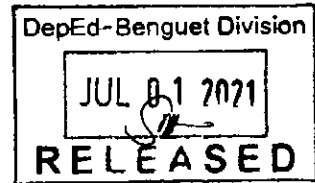




Republic of the Philippines
Department of Education
Schools Division of Benguet



30 June 2021

DIVISION MEMORANDUM

No. 244 s. 2021

TO: Functional Division Chiefs and Section Heads
 All Others Concerned

2nd QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

1. The Schools Division of Benguet shall conduct the **2nd Quarter Division Monitoring, Evaluation and Plan Adjustment (DMEAPA) Conference on July 08, 2021 (Thursday) at SDO Adivay Hall**. This activity will allow the Functional Divisions to present, assess and evaluate the percentage of performance as to their objectives and targets. Also, DMEAPA 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 Work and Financial Plan.
2. Specifically, the objectives of Quarterly DMEA and Plan Adjustment 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.
3. Relative to this, Section/Unit Heads shall submit their Quarterly Accomplishments of their Programs, Projects, Activities following the prescribed template which can be downloaded from <http://bit.ly/DMEAPATemplate>. Please submit to the Secretariat In-charge through their email address indicated below on or before **July 07, 2021** for consolidation and reporting purposes.

Genevieve A. Yog-a	OSDS	genevieve.yoga@deped.gov.ph
Janine Alice A. Langato	CID	arceli.galasgas@deped.gov.ph
Greg F. Garcia	SGOD	greg.garcia@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.

References: DepEd Order No 12 s. 2020 also known as the Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the Light of the COVID-19 Public Health Emergency; SDO Benguet Division Annual Implementation Plan 2021; SDO Benguet Division Education Development Plan; SDO Benguet Work and Financial Plan 2021

GLORIA B. BUYA-AO ^{CAI}
 Schools Division Superintendent



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SYABAN
 Integrity Meets Accomplishment Modifies Advancement Unleashes Excellence





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Department of Education
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ATTACHMENT 1: LIST OF PARTICIPANTS
2nd QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

No.	OSDS	Section	M	F
1	SDS Gloria B. Buya-ao	SDS		1
2	ASDS Samuel T. Egsaen Jr.	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	
	SGOD			
12	Lucio B. Alawas	CES	1	
13	Cesar B. Luma-ang	EPS	1	
14	Dr. Mary Grace Matias	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	Corazon B. Quipot	SMME		1
22	Engr., Melba Himoldang	PF		1
	CID			
23	Rizalyn B. Guznian	CES		1
24	Samuel S. Ayangdan	EPS-TLE	1	
25	Wilfred C. Bagsao	EPS-Math	1	
26	Merlyn Conchita De Guzman	EPS-Science		1
27	Norbert Lartec	EPS-Filipino	1	
28	Sonia D. Dupagan	EPS-LRMDS		1
29	Tito C. Bestre	EPS-ALS	1	
30	Melchor C. Tican	PSDS-Buguias	1	
31	Ludinia A. Sano-an	PSDS-Mankayan		1
	Secretariat			
32	Genevieve A. Yog-a	OSDS		1
33	Janine Alice A. Langato	CID		1
34	Greg F. Garcia	SGOD	1	
35	Joven B. Agtani	Overall	1	
	Total	35	17	18



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**2ND QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT
CONFERENCE**

08 JULY 2021, Thursday | SDO Adivay Hall

PROGRAM OF ACTIVITIES

Time	Activity	Responsible Person
8:00-8:30	Registration	Secretariat
8:31-9:00	Opening Ceremonies	
	Prayer	Genevieve A. Yog-a, OSDS
	Nationalistic Songs	Janine Alice A. Langato, CID
	Recognition of Participants	c/o MC
	Welcome Remarks	ASDS Samuel T. Egsaen, Jr.
	Message	SDS Gloria B. Buya-ao
	Statement of Purpose	CES Lucio B. Alawas
9:01- 10:00	Review of DMEA Report	Corazon C. Quipot SEPS-SMME
	Updates- Budget Utilization	Florabel E. Buclay AO V, Budget Officer
	Updates from Finance	Florinda C. Pagoy Accountant
	Presentation of Reports from Functional Divisions (OSDS, CID, SGOD)	Assigned Personnel per FD
10:01-10:15	Health Break	
10:16-11:00	Continuation with the Presentation of Consolidated Reports from Functional Divisions	Assigned Personnel per FD
	Analysis and Assessment of SDO PPAs for the 1 st Quarter	
11:01-12:00	Issues and other Matters arising from the Consolidated Reports	All Concerned Units/Divisions
12:01-1:00	Lunch Break	
1:01-4:00	Preparation of Catch Up Plan	All Concerned Units/Divisions
	SDS Time	
4:01-5:00	Agreements & Ways Forwards	
	Master of Ceremony: Kenneth W. Kelcho	



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