



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
Surigao City
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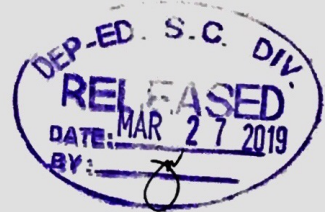
March 27, 2019

DIVISION MEMORANDUM

No. 92 s. 2019

**CONDUCT OF DIVISION MONITORING, EVALUATION
AND ADJUSTMENTS (DMEA), CY 2019**

To : Assistant Schools Division Superintendent
Chief- SGOD
Chief – CID
Education Program Supervisors
Section Heads
This Division



1. In line with the aim of an authentic performance evaluation, the SDO of Surigao City conducts the quarterly DMEA to periodically assess all the sections'/units' accomplishments vis-à-vis the targets set in the Annual Work and Financial Plan (AWFP) aligned to the Organizational and Individual Performance.
2. Objectives of DMEA include: reviewing the Physical and Financial accomplishments, looking into unaccomplished outputs, delivering Value-Added Outputs, and identifying concerns/ issues/ gaps/ problems of all sections in each Functional Division.
3. With the set feasible targets for CY 2019, the three SDO Functional Divisions namely: The Curriculum Implementation Division (CID), The Schools Governance and Operations Division (SGOD) and the Office of the Schools Division Superintendent will then have the First DMEA using the prescribed templates.
4. The softcopy of the DMEA Templates (in Excel format) for the first quarter of CY 2019 can be downloaded through the Division's FB Page (DepEd, Surigao City Division).
5. Heads of each section must submit the First Quarter DMEA to their respective Functional Division Consolidators. Consolidated DMEA of each Functional Division shall then be presented by their respective chiefs on **April 15, 2019 at the 3rd Floor SDO Function Hall, SDO Building, Surigao City**, to wit :

Functional Division	Presenter	Designation
Schools Governance and Operations Division	Elizabeth S. Larase	Chief-SGOD
Curriculum Implementation Division	Carlo P. Tantoy, PhD	Chief – CID
Office of the Schools Division Superintendent	Gemma P. Sinday	AO - V

6. Queries related to the DMEA templates can be coursed through the SMM&E section of SGOD. Hardcopies and Softcopies of the Consolidated MEA report of each Functional Division (in Excel format) shall also be submitted to the aforesaid section for consolidation.

9. Immediate dissemination of this memorandum is desired.

for:
FLORENCE E. ALMADEN, CESE
OIC -Schools Division Superintendent

Inc. : None

Reference : RM no. 134 s. 2019

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

DMEA	MONITORING AND EVALUATION	KPI	KRA
Allotment : 3,4			

JRJ: 03272019