



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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December 4, 2018

DIVISION MEMORANDUM

No. 1194, series of 2018

**ADDENDUM TO DIVISION MEMORANDUM NO. 1188, S. 2018
RE: "2018 DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA)
CUM ROLLING CONFERENCE"**

TO: Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary/SHS School Heads including the SICs/OICs of
Extension and Annexes Classes
Members of the Management Committee (ManCom)
Division Program Holders

1. In reference to Division Memorandum No. 1188, s. 2018, re: "2018 Division Monitoring, Evaluation and Adjustment (DMEA) cum Rolling Conference", Division Program Holders shall accomplish the hard copies of DMEA Forms 1 and 2 (see attached forms) to be submitted **on or before December 17, 2018**, attention: Reyzen O. Monserate, SEPS-School Management, Monitoring and Evaluation Section.
2. Each program holder shall be given 8 minutes to present the DMEA Forms 1 and 2 in a powerpoint presentation on December 18, 2018. Forms and powerpoint templates shall be uploaded in the Division Personnel FB Group Chat.
3. Further, there will be an orientation to Division Program Holders relative to the activity on **December 10, 2018** right after the Monday Convocation at the Division Conference Room.
4. For your information, guidance and compliance.

Winnie E. Batoon
WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 23836

DATE: **DEC 04 2018** TIME: **1:43**

BY: *f*

Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE SMM&E DMEA
ROM: Addendum to DM No. 1188, s. 2018 Re: "2018 Division Monitoring, Evaluation and Adjustment (DMEA) cum Rolling Conference"
04 December 2018



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DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA) FORM 1

Programs, Activities and Projects (PAPs) (Kindly specify the activities of each program)	Targets (No. of planned outputs per activity)	Physical Accomplishments (No. of outputs achieved to date per activity)	% Accomplishment vs. Targets (Physical Accomplishments/Targets x 100)

Prepared by:

Name and signature of Program Holder

Note by:

Name and signature of Division Chief/Section Head



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DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA) FORM 2

Programs, Activities and Projects (PAPs) (Kindly specify the activities of each program)	Concerns, Issues, Gaps and Problems (CIGPs)	Cause of Occurrence	Proposed Corrective Action	Time Frame to Resolve/Address	Proposed Preventive Measure/s

Prepared by:

Note by:

Name and signature of Program Holder

Name and signature of Division Chief/Section Head