

for functional Division



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan Centro, Tabuk City, Kalinga



**Division Memorandum**

No. 284 s. 2019

TO: **SGOD & CID DIVISIONS  
SECTION HEADS OF OSDS  
ELEMENTARY/SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM: **IRENE S. ANGWAY -G/**  
OIC-Schools Division Superintendent

SUBJECT: **CONDUCT OF 4<sup>th</sup> QUARTER MEA**



DATE: **November 25, 2019**



1. This is to inform that the 4<sup>th</sup> Quarter Division MEA will be held on December 9, 2019, 8 AM at the Davidson Hotel and Restaurant, Bulanao, Tabuk City, Kalinga.
2. The following are the participants to attend the Fourth Quarter Division Monitoring, Evaluation and Adjustment.

PARTICIPANTS	Number of Participants
1.SDS	1
2.OIC-ASDS	1
3.CID (Chief, EPS, PSDS, ALS)	22
4.OSDS (Legal Officer, ITO, Administrative and Finaance Personnel)	9
5.SGOD (Chief, Unit Heads)	11
6.Secretariat	2
<b>Total</b>	<b>46</b>

3. Please see attached template that will be filled up by the schools and functional divisions that shall be consolidated to be reported during the Division MEA.
4. Immediate and widest dissemination of this Memorandum is desired.

	<h2 style="margin: 0;">Quality Form</h2> <h3 style="margin: 0;">MONITORING, EVALUATION &amp; ADJUSTMENT CONFERENCE (MEA) MONITORING TOOL</h3>		Document Code: CAR-QAD-_____ Revision: 00 Effectivity date: _____
		<b>Name of Office:</b> <b>Quality Assurance Division</b> <b>(QAD)</b>	

**2. PROGRAMS/ACTIVITIES/PROJECTS IMPLEMENTATION (PPAs) TO DATE  
ACCOMPLISHMENTS MUST BE CUMULATIVELY DONE.**

**2.a. CO DOWNLOADED FUNDS FOR CENTRALLY MANAGED ITEMS TO RO (EXCEPT FOR HOSTING)**  
 (\*SBFP, BEFF, PRP, HRTD, SBM, DRRM, Sports, Partnerships, MEP, TVL, ELLN, IPED, MG, Etc.)

PPAs	Objective	Target Accomplishment		Actual Accomplishment			Hindering Factors	Facilitating Factors	Ways Forward
		Output	Participants	Output	Participants	% of Accomplishment			

**2.b. MOOE AND WFP**

PPAs	Objective	Target Accomplishment		Actual Accomplishment			Hindering Factors	Facilitating Factors	Ways Forward
		Output	Participants	Output	Participants	% of Accomplishment			









