



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

14 December, 2021

DIVISION MEMORANDUM
No. 340, s. 2021

CONDUCT OF 4TH QUARTER CY 2021 DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA)

To: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operating Division
All Others Concerned

1. Online and faced to face DMEA shall be conducted on **December 21, 2021 (Tuesday), 9:00 am - 3:00 pm**. The link for the webinar shall be posted at the Covid-19 Task Force group chat a day before the activity.
2. The objectives of the conference are the following:
 - a. To assess physical accomplishments of the division vis à-vis targets as indicated in the DAIP, WFP and other operational plans;
 - b. To identify strengths, challenges, issues and concerns affecting the implementation of the different PPAs.
2. The presentation of monitoring reports of PPAs will be done/prepared per **Functional Division (FD)**. Refer to Enclosure No. 3 of this memorandum for the template.
3. Face to face participants listed below must strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols.

4. **Program Matrix**

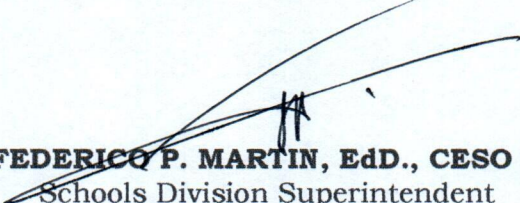
Time	Activity	Person Responsible
9:00 -9:30 am	<ul style="list-style-type: none">• Checking of Attendance• Nationalistic Song• Opening Prayer• Opening Remarks	SMME Unit AVP Niño M. Tibangay SGOD-Education Program Supervisor

9:40-10:45 am	Presentation of Enrollment, LIS, BEIS, BAR/ BED PPAs of SGOD Division (EF, SHN, HRD, PR, SMME, SOCMOB, YF)	SGOD- Section Heads
10:45-11:30 am	Consolidated PPAs of CID	PSDS's
LUNCH BREAK		
1:00 pm-2:00 pm	Budget Performance & status of PPAs Status of PPAs for Disbursement	Belen Tomin Budget Unit Lilibeth Degsi Accounting Unit
2:00 pm-: 3:00 PM	PPAs of Legal Unit, Personnel, ICT, Supply, Cashier, Records, BAC	OSDS Division/program owners
	Closing Remarks	FEDERICO P. MARTIN, EdD, CESO V School Division Superintendent

5. Participants are the following:

	No. of participants	Face to face/online	Virtual/online OSDS/CID/SGOD staff
SDO Core group	9	SDS, ASDS, CID, SGOD Chiefs, SGOD- EPS	
CID Supervisors	20	PSDS's/EPS	
Unit and Section Heads	15	CID, OSDS, SGOD Unit/section Heads/program owners	
Technical Support	6	ICT Unit	
Total	50		

6. Immediate dissemination of this memorandum is desired.


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



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguicity@gmail.com
Website: www.depedpines.com | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)



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Enclosure 3. TEMPLATE

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA)
4th QUARTER CY 2021**

I. PROGRAMS, PROJECTS, ACTIVITIES (PPAs/PAPs)

A. Maintenance and Operating Expenses (MOOE) vis-a vis Work Financial Plan (WFP)

Section/Unit	PPAs	PHYSICAL ACCOMPLISHMENT				FINANCIAL ACCOMPLISHMENT			REMARKS
		TARGET	ACTUAL	%	REMARKS	TARGET	ACTUAL	%	

B. Downloaded

Section/Unit	PPAs	PHYSICAL ACCOMPLISHMENT				FINANCIAL ACCOMPLISHMENT			REMARKS
		TARGET	ACTUAL	%	REMARKS	TARGET	ACTUAL	%	

C. Capital Outlay

Section/Unit	PPAs	PHYSICAL ACCOMPLISHMENT				FINANCIAL ACCOMPLISHMENT			REMARKS
		TARGET	ACTUAL	%	REMARKS	TARGET	ACTUAL	%	

E. CONCERNS/ISSUES/GAPA/PROBLEMS and Proposed Resolution

CIGPS	Category (Financial/Social/Environment)	Remarks	Proposed Resolution/Action Taken
OSDS			
CID			
SGOD			

D. Value Added (PPAs with no funds but were conducted for its importance/urgency)

VALUE ADDED OUTPUTS	REASONS FOR ACCOMPLISHMENT
OSDS	
CID	
SGOD	

D. SEARCH / COMPETITIONS

Functional Division	Name of Search/Competition	Place of Recognition
OSDS		
CID		
SGOD		