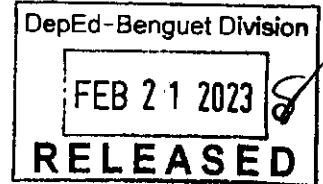




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



DIVISION MEMORANDUM

February 20, 2023

No. 53 s.2023

**2nd REGULAR DIVISION EXECUTIVE COMMITTEE (DEXECOM) MEETING cum
1st Quarter DIVISION MONITORING, EVALUATION, AND ASSESSMENT (DMEA)**

**TO: OSDS Division
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
All Others Concerned**

1. This Office announces the conduct of the Division Executive Committee (DExeCom) meeting cum DMEA on **April 12-13, 2023**, from 8:30 in the morning onwards at the Adivay Hall.
2. Specifically, the activity aims for the participants to:
 - a. discuss specific actions relative to the MATATAG agenda of the Department;
 - b. be updated on the Quality Management System as a strategy towards organizational excellence; and
 - c. appreciate best practices and continuous endeavors of schools as they implement their learning recovery plans.
3. To facilitate the conduct of these two important meetings, District Heads shall not be asked to individually present, but to submit their reports earlier for management to review and analyze. Analysis shall be presented and feedback shall be discussed during the DExeCom meeting.
4. District heads shall submit their DExeCom reports (Enclosure 3) on or before **March 24, 2023**, through **asds.sdobenguet@gmail.com**.
5. Moreover, Unit or Section Heads shall not individually present. Chief Education Supervisors for CID and SGOD and representative from the OSDS, Mr. Eric S. Wanson shall present a consolidation of their Office's accomplishments and relevant reminders for immediate action of the SDO, Districts, and Schools. There is no need to submit these reports at an earlier date.
6. The conduct of the DMEA shall likewise have a new mechanism to make it a more collaborative and productive engagement.





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7. Attached in Enclosure 5 are the templates for the DMEA reports. To facilitate conduct of the new DMEA mechanism, all SDO Functional Divisions are requested to submit needed reports to the SMME unit on or before **March 24, 2023**.
8. Participation is expected from the fourteen (14) PSDSs and Coordinating Principals, CES of SGOD and CID, LR Manager, EPS, Unit Heads, Secretariat. Strictly, there shall be no proxy. Please refer to Enclosure 1 for complete list of participants.
9. Please refer to the attached enclosures for guidance, to wit:
 - Enclosure 1. List of Participant
 - Enclosure 2. Matrix Flow
 - Enclosure 3. Templates for PSDSs/DCPs reports
 - Enclosure 4. Templates for reports of OSDS, CES-CID and CES-SGOD
 - Enclosure 5. Templates for Division Monitoring, Evaluation, and Assessment Reports
10. Meals (snacks and lunch) for the duration of the meeting shall be charged against Division MOOE while travel expenses of field participants shall be charged against available local funds subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of and compliance with this Memorandum is desired.


GLORIA E. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/abd

