



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



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June 27, 2019

**DIVISION MEMORANDUM**

No. 452, series of 2019

**ADDENDUM TO DIVISION MEMORANDUM NO. 408, SERIES OF 2019  
RE: DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) OF CY 2019  
2<sup>nd</sup> QUARTER PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)**

TO: OIC- Assistant Schools Division Superintendent  
Division Chiefs (CID & SGOD)  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Junior/Senior High School Heads  
Concerned Schools Division Office Personnel  
All Others Concerned

1. In reference to Division Memorandum No. 408, s. 2019 entitled: "Division Monitoring, Evaluation & Adjustment (DMEA) of CY 2019 2<sup>nd</sup> Quarter Programs, Projects and Activities (PPAs)", the field is hereby informed that the venue will be in **Dhenyo's Place, Brgy. Kapatagan, Digos City on July 4-5, 2019.**

2. The registration fee is **Php 400.00 per day** which covers meals, snacks, entrance fee and the venue and it will be charged to School MOOE for School Heads while for Schools Division Office personnel shall be charged to Division MOOE subject to the existing accounting and auditing rules and regulations. There are rooms available in the venue for those participants who will be staying/sleeping on July 4, 2019. The mode of payment for rooms will be in cash based. Official receipts shall be given upon payment. These receipts shall be attached in the Travel Reimbursement. Room rates are as follows:

| No. of Rooms Available | No. of Person per Room | Room Fee      |
|------------------------|------------------------|---------------|
| 3                      | 2                      | Php 1, 500.00 |
| 2                      | 4                      | Php 3, 500.00 |
| 1                      | 6                      | Php 3, 000.00 |
| 4                      | 14                     | Php 6, 000.00 |

3. Public Schools District Supervisors (PSDSs) are requested to list the names of School Heads who will be staying/sleeping in Dhenyo's Place on July 4, 2019. The list shall be submitted to the SMM&E Personnel.

4. For your information and guidance.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
36122

DATE: 27 JUN 2019 TIME: 3:15

BY: [Signature]

Encls: As stated  
References: As stated

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE SMM&E DMEA  
ROM: Addendum to DM No.408, s. 2019 Re: Division Monitoring, Evaluation and Adjustment (DMEA) of CY 2019 2<sup>nd</sup> Quarter PPAs  
27 June, 2019

[Signature]  
**WINNIE E. BATOON, EdD**  
Officer-In-Charge  
Office of the Schools Division Superintendent