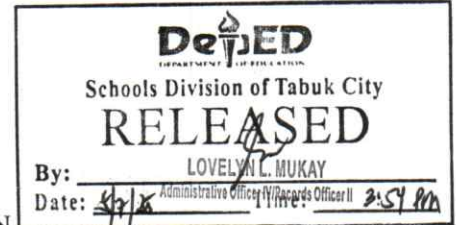




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

07 May 2025

DIVISION MEMORANDUM

No. 197, s. 2025

**SCHEDULES FOR THE CONDUCT OF DIVISION MONITORING & EVALUATION, AND
ADJUSTMENT CONFERENCE**

- To:**
- Assistant Schools Division Superintendent
 - Chief Education Supervisors/Chiefs of Functional Divisions
 - Public School District Supervisors
 - Public and Private Elementary and Secondary School
 - All Others Concerned

1. As part of the monitoring & evaluation systems of the Department is establishing checkpoints where accomplishments of targets, both physical and financial, are monitored and accountability is established. With this, all concerned shall be guided by the following schedules for the conduct of Division Monitoring & Evaluation, and Adjustment (DMEA) for the second, third, and fourth quarters of the current Fiscal Year:

| Quarter | Schedule |
|--|-------------------|
| Second Quarter - April 1 to June 30 | July 3, 2025 |
| Third Quarter - July 1 to September 30 | October 2, 2025 |
| Fourth Quarter - October 1 to December | December 10, 2025 |

2. These timelines are non-negotiable, except in cases where there is an intervening activity that is of extreme significance. Therefore, all concerned should monitor their activities and be always ready with data or their reports. Moreover, districts shall schedule their respective MEA earlier to be held in the venues identified under Division Memorandum No. 147, s. 2025. A district-consolidated summary shall be presented during the DMEA by the concerned PSDS.
3. Existing monitoring tools/matrix previously used shall be used. However, any additional tools shall be disseminated in a separate memorandum.
4. For the information and guidance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

Encl: None

sgod/smme//CARAA2025_Evaluation
May 07, 2025

