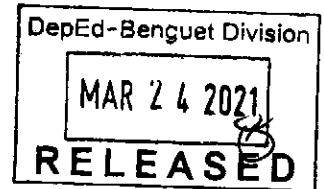




Republic of the Philippines
Department of Education
Schools Division of Benguet



23 March 2021

DIVISION MEMORANDUM

No. 101 s. 2021

TO: Functional Division Chiefs and Section Heads
 All Others Concerned

1st QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

1. The Schools Division of Benguet shall conduct the **1st Quarter Division Monitoring, Evaluation and Plan Adjustment (DMEAPA) Conference** on **April 05, 2021 (Monday)** 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 **March 31, 2021** for consolidation and reporting purposes.

Genevieve A. Yog-a	OSDS	genevieve.yoga@deped.gov.ph
Arceli A. Galasgas	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.
5. Identified participants shall adhere to the minimum IATF protocols and other health and safety measures in the conduct of the activity.
6. Meals and snacks shall be charged against Division MOOE subject to the usual budget, accounting, and auditing rules and regulations.
7. 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
 Schools Division Superintendent



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ATTACHMENT 1: LIST OF PARTICIPANTS
1st 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	Health	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 & SMN		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	Mertyn 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	Arceli A. Galasgas	CID		1
34	Greg F. Garcia	SGOD	1	
35	Joven B. Agtani	Overall	1	
	Total	35	17	18



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ATTACHMENT 2: PROGRAM OF ACTIVITIES
1st QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT CONFERENCE

Time	Activity	Responsible Person
8:00-8:15	Registration	Secretariat
8:16-9:00	Opening Ceremonies Prayer Nationalistic Songs Welcome Message Statement of Purpose	
9:01- 10:00	Updates- Budget Utilization	Florable E. Buclay AO V, Budget Officer
	Presentation of Consolidated Reports from Functional Divisions (OSDS, CID, OSDS)	Corazon C. Quipot SEPS, SMME
10:01-10:15	Health Break	
10:16-11:00	Continuation with the Presentation of Consolidated Reports from Functional Divisions	Corazon C. Quipot SEPS, SMME
11:01-12:00	Issues and other Matters arising from the Consolidated Reports	
12:01-1:00	Lunch Break	
1:01-4:00	Assessment of SDO PPAs for the 1 st Quarter	
	Preparation of Catch Up Plan	
	Preparation of Technical Assistance- 2 nd Quarter	
4:01-5:00	Agreements & Ways Forwards	

sgod/smme



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