



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



January 6, 2020

**DIVISION MEMORANDUM**  
No. 001, s. 2020

**CONDUCT OF 4<sup>TH</sup> QUARTER DIVISION MONITORING, EVALUATION AND  
ADJUSTMENT (DMEA) FOR CY 2019**

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

1. Pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System in Governance" amended through Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to Implement Quality Management Program", this Office conduct the **4<sup>th</sup> Quarter Division Monitoring, Evaluation & Adjustment (DMEA) for CY 2019 on January 8, 2020**. Venue will be announced through an advisory.
2. The objectives of the activity are as follows:
  - a. To present the 4<sup>th</sup> quarter physical and financial accomplishments of the different Programs, Projects and Activities to track progress and measure the effectiveness of the programs and projects;
  - b. To identify the concerns, issues, gaps and problems of Programs, Projects Activities (PPAs) aligned in the Office Key Result Areas (KRAs) and in the Division Basic Education Development Plan (DBEDP);
  - c. To present plans and adjustments to solve the concerns, issues, gaps and problems
3. The participants of the said activity are the Assistant Schools Division Superintendent, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Schools Division Office Unit/Section Heads/Program Holders, and all Elementary, Junior/Senior High School Heads.
4. Only the Division Chief/Unit Head will present the consolidated 4<sup>th</sup> quarter accomplishment per division/office using the prescribed templates. Means of Verification (MOV) of all the accomplishments shall also be prepared.
5. Expenses on meals, snacks and venue for School Heads are chargeable to School MOOE while that of the Division Office Personnel to Division MOOE subject to the existing accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
50500  
DATE: 06 JAN 2020 TIME: 11:37

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent

Encls: As stated  
References:  
To be indicated in the Perpetual Index under the following subjects:  
GOVERNANCE SGOD DMEA

EDM: CONDUCT OF 4TH QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) FOR CY 2019