



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

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December 26, 2019

DIVISION MEMORANDUM

No. 423 s. 2019

TO : Assistant Schools Division Superintendent
Chiefs- SGOD and CID
Education Program Supervisors – SGOD and CID
PSDSs of the 10 Districts
Section Heads
SMME staff
This Division

FROM : **KAREN L. GALANIDA, PhD., CESO VI**
Schools Division Superintendent

SUBJECT : **2019 YEAR-END DMEA, SMEA AND CDTAP PRESENTATION**



As the calendar/fiscal year 2019 ends, it is high time to consolidate all accomplishments and rate the performance of each functional division against their set targets for this year. The percent accomplishments of the Division are determined through the concerted efforts of the three functional divisions in the SDO. On the other hand, learning outcomes and performance of the schools are also consolidated to give a clear picture of how far the schools have gone for this year and most importantly, point out the things that need to be done and improved in the next calendar year 2020.

Additionally, it is also apt to look back on the different interventions conducted through Technical Assistance. The Customized Division Technical Assistance Plan (CDTAP) is aimed to provide the needed support from the experts that will lead to improving learning outcomes.

For these reasons, the **2019 YEAR-END DMEA, SMEA and CDTAP PRESENTATION** will be conducted on **December 27, 2020 at 8:00 A.M. at the 3rd Floor SDO Function Hall, SDO Building, Surigao City.**

This activity aims to promote a culture of excellence in the Division that is goal-oriented, driven objectively by the set targets and outputs to provide quality and relevant education and service for all. Specifically, this aims to :

- a) highlight accomplishments and goals met through the presentation of DMEA and SMEA of the Schools Division Office of Surigao City for CY 2019;
- b) identify facilitating and hindering factors for the accomplished as well as unaccomplished tasks/targets;

"We serve with GOD... Goodness, Openness and Dignity."

- c) frame resolutions/ recommendations and interventions to achieve the unaccomplished targets;
- d) recognize Sections in the SDO that submitted DMEA reports promptly and completely;
- e) recognize prompt submission of SMEA reports every quarter with accurate and valid data; and
- f) commend Schools that liquidated School MOOE on time.

To facilitate the productive conduct of this activity, the identified participants are hereby enjoined to observe the following :

- a. The presentation of the Fourth Quarter (Q4) DMEA and SMEA shall be done in the morning by the assigned presenters to wit :

SMEA	-	Dr. Carlo P. Tantoy (Chief-SGOD)
		Assigned PSDS Consolidators
DMEA	-	Elizabeth S. Larase (Chief- SGOD)

- b. Validation of data is an important part of this activity aside from the presentation of the Accomplishment Reports/ DMEA / SMEA, and this will be done right every after a presentation. Thus, full cooperation and participation of the EPSs, PSDSs and DO Section Heads are highly encouraged not only to make the activity more interactive but more importantly to come up with valid and accurate data of every performance indicator being reported and office functions being assessed.
- c. Presentation of the Q4 CDTAP Accomplishment Report shall be done in the afternoon and shall be done by the Senior Education Program Specialist (Designate) for M and E. The EPSs and the PSDSs shall confirm/validate the Technical Assistance rendered based on the crafted Customized Division Technical Assistance Plan (CDTAP) for CY 2019.

Immediate dissemination of this memorandum is desired.