



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

17 July 2023

**DIVISION MEMORANDUM**

No. 269, s.2023

**Conduct of Second Quarter Division Monitoring, Evaluation, and Adjustment (MEA)/Program Implementation Review (PIR)**

**To: OSDS, CID, AND SGOD**  
**All Public and Private Elementary and Secondary School Heads**  
**All Others Concerned**

1. Please be informed that the Second Quarter Monitoring, Evaluation, and Adjustment Conference is scheduled on the following dates: *District MEA – July 24, 2023*; and *Division MEA – July 26, 2023*. The 2nd Quarter Regional MEA is on July 28, 2023.
2. For the School MEA, it should be done earlier and the reports shall be presented during the District MEA as scheduled. Schools are advised to use their contextualized M&E Tools aside from the Division tool.
3. The venue for the Division MEA will be announced later while for the District MEA, it will be at the discretion of concerned PSDSs preferably in any school within the district. The SGOD must be informed of the venues for logistical arrangement purposes.
4. This Division MEA is cumulative covering the whole first semester (1<sup>st</sup> and 2<sup>nd</sup> Quarters) implementation of PPAs based on the *Division Annual Implementation Plan/ Work and Financial Plan/ Program Management Information System (PMIS) and Adjustment Plans* of the functional divisions, and 3-year Key Performance Indicators (KPIs) starting from SY2021-2022 backward.
5. The School MEA shall be a year-end review covering the whole SY 2022-2023 covering, among others, the implementation of PPAs based on *School Improvement Plans/Annual Implementation Plans and Adjustment/Catchup/Re-entry Plans*, including the *School Learning Recovery and Continuity Plans*, and status of accomplishments on KPIs as indicated in the SIP for SY2022-2023.
6. The PSDSs and their team members shall be responsible for the reports of their respective District MEAs, a copy of the report is to be submitted to SGOD earlier to enable us to make the division report for submission to RO on time.



**Address:** Bulanao Central School Compd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
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Enclosure 1 – Participants for the 2<sup>nd</sup> Quarter MEA Conference

**a. Division MEA**

Participants	Number
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Curriculum Implementation Division	22
School Governance Operations Division	11
Office of the Schools Division Superintendent	9
Secretariat	1
Nurse	1
<b>Total</b>	<b>46</b>

**b. District MEA**

Participants	Number
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Chiefs (SGOD and CID)	2
Public School Heads	103
Private School Heads	15
Public Schools District Supervisor	10
Education Program Supervisors	10
SGOD	10
<b>Total</b>	<b>152</b>

**c. Nurse In-charge of health protocols in District MEA**

District	Nurse	Number
STD 1	Michelle Banganan	1
STD 2	Esmeralda B. Depagon	1
STD 3	Janice Mangaoang	1
NTD 1	Russle Ngao-i	1
NTD 2	Claire Rose Damian	1
ETD 1	Gigi Banawag/ Jocelyn L. Lomeng	1
ETD 2	Shirley Sarmiento	1
ETD 3	Raquel Fafag	1
WTD 1	Shirley P. Labawig	1
WTD 2	Malee Kaye Albert	1
	<b>Total</b>	<b>10</b>
	9 additional pax	<b>9</b>
	<b>Total District Participants</b>	<b>171</b>



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