



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM
No. 239, s. 2018

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DIVISION OF BAGUIO CITY
JUN 28 2018
RELEASED

**SECOND QUARTER SCHOOL, DISTRICT, DIVISION MONITORING,
EVALUATION AND ADJUSTMENT (SMEA, DsMEA, DMEA)**

To : Division Chiefs
Education Program Supervisors
District Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Prior to the RMEA, schools, districts and the division are mandated to conduct and submit SMEA, DsMEA and DMEA quarterly reports observing the scheduled dates for Second Quarter 2018.

SMEA – July 3, 2018
DsMEA – July 6, 2018
DMEA – July 13, 2018 (tentative)

2. Data on Enrollment and Performance Indicators (item numbers 1 and 2) shall be reported through *google sheet* to be shared by the Planning and Research Unit. Then continue the report with Roman numbers two and three PAPs Implementation and Issues and Concerns respectively. See attached template.
3. Vis-à-vis the MEA, Technical Assistance (TA) will be provided using the TA Mechanism Manual of Operation tool (Forms 1, 2, 3, and 4). Refer TA forms to Division Memorandum No. 201, s. 2018.
4. Submit MEA and TA reports to the person in charge prior to the conduct of the next level MEA.
5. Immediate dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent


SORAYA T. PACULO, Ph.D.
Officer in Charge

Office of the Assistant Schools Division Superintendent

II. PAPs IMPLEMENTATION (1st and 2nd Quarters)

1. CO/RO DOWNLOADED FUNDS

A. Capability Building Activities (Training, Workshops, Seminar)

| PAPs | Physical (Indicate number of outputs and pax as applicable) | | Financial | | Remarks (Reasons for discrepancies) | Ways Forward |
|-----------------------------|---|--------|-----------|--------|--|---|
| | Target | Actual | Target | Actual | | |
| e.g. Workshop on Assessment | | | | | <ul style="list-style-type: none"> Lack of working document | <ul style="list-style-type: none"> Another workshop will be conducted. Give it as an assignment |

B. Conference, Meetings and Orientations

| PAPs | Physical (number of pax) | | Financial | | Remarks (Reasons for discrepancies) |
|------|---------------------------|--------|-----------|--------|--|
| | Target | Actual | Target | Actual | |
| | | | | | <ul style="list-style-type: none"> Lack of working document |

C. Completions/ Search (all Quarters)

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|----------------------|---------------------------|-----------|-----------|--------|--|
| | Target | Actual | Target | Actual | |
| e.g. Brigada Eskwela | 5 schools | 4 schools | 10,000 | 9,000 | <ul style="list-style-type: none"> 1 school did not submit letter of intent |

A. Others (1st and 2nd Quarters)

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|------------------------------------|---------------------------|--------|-----------|-----------|--|
| | Target | Actual | Target | Actual | |
| e.g. School -based feeding program | 5 10 | 550 | 1,101,600 | 1,188.000 | <ul style="list-style-type: none"> • Increase number of beneficiaries • Augmented by PTA funds |

1. SDO FUNDED PAPs

A. Based on Work and Financial Plan (Trainings, Workshops, Seminars)

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|------|---------------------------|--------|-----------|--------|---------|
| | Target | Actual | Target | Actual | |
| | | | | | |

B. Conferences, Meetings and Orientations

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|------|---------------------------|--------|-----------|--------|---------|
| | Target | Actual | Target | Actual | |
| | | | | | |

C. Competitions/ Search (1st and 2nd Quarters)

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|----------------------|---------------------------|-----------|-----------|--------|--|
| | Target | Actual | Target | Actual | |
| e.g. Brigada Eskwela | 5 schools | 4 schools | 10,000 | 9,000 | 1 school did not submit letter of intent |
| | | | | | |

D. SEF and other sources/donations

| PAPs | Physical (number of pax) | | Financial | | Remarks |
|------|---------------------------|--------|-----------|--------|---------|
| | Target | Actual | Target | Actual | |
| | | | | | |

III. ISSUES AND CONCERNS BASED FROM ALL DATA ANALYSIS

| Issues/ Concerns | Recommendations |
|-----------------------------|-----------------------------------|
| e.g. Overlapping Activities | Follow the Calendar of Activities |
| | |
| | |