



Quality Form



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DIVISION MEMORANDUM NO. 256, s. 2019

Name of Office: SGOD

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
All Others Concerned

SEP 03 2019

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

Subject: CONDUCT OF THE 2019 SECOND QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (MEA) & FIELD TECHNICAL ASSISTANCE PLANNING CONFERENCE and DIVISION ANNUAL IMPLEMENTATION PLAN 2019 REVIEW

Date: September 3, 2019

1. The 2019 second quarter DMEA conference aims to assess the physical accomplishments of SDO Functional Divisions/units/sections vis-a vis targets as indicated in their AIP/DEDP and other plans for the last two quarters; identify barriers, bottlenecks and opportunities encountered for possible Technical Assistance; and utilize data as an input to the next quarter plan adjustment and OPCRf. While DAIP 2019 review will assess the progress of PPAs for the second quarter and organize succeeding PPAs to ensure implementation and use of budget.
2. The activity will be conducted on September 4 to 6, 2019 at L'Otel D' Emily Tubao, La Union. Departure is on Sept 4 at the Schools Division Office on or before 4:30 pm. First meal (dinner) will be served on Sept. 4 and last will be pm snack on Sept. 6.
3. The following are the identified participants:

Office	Name
SDS	1. Marie Carolyn B. Verano
ITO	2. Eric S. Wanson
Accountant	3. Florinda C. Pagoy
Budget Officer	4. Florabel E. Buclay
Supply Officer	5. Florabel C. Balanon
Records Officer	6. Ann Fe Calapen
Personnel	7. Agustina Jackrey
Cash	8. Belin Carbonel
HRMO	9. Susan CJ Dawang
EPSII	10. Rodriguez Belino
PDO II	11. Antoinette Sacyang
PSDS	12. Delarosa Delmas
CP	13. Jonathan Sadey
CP	14. Ludinia Sano-an
SH	15. Emilyn E. Medina
SH	16. Lily Arocco
SH	17. Linda Tambic
PSDS	18. Rosita Dayag

CP	19. Molly Ablaza
CP	20. Virginia Salio-an
CES	21. Lucio Alawas
EPS	22. Ceasar Luma-ang
HRD EPS II	23. Corazon Quipot
SMN SEPS	24. May Claire Jeminez
DRRM	25. Nerissa Barbosa
PRD SEPS	26. Xylene Grail Kinomis
SMME SEPS	27. Virginia V. Basatan
HTIII	28. Joan S. Palpeg
YFP PDO I	29. Kenneth Kelcho
SHN MD	30. Dr. Mary Grace Matias
Dentist	31. Dr. Marcelino Samonte
Dentist	32. Dr. Joan Bumanghat
Physical Facilities	33. Engr. Melba Himoldang
SH	34. Delia Bandao
BAC	35. Clifton Bangse-il
PSDS	36. William Abance
Personnel	37. Genevive Yug-a
Personnel	38. Jenalyn Cura
ASDS office	39. Janith Laruan

4. All participants are requested to prepare a powerpoint presentation and bring with them their accomplishment reports following the template distributed by the SMM&E for the DMEA presentation, while the PPAs conducted from April 2019 to August 2019 and its actual budget report will be prepared and reported by identified personnel handling the PMIS of OSDS, CID, and SGOD in coordination with the budget officer.
5. Accommodation, transportation, meals, snacks, and other incidental expenses of participants will be charged against HRTD and Division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. For strict compliance and dissemination.