



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

104-398

**DIVISION MEMORANDUM NO. 574, S. 2021**

**TO: DR. MELANIE P. ESTACIO, ASDS**  
**DR. JOSEFINA B. PALACA, Chief-SGOD**  
**DR. CHRISTINE C. BAGACAY, Chief-CID**  
**All CID and SGOD Personnel**  
**All Section Heads**  
**All Public Elementary and Secondary School Heads**  
**All School MEA Coordinators**

**FROM:** The Office of the Schools Division Superintendent

**SUBJECT: ADDENDUM TO THE MEMORANDUM ON REORIENTATION ON THE TEMPLATES FOR DIVISION/SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (D/SMEA) SYSTEM**

**DATE:** September 6, 2021

1. Relative to the Division Memorandum on the Reorientation on the Templates for the Division/School Monitoring, Evaluation and Adjustment (D/SMEA) System, the following guidelines are included:
  - a. The platform to be employed will be Google Meet using this link:  
Meeting ID - [meet.google.com/bqo-uopr-bzv](https://meet.google.com/bqo-uopr-bzv)  
PIN: 734 904 483#
  - b. Teaching personnel who will be attending the said activity shall be entitled to service credit equivalent to one (1) day as per DepEd Order No. 53, s. 2003 entitled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers and Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 22, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered, respectively.
2. For your guidance and appropriate action.

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

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