



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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January 7, 2019

DIVISION MEMORANDUM

No. 018, series of 2019

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) FOR CY 2018
PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)**

TO: OIC- Assistant Schools Division Superintendent
Division Chiefs (CID & SGOD)
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary/SHS School Heads
Division Program Holders

1. Pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System in Governance" amended through Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to Implement Quality Management Program", this office will be conducting the Division Monitoring, Evaluation & Adjustment (DMEA) for CY 2018 Programs, Projects and Activities (PPAs) on **January 24, 2018 from 8:00 AM to 5:00 PM**. Venue will be announced later.

2. Division Monitoring, Evaluation and Adjustment (DMEA) is a mechanism that enables the Division Office to track progress and measure the effectiveness of the programs and projects aligned to the Division Basic Education Development Plan (DBEDP) for appropriate provision of technical assistance. It specifically identifies the Concerns, Issues, Gaps and Problems (CIGPs) confronting the Division Office as basis for decision-making and policy contextualization in order to achieve the targets and to improve the delivery of basic education. It also facilitates the development of approaches and strategies to improve personnel and unit performance and ensure adequacy, equitable distribution, accessibility, and effective and optimal utilization of resources.

3. Further, each program holder shall be given 8 minutes to present the DMEA Forms 1 and 2 in a powerpoint presentation. Hard copies of the DMEA forms shall be submitted to School Management, Monitoring and Evaluation Section, attention: Reyzen O. Monserate, SEPS, SMM&E on January 21, 2019.

4. Registration fee will be announced later. Meal, snacks, transportation and other allowable expenses of School Heads shall be charged to School MOOE while for Division personnel shall be charged to Division MOOE subject to the existing accounting and auditing rules and regulations.

5. For your information, guidance and compliance.

Winnie E. Batoon
WINNIE E. BATOON, EdD

Officer-In-Charge
Office of the Schools Division Superintendent

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

GOVERNANCE SMM&E DMEA
ROM: Division Monitoring, Evaluation and Adjustment (DMEA) for CY 2018 PPAs
07 January 2019

DepEd Schools Division of Digos City

RECORDS SECTION

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BY: *[Signature]*