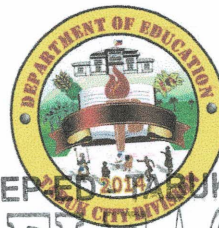




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City, Kalinga



Division Memorandum

No. 119 s. 2020

TO: **SGOD, CID, & OSDS
PUBLIC & PRIVATE ELEMENTARY & SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: **IRENE S. ANGWAY, PhD, CESO VI**
OIC-Schools Division Superintendent

SUBJECT: **CONDUCT OF SECOND QUARTER MONITORING, EVALUATION & ADJUSTMENT**

DATE: **June 25, 2020**

1. Please be informed that the Second Quarter Division Monitoring, Evaluation & Adjustment 2020 will be on July 15-16, 2020 at the Davidson Hotel & Restaurant, while the conduct of the District MEA will be on July 10, 2020 at their respective District Offices.
2. The following are the participants to attend the Second Quarter Monitoring, Evaluation and Adjustment.

A. DIVISION MEA

PARTICIPANTS	Number of Participants
1. SDS	1
2. OIC-ASDS	1
3. CID (Chief, EPS, PSDS, ALS)	22
4. OSDS (Legal Officer, ITO, Administrative and Finance Personnel)	9
5. SGOD (Chief, EPS, Section Heads, DRRM, YFS)	11
6. 2 School Heads per district	20
7. 1 Teacher District Federated President	10
8. Secretariat	2
Total	76 pax per quarter

B. PARTICIPANTS FOR THE DISTRICT MEA:

PUBLIC SCH HEAD	PRIVATE SHs	PSDS	EPS	SGOD	ADAS	TOTAL
102	17	10	10	10	10	159

3. PSDSs and SGOD In -Charge will take charge of the terminal report preparation of the District MEA to be submitted to the SMME on or before July 15, 2020.
4. Meals and snacks of all participants for both Division and District MEA will be charged against Division HRTD fund.
5. Attached is template A- for schools, to be consolidated by the PSDSs ready for reporting during the Division MEA. Template B is to be filled up by the 3 Functional Divisions.
6. Immediate and widest dissemination of this Memorandum is desired.

smmefedex