



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

*Office of the Schools Division Superintendent*

June 29, 2021

**DIVISION MEMORANDUM**

NO. 10 S., 2021

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

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

1. Please be informed that the conduct of District MEA is scheduled on July 12, 2021 in the different district offices while the Division MEA will be done virtually on July 14-16, 2021. The link will be posted on the SDO personnel fb group chat an hour before the conduct.
2. School MEA should be conducted before the scheduled District MEA. It is reiterated that schools should develop their contextualized MEA tools and consider their SIP, AIP, and SLCOP in their tool development and MEA implementation with the involvement of the stakeholders.
3. Districts to conduct Monitoring, Evaluation and Adjustments in their District Offices should bring their projector and projector screen for presentation purposes. All presenters should include data analysis in their reports where applicable.
4. 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



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**B. PARTICIPANTS FOR THE DISTRICT MEA:**

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

5. PSDSs and SGOD In -Charge will take charge of the terminal report preparation of the District MEA to be submitted to the SMME on July 19, 2021.
6. Meals and snacks of all participants for both Division and District MEA will be charged against Division HRTD fund.
7. 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.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
OIC- Office of the Schools Division Superintendent

smme/fedex



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