: The Office of the Schools Division Superintendent

SUBJECT: Conduct of 1st Quarter DMEA – SMEA Conference for Year 2020

DATE: April 20, 2020

1. Pursuant to Administrative Order no. 161, “Institutionalizing Quality Management System in Governance” amended through Executive Order No. 605, “Institutionalizing the Structure, Mechanisms and Standards to Implement Quality Management Program” this office will be conducting the First Quarter DMEA – SMEA Conference for Year 2020 on April 24, 2020, 08:00 AM – 05:00 PM via Zoom Cloud Meeting Application. Link for the meeting will follow.
2. This activity aims to:
 - a. Discuss the progress of all programs, projects and activities for the quarter;
 - b. Examine the percentage of budget utilization for every PPAs;
 - c. Deliberate possible adjustments; and
 - d. Facilitate the documentation and propagation of best and effective practices.
3. Participants of this conference are the SDS, OIC-ASDS, Division Chiefs (CID and SGOD), PSDSs, EPSs, Section Heads (Medical Officer III, Attorney II, SEPS, ITO 1, Accountant III, Planning Officer, AO V (Admin and Budget) , AO IV (Cashier, Records and Supply) and School Heads.
4. Selected schools, functional divisions (SGOD&CID) and SDSO sections are advised to prepare a (powerpoint) a 10-minute presentation highlighting the Key Results Areas (KRAs), main accomplishments and concerns in the implementation of programs, activities and projects for the quarter.



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5. The selected school are as follows:
- a. Magugpo Pilot Imelda Elementary School- SPED Center
 - b. Apokon Elementary School
 - c. Suaybaguio Rina Elementary School
 - d. Tagum National Trade School
 - e. Magdum National High School
 - f. Busaon Integrated School
6. Immediate and wide dissemination of this memorandum is desired.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

