



M2-176

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

DIVISION MEMORANDUM No. 597 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 2020 DIVISION/SCHOOL MONITORING,  
EVALUATION AND ADJUSTMENT (D/S-MEA) SYSTEM  
CONFERENCE**

**DATE: December 01, 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 2020 Division Monitoring, Evaluation and Adjustment (DMEA) on December 9 & 11, 2020, 08:00 AM – 12:00 PM via Zoom Cloud Meeting Application. Link for the meeting is as follows:  
**<https://bit.ly/DMEATagum2020>**
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, propagation and recognition of best and effective practices in program implementation.
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, Division Engineer, ITO 1, Accountant III, Planning Officer III, AO V (Admin and Budget), AO IV (Cashier, Records and Supply), selected Division Personnel (PDOs, EPS II, Division Librarian) and School Heads.




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4. Selected schools, functional divisions (SGOD&CID) and SDSO sections are advised to prepare a 10-minute presentation (in .ppt/.pptx format) highlighting the Key Results Areas (KRAs), main accomplishments and concerns in the implementation of programs, activities and projects for the quarter. Schools and Division functional divisions/units are encouraged to conduct their MEA conference before the D/S-MEA Conference. Sample MEA templates, presentations and other related learning resources can be accessed at **bit.ly/MEALearningKit**.
5. Schedules of Presentations are as follows:
  - a. Day 1 – December 9, 2020 – Selected Schools
  - b. Day 2 – December 11, 2020 – Functional Divisions and SDSO Sections
6. All Schools are advised to submit electronic copies of their approved Learning Continuity Plan (LCP) for SY 2020 – 2021 to the DMEA Secretariat through e-mail address: **depedtagum.smme@gmail.com on or before December 7, 2020**.
7. Hereunder are selected school presenters:
  - a. Don Ricardo Briz Central Elementary School
  - b. Luis Lina Elementary School
  - c. La Filipina National High School
  - d. Pipisan Maug National High School
  - e. Liboganon Integrated School
8. Immediate and wide dissemination of this memorandum is desired.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



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DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
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