



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



JAN 14 2019  
RELEASED

DIVISION MEMORANDUM  
No. 020, s. 2019

**FOURTH QUARTER DIVISION MONITORING, EVALUATION  
AND ADJUSTMENT (DMEA)**

To : Division Chiefs  
Administrative Officer V  
Education Program Supervisors  
District Supervisors  
Section and Unit Heads  
All Others Concerned

1. This is to announce the conduct of the Fourth Quarter Division Monitoring, Evaluation and Adjustment (DMEA) at the SDO Training Center on January 21, 2019, 8-5 p.m.
2. The objectives of the activity are the following:
  - a. To assess physical accomplishments of the SDO targets as outlined in the OPCRf and AIP 2018.
  - b. To identify bottlenecks and opportunities encountered in 2018.
  - c. To present Technical Assistance rendered to schools/districts and all other SDO clientele.
3. Schools and districts are mandated to conduct SMEA and DsMEA respectively prior to DMEA observing the scheduled dates for the Fourth Quarter 2018. Schools may adapt the aforementioned objectives which are applicable and suited to school's input to Work Plan 2019. SMEA and DsMEA are scheduled any day from January 14 to 18, 2019.
4. During the conduct of DMEA, there will be a status report on the implementation of 3<sup>rd</sup> Quarter DMEA agreements, presentation of Physical Accomplishments of the SDO targets in the OPCRf and AIP 2018, and presentation of 4<sup>th</sup> Quarter Technical Assistance consolidated report from each of the three (3) functional divisions using the attached four (4) TA forms.
5. Immediate dissemination of this Memorandum is desired.

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



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



**TECHNICAL ASSISTANCE REPORT FOR THE FOURTH QUARTER 2018  
(RM No. 29.2018)**

**Form 1: List of Issues/Hindering Factors**

Hindering Factors/ Issues/Concerns	Categories/Areas of Indicators	Possible solution	Technical Assistance Provider
1.			
2.			
3.			

Note: Prioritize the hindering factors according to relevance, magnitude, importance and urgency.

**Form 2: Intervention / Technical Assistance Plan**

This plan should be based from the result of analysis of the performance of the school/schools division for the previous school year/calendar year and the prioritized hindering factors.

Issues/Concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.1 1.2 1.3 ...					
2. Quality and Relevance	2.1 2.2 2.3...					
3. Management of Basic Education or Governance	3.1 3.2 3.3...					

Prepared by:

APPROVED:

**Form 3: Quarterly/annual Completion Report**

**a. Accomplishment Report**

Technical Assistance Programs/Activities (Based from the Intervention/TA plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Lessons Learned
	Target	Actual	Target	Actual		
1.1 1.2...						



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



2.1						
2.2...						
3.1						
3.2...						

**Form 3: Quarterly/annual Completion Report**

b. Report on unaccomplished activities/program for the quarter/year

Technical Assistance Programs/Activities (Based from the Intervention/TA plan)	Expected output		Hindering Factors	Recommendation/Suggestion
	Physical	Financial		
1.3				Ex: To be implemented in the next quarter
2.2				Ex: Needs technical assistance from the DO/RO
3.5				Ex. To be included in the last quarter programs/activities

Prepared by:

APPROVED:

**Form 4: Catch up Plan**

Issues/Concerns/Hindering Factors	Technical Assistance Programs/Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.3					
2. Quality and Relevance	2.2					
3. Management of Basic Education or Governance						

Prepared by:

APPROVED:



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



**Program Matrix**  
**4<sup>TH</sup> Quarter DMEA**  
SDO Training Center  
January 21, 2019

Time	Activities	Person-in-charge
8:00-8:30 a.m.	Registration	SMME
8:30-9:00 a.m.	Opening Program	
9:00-12:00 nn.	A. Status Report on the Implementation of 2 <sup>nd</sup> Quarter DMEA Agreements	Sharon Christianie R. Castillo
	B. Presentation of physical accomplishments of the SDO targets in the OPCRf and AIP 2018	Reynalyn Padsuyan and Jovelyn Balantin
12:00-1:00 p.m.	Lunch break	
1:00-3:00 p.m.	Presentation of Fourth Quarter Technical Assistance Report	Division Chiefs, Administrative Officer and Accountant
3:00-5:00 p.m.	Synthesis and Recommendations &	Soraya T. Faculo, PhD, ASDS, DMEA Consultant
	Closing Remarks	Federico P. Martin, EdD, CEEd, CESO V, SDS