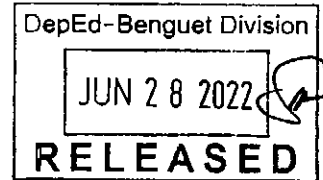




Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**



27 June 2022

**DIVISION MEMORANDUM**

No. 202 s. 2022

TO: Functional Division Chiefs and Section Heads  
 All Others Concerned

**2<sup>nd</sup> QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE**

1. The Schools Division of Benguet shall conduct the **2<sup>nd</sup> Quarter Division Monitoring, Evaluation and Plan Adjustment (DMEA) Conference** on **July 07, 2022 (Thursday)** at **Um-a, Tadiangan, Tuba, Benguet from 8 AM to 5 PM**. This activity will allow the Functional Divisions to present, assess and evaluate the percentage of performance as to their objectives and targets. Also, DMEA will provide opportunities for plan adjustments, provisions of technical assistance and possible strategies and intervention for continuous improvement of programs, projects and activities aligned with the Division Annual Implementation Plan, Division Education Development Plan and Performance Management Information System.

2. Specifically, the objectives of Quarterly DMEA Conference are the following:

- a. To assess the physical accomplishments of SDO Functional Divisions and Units/Sections vis-à-vis targets as indicated in the Division Annual Implementation Plan (DAIP), Work and Financial Plan (WFP) and Division Education Development Plan (DEDP)
- b. To track and evaluate the delivery of basic education services as well as its performance as an organization which will serve as basis for plan adjustment if necessary
- c. To identify areas for continuous improvement and provisions of technical assistance aligned with the programs, projects, and activities (PPAs).

3. Relative to this, Section/Unit Heads shall submit their Quarterly Accomplishments of their PPAs following the prescribed template which can be downloaded from <http://bit.ly/SDOBenguetDMEA2022>. Please submit to the Secretariat In-charge through their email addresses indicated below **on or before July 5, 2022** for consolidation and reporting purposes.

Genevieve A. Yog-a	OSDS	genevieve.yoga@deped.gov.ph
Gary B. Frondarina	CID	gary.frondarina@deped.gov.ph
Rebeca J. Visaya	SGOD	rebeca.visaya@deped.gov.ph
Joven B. Agtani	Overall	joven.agtani@deped.gov.ph

4. Kindly refer to the list of participants (*Attachment 1*) and program of activities (*Attachment 2*) attached to this memo. Identified participants shall adhere to the minimum IATF protocols and other health and safety measures in the conduct of the activity.

5. Meals and snacks shall be charged to the Division MOOE subject to the usual budget, accounting, and auditing rules and regulations.

6. Immediate and widest dissemination of this memorandum is desired.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
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**ATTACHMENT 1: LIST OF PARTICIPANTS**  
 2<sup>nd</sup> QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

No.	OSDS	Section	M	F
1	SDS Gloria B. Buya-ao	SDS		1
2	ASDS Carmel F. Meris	ASDS		1
3	Glenn N. Duguis	Admin	1	
4	Susan CJ Dawang	Personnel		1
5	Joyce B. Gavino	Cash		1
6	Melvin A. Alfredo	Records	1	
7	Florabel C. Balanon	Supply		1
8	Florabel E. Buclay	Budget		1
9	Florinda C. Pagoy	Accounting		1
10	Atty Nover B. Singgangan	Legal	1	
11	Eric B. Wanson	IT	1	
12	Ryan George Siano	BAC	1	
	<i>SGOD</i>			
12	Lucio B. Alawas	CES	1	
13	Cesar B. Luma-ang	EPS	1	
14	Dr. Kirsty A. Depnag	Health		1
15	Arvin M. Doman	SMN	1	
16	Jeanette I. Kiong	P&R		1
17	Stephen P. Bulalin	P&R	1	
18	Xylene Grail D. Kinomis	HRD		1
19	Kenneth W. Kelcho	YF	1	
20	Nerissa I. Barbosa	DRRM		1
21	Cliftone K. Bangse-il	YF		
22	Engr. Melba B. Himmoldang	PF		1
	<i>CID</i>			
24	Rizalyn A. Guznian	CES		1
25	Remy N. Dum-ao	EPS-ALS		1
26	Wilfred C. Bagsao	EPS-Math	1	
27	Merlyn Conchita O. De Guzman	EPS-Science		1
28	Macarthy B. Malanes	EPS-AP	1	
29	Sonia D. Dupagan	EPS-LRMDS		1
30	Aladin Dobinto	PSDS-Atok	1	
31	Ludinia Sano-an	PSDS-Buguias		1
	<i>Secretariat</i>			
32	Genevieve A. Yog-a	OSDS		1
33	Gary B. Frondarina	CID	1	
34	Rebeca J. Visaya	SGOD		1
35	Joven B. Agtani	Overall	1	
	<b>Total</b>	<b>35</b>	<b>15</b>	<b>20</b>



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**ATTACHMENT 2: PROGRAM OF ACTIVITIES**  
**2<sup>nd</sup> QUARTER DIVISION MONITORING, EVALUATION AND PLAN**  
**ADJUSTMENT CONFERENCE**  
**07 July 2022, Thursday, Um-a, Tadiangan, Tuba, Benguet**

<b>Time</b>	<b>Activity</b>	<b>Responsible Person</b>
<b>8:00-8:30</b>	Registration	Secretariat
<b>8:31-9:00</b>	Opening Ceremonies	
	Prayer	<b>Macarthy B. Malanes, CID</b>
	Nationalistic Songs	<b>Genevieve B. Yog-a, OSDS</b>
	Recognition of Participants	c/o MC
	Welcome Remarks	<b>ASDS Carmel F. Meris</b>
	Message	<b>SDS Gloria B. Buya-ao</b>
<b>9:01- 10:00</b>	Statement of Purpose	<b>CES Lucio B. Alawas</b>
	Updates- Budget Utilization	<b>Florabel E. Buclay</b> AO V, Budget Officer
	Updates from Finance	<b>Florinda C. Pagoy</b> Accountant III
	Updates from BAC	<b>Ryan George Siano</b> BAC
	Updates from Supply	<b>Florabel C. Balanon</b> AO IV- Supply
	PMIS Update	<b>Stephen P. Bulalin</b> SEPS-P&R
<b>10:01-10:15</b>	Health Break	
<b>10:16-12:00</b>	Continuation with the Presentation of Consolidated Reports from Functional Divisions	Assigned Personnel per FD
	Analysis and Synthesis of SDO PPAs for the 1 <sup>st</sup> Quarter	
<b>12:01-1:00</b>	Lunch Break	
<b>1:01-4:00</b>	Issues and other Matters arising from the Consolidated Reports	All Concerned Units/Divisions
	Synthesis	
<b>4:01-5:00</b>	SDS Time Agreements & Ways Forwards	

Master of Ceremony: **Gary B. Frondarina**, Secretariat- CID



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**ATTACHMENT 3: REPORT ON CATCH-UP PLAN (reflected during the 1<sup>st</sup> Quarter)**

Programs/Activities/Projects	Financial Target	Target Date of Implementation	Program Owner	Remarks*
<b>MOOE: Orientation Workshop of Facilitators, Contest Administrators and Coordinators</b> Downloaded: SBFP	Php 17,600.00	2 <sup>nd</sup> Quarter	CID-MAPEH	
<b>Procurement of COVID-19 supplies for teacher coordinators and School Health Personnel to be used during SBFP Implementation-</b>	Php 290,667.00	2 <sup>nd</sup> Quarter	SGOD-H&N	
<b>MOOE: Conduct of Quarterly Meeting with PTA and Stakeholders</b>	Php 20,000	2 <sup>nd</sup> Quarter	SGOD-EPS	
<b>MOOE: Conduct of Pre-Construction Conference</b>	Php 7,500.00	2 <sup>nd</sup> Quarter	SGOD-EFS	
<b>MOOE: Procurement of Medical and Dental Supplies</b>	Php 50,440.00	2 <sup>nd</sup> Quarter	SGOD-H&N	
<b>MOOE: Procurement of Medical equipment</b>	Php 30,600.00	2 <sup>nd</sup> Quarter	SGOD-H&N	
<b>MOOE: PDC cum Quarterly Program Implementation Review of Human Resource</b>	Php 2,000.00	2 <sup>nd</sup> Quarter	SGOD-H&N	
<b>MOOE: Division Review and Evaluation Committee</b>	Php 4,125.00	3 <sup>rd</sup> Quarter	OSDS	

*\*Implemented, Not Implemented, To be implemented (kindly indicate date of implementation/target date of implementation), Reasons for non-implementation (if applicable)*



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