



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BULACAN

June 23, 2022

DIVISION MEMORANDUM
No. 210, s. 2022

**CONDUCT OF SECOND QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT
(DMEA) CY 2022**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/ Public Schools District Supervisors
Unit Heads of the OSDS and SGOD
All Others Concerned

1. Pursuant to the Regional Memorandum No. 005, s. 2022, on the schedule of the conduct of RMEA and DMEA, the Schools Division Office of Bulacan through the Schools Management, Monitoring, Evaluation Unit shall conduct the second quarter report and presentation of the Division Monitoring, Evaluation and Adjustment (DMEA) on June 30 and July 1, 2022 at the 3rd Floor, Conference Hall of SDO Bulacan building,
2. This activity aims to:
 - a. Present the appropriate, relevant and accurate information necessary for the adjustment of work plans and strategies;
 - b. Discuss the issues/concerns encounters for the 2nd quarter and actions taken; and
 - c. Set recommendations/agreements/actions to improve performance.
3. The participants in this activity are the Assistant Schools Division Superintendents, SGOD and CID Chiefs, Unit Heads of OSDS and SGOD with their alternates and select Education Program Supervisors and Public Schools District Supervisors.
4. In the essence of time and smooth flow of activities, the following terms of engagement shall be followed:
 - a. All unit/section heads shall encode the reports/accomplishments via google drive <https://tinyurl.com/DMEA-CY-2022> on or before June 27-28, 2022,
 - b. Refer to Enclosure No. 1 for schedule of the specific unit/section on June 30 and July 1 and to strictly follow the health and safety protocols for a limited number of presenters at the Conference Hall,



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- c. The unit/section head shall present the report. In the absence of the unit/section head, the official alternate representative will take charge, and
 - d. It is highly advised to observe the assigned presentation date and time allotted for each unit/section
5. Attach is Enclosure No. 1, Program of Activities as reference.
 6. It is expected that all participants observe the minimum health standard protocols in compliance to Omnibus Guidelines on the implementation of community quarantine in the Philippines for the Management of Emerging Infectious Diseases as pre-emptive interventions to combat COVID-19.
 7. All expenses to be incurred in the aforesaid activity shall be charge against Inset Funds subject to usual accounting/auditing rules and regulations.
 8. Immediate dissemination and compliance with this Memorandum are earnestly desired.


ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent



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(Enclosure No. 1 to Division Memo No. 210, s. 2022)

SECOND QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) CY 2022
June 29 & 30, 2022

PROGRAM MATRIX AND ACTIVITIES

SCHEDULE	ACTIVITY	PERSONS IN-CHARGE
Day 1		
8:30 – 9:00 AM	National Anthem	AVP
	Interfaith Prayer	AVP
	Checking of Attendance	SMME Unit
	Welcome Remarks	Dr. Cecilia E. Valderama ASDS
Presentation of Reports per Unit		
9:00 – 10:30 AM	Finance Unit (Accounting, Cash and Budget)	Agnes M. Seifnezhad Rona R. Mercurio Alice A. Almazar
10:30 – 12:00 AM	AO, Records, Personnel	Josefina S. Pedroche Victoria O. Madrigal
1:00 – 2:30 PM	Supply, Legal, ICT	Racquel I. Climaco Atty Elmer Lopez Richard Biglete
2:30 – 4:00 PM	EPS and PSDS	Dr. Virgilio L. Laggui Dr. Daniel V. Ortega
4:00 – 5:00 PM	LRMDS and ALS	Dr. Rainelda M. Blanco Dr. Joel M. Vasallo
Day 2		
8:30 – 10:00 AM	SHN and Educ Facilities	Dr. Carlo Angelo Castillo Engr. Carl Paulo A. Fernando
10:00 -11:30 AM	Planning and Research	Paulo Eduardo C. Cruz Maribel Perez
1:00 – 2:30 PM	SMN and DRRM	Bryan Amiel F. De Jesus Peter G. Lacap
2:30 – 4:00 PM	HRD and YFD	Marilene G. Ramos Ina Marifaye M. Blanco
4:00 – 5:00 PM	Private School and SMME	Jay Arr C. Tayao Ma. Lourdes J. Patag
	Closing Remarks	Rowena T. Quiambao, CESE ASDS



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