



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DEP-ED - TABUK CITY

RELEASED
MAR 30 2021

RECORDS UNIT

Office of the Schools Division Superintendent

March 29, 2021

DIVISION MEMORANDUM
NO. 96 S., 2021

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

SUBJECT: **Conduct of the 2021 First Quarter Division Monitoring, Evaluation and Adjustment**

1. Please be informed that the conduct of District MEA is scheduled on April 8, 2021 in the different district offices while the Division MEA will be done virtually on April 15-16, 2021. The link will be posted on the SDO personnel fb group chat an hour before the conduct.
2. Districts to conduct Monitoring, Evaluation and Adjustments in their District Offices should bring their projector and projector screen for presentation purposes.
3. The following are the participants to attend the Fourth 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



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