



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



Office of the Schools Division Superintendent

24 August 2023

OFFICE MEMORANDUM

No. 29, s.2023

To: Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Public School District Supervisors
 All Others Concerned

SUBMISSION OF HOST SCHOOL FOR THE CONDUCT OF DISTRICT MONITORING, EVALUATION, AND ADJUSTMENT FOR CY2024

- As agreed during our planning and programming of Programs/Projects/Activities (PPAs) for CY 2024, PSDSs are advised to submit to SGOD by August 31, 2023 the host schools for the conduct of quarterly District MEA following this template.

District	Host School for District MEA CY2024				Number of Participants
	1Q	2Q	3Q	4Q	

- The purpose of this is for the Division Office to determine which host schools may receive a support fund per quarter in relation to the quarterly conduct of District MEA. There shall be no school to host more than one District MEA; it shall be on a rotational basis.
- Further, the participants in the activity shall be the school heads. The Administrative Officers and Administrative Assistants may also attend. Also, it is encouraged that a maximum of three (3) stakeholders are invited to attend. Stakeholders may be the PTA District Federated President, a representative of the barangay council where the host school is located, and others.
- For your information and compliance.

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent

For the Authority of the Superintendent:

JAN NOWEL E. PEÑA

OIC Assistant Schools Division Superintendent

sgod/smme/aka/OM_Host_Schl_DisMEA_2024
 August 24, 2023

