



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



**DIVISION MEMORANDUM**  
No. 498 , s. 2019

**THIRD QUARTER 2019 DIVISION MONITORING, EVALUATION AND  
ADJUSTMENT (DMEA) CONFERENCE**

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

1. The conduct of the 2019 Third Quarter DMEA shall be at the Schools Division Office Training Center on October 18, 2019, 8 a.m. to 2 p.m.
2. The objectives of the conference are the following:
  - a. Review, gather and document issues and concerns in the implementation of the 2019 Third Quarter Programs, Projects and Activities (PPAs).
  - b. Present issues and probable recommendations/interventions.
  - c. Present divisionwide Technical Assistance (TA) Report.
3. Quarterly MEA shall be conducted on any day of the following timeline:

SMEA – First week after every quarter  
DsMEA – Second week after every quarter  
DMEA – Third week after every quarter

In the SMEA, the agenda are as follows:

- Follow-up of the Second SMEA Agreements (based on Adjustment/Catch-up plan from the Second Quarter SMEA)
- Reasons and interventions for Performance Indicators (drop-out and failure rates)
- PPA Accomplishments (School Initiatives/Innovations, Programs, Projects, Best Practices, etc.)
- School operations and other issues
- Adjustments/Catch-up Plan ( what to do with the 3<sup>rd</sup> Quarter unaccomplished plans and raised issues)
- Concerns not addressed in schools shall be escalated to DsMEA.

In the DsMEA, the agenda are as follows:

- Follow-up of the the Second DsMEA Agreements (based on Adjustment/Catch-up plan from the Second Quarter DsMEA)
- Concerns not addressed in schools



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- Technical Assistance to be provided by the PSDS on PIs, PPAs and other matters. EPSs, Unit and Section Heads may also be invited on program and subject area concerns.
- Other district concerns
- Adjustments/Catch-up Plan ( what to do with the 3rd Quarter unaccomplished plans and raised issues)
- Concerns not addressed in DsMEA shall be escalated to DMEA

In the DMEA, the agenda are as follows:

- Follow-up of the Second DMEA Agreements (based on Adjustment/Catch-up plan from the Second Quarter DMEA)
- PSDSs and EPSs to report Technical Assistance rendered in the districts, TA report of the all Units and Sections, and report on issues that need to be addressed by the division management
- Presentation of PIs (drop-out and failure rates)
- PPA Accomplishments c/o PSDSs ( School and district Initiatives and Innovations/ Best Practices)
- PPA Accomplishments c/o Unit and Section Heads (Innovations)
- Division operations (ISO, status report on Budget, SEF, General Fund, Project DOVE, PRIME-HRM, etc.
- Adjustments/Catch-up Plan ( what to do with the 3rd Quarter unaccomplished plans and raised issues)
- Concerns not addressed in DMEA shall be escalated to RMEA

4. Immediate dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent





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**PROGRAM MATRIX**  
SDO Training Center  
October 18, 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. Follow-up of Second Quarter DMEA Agreements	Sharon Christianie R. Castillo, SEPS
	B. PPA Accomplishments	PSDSs, EPSs, Units and Sections
	C. TA and Issue/Concern Reports	
12:00-1:00 p.m.	Lunch break	
1:00-1:30 p.m.	Synthesis	Jovelyn Balantin, SEPS
1:30-2:00 p.m.	Recommendations	Soraya T. Faculo, PhD, ASDS, DMEA Consultant
	Closing Remarks	Marie Carolyn B. Verano, CESO VI, SDS