Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet 2601
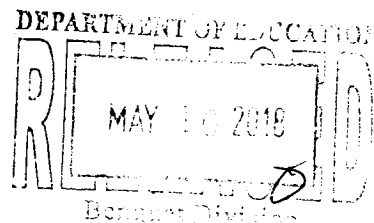Telefax: (074) 422-6570; (074) 422-7501; 422-3790;

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April 25, 2018

Division Memorandum
No. 693 s. 2018

To: OSDS, CID & SGOD unit/section heads
            PSDS/CP

From: MARIE CAROLYN B. VERANO, CESO VI
            Schools Division Superintendent

Subject: **Conduct of First Quarter Division Monitoring & Evaluation Adjustment (DMEA) cum DAIP/WFP review Conference**

1. A two-day Division Monitoring & Evaluation Adjustment cum DAIP/WFP Conference will be conducted on May 21 to 22, 2018 at Ecolodge, Magsaysay Ave., Baguio City.
2. The agenda of the conference are the following;
   a. Assess SY 2017-2018 accomplishments vis a vis targets from the different school districts.
   d. Assess the 2018 first quarter accomplishments vis a vis DAIP/WFP 2018
   e. Identify issues and concerns for TA and plan adjustments.

3. Following are the participants to this conference.

Participants	Number
OSDS: SDS, ASDS, AO V, Accountant, Budget Officer, Legal, ITO, Personnel, Supply, Records, Cashiering	11
CID: Chief, EPS , PSDS/CP, PDO	25
SGOD: Chief, EPS, PRD, P.O., HRD, SocMob, SMME, Physical Facilities, PDO Sports Coordinator	12
Secretariat	2
TOTAL	**50**

5. PSDS are expected to present a power presentation of their District SY 2017-2018 major Accomplishments and identified issues and concerns for technical assistance. While the SDO staff will present their first quarter accomplishment report of each functional section/unit. Attached to this Memorandum is the reporting template for your reference.

6. For information and compliance of all concerned.

Schools District Reporting Template

1. ENROLLMENT

A. Public

Enrollment of the previous year (1st quarter Jan-Mar) SY 2017-2018	Male	Female	Total	Remarks
Elementary (kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

B. PUBLIC

Early Enrollment for 2018-2019 (1st quarter Jan-Mar)	Male	Female	Total	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

2. Performance Indicators

a. Drop-outs for SY 2017-2018

Grade Level	Male	Female	Total	Validated reason/s for leaving the school
Elementary (K-6)				
Junior High School				
Senior High School				
TOTAL				

3. ALS Registrants for CY 2018

Grade Level	Male	Female	Total	Remarks
Basic Literacy Program				Partial enrollment
Elementary				Partial enrollment
Secondary				Partial enrollment
TOTAL				

4. Accomplishments

a. Commendable and Replicable Practices (Innovations, Researches, Projects, Concepts) SY 2017-2018

Commendable and Replicable Practices	Author, Proponent (group/individual)	Utilization of Practice	Result/Impact	Remarks

b. Fiscal Accomplishments

1. School MOOE

Utilization (PPA)	Total Amount Received	Total Amount Disbursed	Difference	Remarks

2. Other Fund Source (LGU, Canteen, Etc.)

Utilization (PPA)	Total Amount Received	Total Amount Disbursed	Fund Source	Remarks

C1. Issues, Concerns and Problems (remained unresolved at the District level)

Nature of ICPs	Present status/situation	Nature of Technical Assistance Needed	Resources Needed	Recommendations

C2. Next Steps: Plans for SY 2018-2019; Initiatives for next school year. (please attach Reports by School/Learning Center.)

1. _____
2. _____
3. _____
4. _____
5. _____

SDO Template for presentation from the units/sections of the OSDS, CID & SGOD

Key Result Area/s	Objectives	Actual Result/Accomplishments	Gaps/Challenges	Remarks/ Ways Forward