

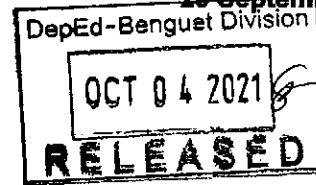


Republic of the Philippines
Department of Education
Schools Division of Benguet

29 September 2021

DIVISION MEMORANDUM

No. 388 s. 2021



TO: Functional Division Chiefs and Section Heads
 All Others Concerned

3rd QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

1. The Schools Division of Benguet shall conduct the **3rd Quarter Division Monitoring, Evaluation and Plan Adjustment (DMEA) Conference on October 08, 2021 (Friday) at a venue to be announced later 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, 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 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/DMEAPATemplates>. Please submit to the Secretariat In-charge through their email address indicated below on or before **October 07, 2021** for consolidation and reporting purposes. Also, report on the Catch-up Plan (*Attachment 3*) from previous report shall also be submitted.

Genevieve A. Yog-a	OSDS	genevieve.yoga@deped.gov.ph
Gary B. Frondarina	CID	gary.fronarina@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-AQ
 Schools Division Superintendent



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ATTACHMENT 1: LIST OF PARTICIPANTS
3rd 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	
	SGOD			
12	Lucio B. Alawas	CES	1	
13	Ceasar 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 B. Himmoldang	PF		1
	CID			
23	Rizalyn B. Guznian	CES		1
24	Francis F. Peckley	EPS-English	1	
25	Wilfred C. Bagsao	EPS-Math	1	
26	Merlyn Conchita De Guzman	EPS-Science		1
27	Macarthy B. Malanes	EPS-AP	1	
28	Sonia D. Dupagan	EPS-LRMDS		1
29	Marcelino Baldo	PSDS-Sablan	1	
30	Ludinia A. Sano-an	PSDS-Buguias		1
31	Virginia B. Salio-an	PSDS-Bakun		1
	Secretariat			
32	Genevieve A. Yog-a	OSDS		1
33	Gary B. Frondarina	CID	1	
34	Greg F. Garcia	SGOD	1	
35	Joven B. Agtani	Overall	1	
	Total	35	16	19



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ATTACHMENT 2: PROGRAM OF ACTIVITIES
3rd QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT
CONFERENCE
08 OCTOBER 2021, Friday

Time	Activity	Responsible Person
8:00-8:30	Registration	Secretariat
8:31-9:00	Opening Ceremonies	
	Prayer	Greg F. Garcia, <i>SGOD</i>
	Nationalistic Songs	Genevieve B. Yog-a, <i>CID</i>
	Recognition of Participants	c/o MC
	Welcome Remarks	ASDS Carmel F. Meris
	Message	SDS Gloria B. Buya-ao
	Statement of Purpose	CES Lucio B. Alawas
9:01- 10:00	Review of DMEA Report- 1 st Quarter	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: **Nerissa I. Barbosa, PDO II-DRRM**



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ATTACHMENT 3: REPORT ON CATCH-UP PLAN (reflected during the 2nd Quarter)

Programs/Activities/Projects	Financial Target	Target Date of Implementation	Program Owner	Remarks*
Lecturette on the functional use of Learning and Development Information System to Division Office Personnel (HRD)	22,500	August 2021	SGOD-HRD	
School and District Personnel Development Coordinators orientation on Learning and Development and Rewards and Recognition (HRD)	39,930.00	July	SGOD-HRD	
Functional Learning and Development Information System (HRD)	105,000	Dependent to procurement	SGOD-HRD	
Quarterly meetings for health personnel (3 rd Quarter)	21,700	Sept	SGOD-SHN	
Annual Laboratory, Medical & Dental Examination 2021	478,600	Sept	SGOD-SHN	
Division Reproductive Health, National Drug Education Program, Mental Health Advocacy (SHN)	38,500	August	SGOD-SHN	
Nutrition Education & WASH in Schools (Wins) Advocacy (SHN)	51,500	July, Dec	SGOD-SHN	
Pre-Construction Conference Orientation for School Heads and Contractors (EFS)	21,000	3 rd Quarter	SGOD-EFS	21,000
Orientation for School Heads on The Interpretation Of Pow (EFS)	35,000	August 26-27, 2021	SGOD-EFS	
(AC-21-6392-DPRP-001) Crafting of Division Office Public Service Continuity Plan	27,500.00	Within the month of July	SGOD-DRRM	
Resourcing "ASPUAN DE PARENTIS"	95,300	July6-8, 2021	SGOD-SMN	
Cap B of Teacher-Advisers and guidance Designates & Counselors to Develop video Materials on Mental Health and Child Protection	66,500	August 3-5, 2021	SGOD-YF	
Implementation Review of Project Sagana and Development of New Episodes	69,250	August 9-11, 2021	SGOD-YF	
Salaknib tan Namnama YF Programs	222,310	July-August	SGOD-YF	
Orientation and update on PSiPOP and NOSA preparation	142,250.00	July 19-21, 2021	OSDS-Personnel	
Capability Building of HRMPSB members	148,500.00	4 Batches in August 2021	OSDS-Personnel	
RSMI, relief of accountability and condemnation of government properties	142,100.00	August 25-27, 2021	OSDS-Supply	
PRIME HRM Meeting	14,000.00	July/August 2021	OSDS-Personnel	
GFPS Meeting	4,200.00	July/August 2021	GAD Focal	
ICT Training for Teachers	180,000.00	July 20-22, 26-27 and 28-29, 2021	OSDS-ICT	
Webinar on Research and Capstone	19,770.00	July 21-23,2021	CID-EPS- Science & Math	
Re-aligning the budget for meals for the supposed Planning Meeting for the Conduct of the Needs-Based Webinar for Araling Panlipunan Teachers last May 18, 2021 (Note: Planning Meeting was instead conducted virtually due to the MECQ classification of Benguet during this period	7,000.00	July 22-30, 2021	CID-EPS, AP	
Webinar on TNA-Based Training for EPP/TLE (Grade 4,5,6) Teachers	P18,290.00	July 7, 2021	CID-EPS, TLE	

*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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**3rd QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT
CONFERENCE**

08 October 2021, Friday

Matters Arising from the Presentation

Concerns/Issues	Comments/Suggestions	Agreements

Prepared by:

Date: _____



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