



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY  
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Office of the Schools Division Superintendent

November 17, 2020

**DIVISION MEMORANDUM**

NO. 26 S., 2020

TO: **SGOD, CID, & OSDS  
 PUBLIC & PRIVATE ELEMENTARY & SECONDARY SCHOOL HEADS  
 ALL OTHERS CONCERNED**

SUBJECT: **Conduct of the Fourth Quarter Division Monitoring, Evaluation and Adjustment**

1. Please be informed that the Fourth Quarter Division Monitoring, Evaluation & Adjustment 2020 will be on December 10-11, 2020 at the Davidson Hotel & Restaurant, while the conduct of the District MEA will be scheduled on December 4, 2020. Venue for NTD 2, ETD2, ETD 3, STD2, STD3, WTD 1, WTD 2 will be at the 7 reserved halls of Davidson Hotel & Restaurant while NTD 1, ETD 1 & STD1 is at their respective District Offices.
2. Districts to conduct Monitoring, Evaluation and Adjustments in their District Offices should bring their projector and projector screen for presentation purposes.
3. The following are the participants to attend the Fourth Quarter Monitoring, Evaluation and Adjustment.

**A. DIVISION MEA**

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 Finance Personnel)	9
5. SGOD (Chief, EPS, Section Heads, DRRM, YFS)	11
6. 2 School Heads per district	20
7. 1 Teacher District Federated President	10
8. Secretariat	2
<b>Total</b>	<b>76 pax per quarter</b>

**B. PARTICIPANTS FOR THE DISTRICT MEA:**

PUBLIC SCH HEAD	PRIVATE SHs	PSDS	EPS	SGOD	ADAS	TOTAL
102	17	10	10	10	10	159




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4. PSDSs and SGOD In -Charge will take charge of the terminal report preparation of the District MEA to be submitted to the SMME on December 14, 2020.
5. Meals and snacks of all participants for both Division and District MEA will be charged against Division HRTD fund.
6. Attached is template A- for schools, to be consolidated by the PSDSs ready for reporting during the Division MEA. Template B is to be filled up by the 3 Functional Divisions.
6. Immediate and widest dissemination of this Memorandum is desired.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
OIC- Office of the Schools Division Superintendent

smme/fedex



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 City Hall Compound, Dagupan, Tabuk City, Kalinga



**FOURTH QUARTER OF 2020 MONITORING, EVALUATION & ADJUSTMENT TOOL**

**TEMPLATE B (FOR 3 FUNCTIONAL DIVISION)**

2. PROGRAM/ACTIVITIES/PROJECTS IMPLEMENTATION (PPAs) TO DATE  
 ACCOMPLISHMENTS MUST BE COMMULATIVELY DONE

2.a. CO DOWNLOADED FUNDS FOR CENTRALLY MANAGED ITEMS TO RO (Except for Hosting)

- SBFP, BEFF, PSF (e.g. GPP and Health), SBM, DRRM, SPORTS, PARTNERSHIP, MEP, TVL, ELLN, IPED, MG, etc. ■

PPAs	OBJECTIVE	Target Accomplishment		Actual Accomplishment			Hindering Factor	Facilitating Factor	Ways Forward
		Output	Participants	Output	Participants	% of Accomplishment			

2.b. MOOE & WFP

PPAs	OBJECTIVE	Target Accomplishment		Actual Accomplishment			Hindering Factor	Facilitating Factor	Ways Forward (Revised title/date)
		Output	Participants	Output	Participants	% of Accomplishment			

3. DAIP ADJUSTMENT PLAN (FIRST TO FOURTH QUARTER 2020)									
AIP 2020 ACTIVITIES	DIVISION IN-CHARGE	DATE OF IMPLEMENTATION	ACTUAL DATE OF IMPLEMENTATION	ISSUES/CONCERNS & CHALLENGES	RECOMMENDATIONS/SUGGESTIONS NEXT STEP	TIMELINE (Next Step)	TA PROVIDER		
1.Seminar Workshop on the Development of Arabic Language.	CID	May 2020 (2 <sup>nd</sup> Q)							
2.Mapping of children with Special Needs.	CID	June 2020 (2 <sup>nd</sup> Q)							
3.Conduct of year-end program Implementation review of special program	SGOO	Nov 2020 (4 <sup>th</sup> Q)							
4.Administration of the EPT for teacher applicants	CID	Sept 2020 (3 <sup>rd</sup> Q)							
5.Gender & Dev't	CID	Oct. 2020 (4 <sup>th</sup> Q)							
6.Meeting of PSDSs with The SDS:Project CID	CID	June 2020 (2 <sup>nd</sup> Q)							
7.Conduct of TCD Teach TV Broadcasting Training Workshop	CID	July 2020 (3 <sup>rd</sup> Q)							
8.CapB in module making and production	CID	Sept 2020 (3 <sup>rd</sup> Q)							
9.Planning and monitoring of PRIME HR Meeting	OSDS	Mar 2020 (1 <sup>st</sup> Q)							
10.Conduct of Monthly Meeting	OSDS	All Quarters							



11.Provision of Radio Broadcasting and Script Writing	CID	July 2020 (3 <sup>rd</sup> Q)					
12.Q.1,2,3,&4 DMEA for 2020	SGOD	All Quarters					
13.Training-workshop on the QA of Contextualized ADM Modules	CID	Aug 2020 (3 <sup>rd</sup> Q)					
14.Training-Workshop on the QA of Online/offline learning resources	CID	Aug 2020 (3 <sup>rd</sup> Q)					
15.Orientation on the use of learning resources on the different learning modalities	CID	Aug 2020 (3 <sup>rd</sup> Q)					
16.District Assessment on Learning Modalities	CID	Oct 2020 (4 <sup>th</sup> Q)					
17.Conduct of Pre-Employment Orientation to Newly Hired Employees	OSDS	Nov 2020 (4 <sup>th</sup> Q)					
18.Provision of Education Tech	OSDS	June & Aug 2020 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarter					

