



Republic of the Philippines  
**Department of Education**

CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

**March 31, 2022**

DIVISION MEMORANDUM

No. O100 s. 2022

**FIRST QUARTER DisMEA (District Monitoring, Evaluation and Adjustments)**

To : Chief Education Supervisors (CID &SGOD)  
 Public School District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Teachers Identified  
 All Schools Division Office Personnel  
 All Others Concerned

1. Pursuant to RA 9155 which recognizes that every unit in the education bureaucracy has a particular role, task and responsibility inherent in the office for which it is principally accountable for outcomes, Regional Memoranda 229 s 2021 (Guidelines on the conduct of RMEA), 79 s. 2021 (Submission of Technical Assistance Reports), and 412 s 2021 (Utilization of the Technical Assistance Mechanism Manual of Operations), a simultaneous **First Quarter District Monitoring, Evaluation, and Adjustments (DisMEA)** will be conducted on **April 8, 11, & 12, 2022** at the preferred venues of the districts.
2. The objectives of the activity are the following:
  - a. present accurate, timely, and relevant information on the first quarter situation of schools in the district;
  - b. identify issues and concerns /ways forward with the consideration of both women and men, boys and girls, home and the community, economy and society, relative to the quarterly status of district performance indicators and PPA implementation;
  - b. provide immediate feedback on the efficacy and weaknesses of programs, projects and activities in the district, including those that address gender related concerns; and
  - c. prepare technical assistance reports, plans, and adjustments in the school and district level in response to technical and training needs of teachers and school heads.
3. Participants (see enclosure 1 for the list) for the activity are as follows.

Participants	Number of Pax
SDS and ASDS	2
Chief (CID and SGOD)	1



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Public School District Supervisors	8
School Heads	67
SEPS-SMME	1
Teachers /Personnel identified	10
ICT Unit	3
CID Secretariat	3

4. Participants are required to attend the opening program (online) on April 8, 2022 at 8:30 AM and to bring their own laptop and First Quarter SMEA reports (Data from January-March 2022) during the breakout sessions. Link will be sent one day before the activity.
5. Participants need to strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols, DOH protection protocols, local quarantine rules and all other relevant protocols outlined in DepEd and DepEd Task Force COVID-19 issuances.
6. Immediate and wide dissemination of this Memorandum is desired.

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



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**LIST OF PARTICIPANTS**  
**Conduct of DisMEA (First Quarter District Monitoring, Evaluation and Adjustment)**  
**April 8, 11, 12, 2022**

	Name	Position		Name	Position
	<b>District 1</b>			<b>District 5</b>	
	<b>Venue: Quezon ES</b>			<b>Venue: MARES</b>	
1	Sharon Christianie R. Castillo	PI	31	Lillie A. Vinluan	HTII
2	Maribeth A. Cuaresma	PI	32	Rachel Dugas	TIII(TIC)
3	Jerry Walsiyen	HTI	33	Elena Eangan	TIII(TIC)
4	Ligaya Annawi	PII	34	Juliet R. Mamaril	PII
5	Joseph A. Estigoy	PIII	35	Leonila C. Catungal	PI
6	Riona B. Copiling	MTII	36	Rosalia A. Ocyaden	ASSPII
7	Leonardo Zambrano	ASSPII	37	Danilo P. Gayao	PIV
8	Eva Jackielou Lackias	MT I	38	Marjorie Sumakey	MT I
	<b>District 2</b>			<b>District 6</b>	
	<b>Venue: BCNHS</b>			<b>Venue: BCS</b>	
9	Rosie Beel A. Marzo	PIII	39	Ester Hydie L. Pucdihon	PII
10	Gloria A. Catiyan	MTI(TIC)	40	Esther K. Lilit	PIV
11	Sosimo B. Leal	PI	41	Gemma N. Lomboy	PII
12	Jimmy B. Garcia Jr.	HTIII	42	Castro P. Canuto	PII
13	Lilybeth B. Balutoc	ASSPII	43	Marcial L. Lami-ing	PI
14	Rey D. Gapsin	HTI	44	Jane Marie M. Ngolab	HTI
15	Myline Esteban	MTII	45	Whitney A. Dawayen	PIII
	<b>District 3</b>		46	Rowena Dumaguing	AO V
	<b>Venue: BCNHS</b>			<b>District 7</b>	
16	Ellen F. Grande	PI		<b>Venue: MARES</b>	
17	Nancy B. Dumalili	PI	47	Hermoso P. Bunnol	PI
18	Jeannette T. Lacana	PI	48	Jane L. Adolfo	PI
19	Helen C. Acop	PII	49	Amalia K. Micklay	PII
20	Brenda M. Cariño	PIIV	50	Luz F. Soriano	PI
21	Nickcarter C. Gonzalo Jr.	HTI	51	Maria Joan D. Andayan	PI
22	Estelita Valdez	HTI	52	Ma. Lourdes B. Dumpayan	PII
23	Editha L. Laop	HT VI	53	Jesusa R. Yadao	PI
	<b>District 4</b>		54	Pia Duligas	MT I
	<b>Venue: Lucban ES</b>			<b>District 8</b>	
24	Proserpina M. Estacio	PIII		<b>(Venue: Lucban ES)</b>	
25	Octavia M. Pedro	PI	55	Valeriano B. Accad	PI
26	Estrella B. Bulay	PI	56	Rommel L. Manzano	PI
27	Cynthia P. Vitagan	PII	57	Regina K. Banawol	TIII(TIC)
28	Maria O. Palsi	PI	78	Nixon C. Elahe	PSDS



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59	Annie Laurie W. Bisquera	PI	79	Simeon S. Yangyang	PSDS
60	Rosanna D. Dizon	PII	80	Virginia C. Alindayo	PSDS
61	Christopher Basing-at	TIII(TIC)	81	Jayrerose S. Guevara	PSDS
62	Ricelene S. Sacayanan	MTI	82	Lourdes B. Lomas-e	PSDS
	<b>District 9</b>		83	Brendalee C. Awingan	PSDS
	<b>Venue: Lucban ES</b>				
63	Alice B. Masidong	PI	84	Marilyn S. Tami-ing	PSDS
64	Florida F. Cael	PI	85	Santiago L. Bugtong	PSDS
65	Philip B. Sagalla	PI	86	Asuncion Saguid	SEPS-SMME
66	Marie D. Sillatoc	PII	87	Bryan Bosaing	ADA VI
67	Lucia T. Casim	PI	88	Jahnet R. simon	ADA VI
68	Jackelene Pascaden	MTII(OIC)	89	Valerie Tuquero	ADA VI
69	Stephen Doriano	HTI	90	Nestor S. Percy	Computer Operator 1
	<b>District 10</b>		91	Mark Ronald P. Cabatic	Computer Operator III
	<b>(SVNHS)</b>				
70	Brigette Y. Galong	PI	92		Chief-SGOD
71	Teodora B. Botis	PI	93	Juliet C. Sannad	Chief-CID
72	Remedios P. Quiño	PIV	94	Christopher C. Benigno	ASDS
73	Wilma S. Biteng	PII	95	Federico P. Martin	SDS
74	Erwin Robert D. Allaga	HTI	88	Jahnet R. simon	ADA VI
75	Felto P. Agpawa	MTII	89	Valerie Tuquero	ADA VI
76	Edward C. Vicente	PII	90	Nestor S. Percy	Computer Operator 1
77	Julian Jr. J. Alcabedos	TIII	91	Mark Ronald P. Cabatic	Computer Operator III
			92		Chief-SGOD
			93	Juliet C. Sannad	Chief-CID
			94	Christopher C. Benigno	ASDS
			95	Federico P. Martin	SDS



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**ACTIVITY MATRIX**

First Calendar Quarter District Monitoring, Evaluation, and Adjustments (April 8, 11, & 12, 2022)

April 8, 2022												
Time	Activity/ Methodology	Persons In Charge										Output
8:15-10:30	Opening Program (Virtual)	PSDSs										
10:30-10:45	Pre-Test	PSDS		PSDS		PSDS		PSDS		PSDS		
10:45 - 12:00	Presentation of First Quarter (CY) SMEA (January-March 2022)	District 1		District 2		District 3		District 4		District 5		First Quarter (CY) SMEA Report
		Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	
		Baguio Country Club ES	Lindawan ES	BCNHS-Fort del Pilar Annex	Happy Hollow NHS	Laurel ES	Mil-an NHS	Apolinario Mabini ES	Dona Aurora NHS	Adiwang ES	Santo Tomas ES	
		Lindawan NHS	Rizal ES	Fort del Pilar ES	Springhills ES	Camp 7 ES	Hillside Annex	Dona Aurora ES	Brookspoint ES	Crystal Cave ES	Manuel Roxas ES	
		Gibraltar ES	Manuel Quezon ES	Happy Hollow ES	Kias ES	Loakan ES	BCNHS	DAurora NHS	DMMES	Dontogan ES	Santo Tomas NHS	
		Rizal NHS	Baguio Country Club ES	Happy Hollow NHS	BCNHS-Fort del Pilar Annex	SPED Center	Laurel ES	Brookspoint ES	Apolinario Mabini ES	Roxas NHS	Adiwang ES	
4:00 - 5:00		Manuel L Quezon ES	Lindawan NHS	Springhills ES	Fort del Pilar ES	BCNHS	Camp 7 ES	Don Mariano Marcos ES	Dona Nicasia J. Puyat ES	Santo Tomas NHS	Crystal Cave ES	





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April 11, 2022												
	Activity	Person(s) In Charge										Output
		District 1		District 2		District 3		District 4		District 5		
8:30-8:45	Management of Learning											
8:45 - 9:45	...continuation Presentation of First Quarter (CY) SMEA (January-March 2022)	Presenter Rizal ES	Reactor Gibraltar ES	Presenter Kias ES	Reactor Happy Hollow ES	Presenter Hillside Annex	Reactor Loakan ES	Presenter Dona Nicasia J. Puyat ES	Reactor Dona Aurora ES	Presenter Manuel Roxas ES	Reactor Dontoga n ES	First Quarter (CY) SMEA Report
10:00 - 11:00		Lindawan ES	Rizal NHS			Mil-an NHS	SPED Center			Santo Tomas ES	Roxas NHS	
11:00 - 12:00	Finalization of First Quarter (January -March 2022) District Performance Indicators (Access)	Riona Copiling		PSDS Lilybeth B. Balutoc		PSDS Brenda Cariño		Maria Palsi		Rosalia Ocyaden Danilo Gayao		Finalized First Quarter (CY) District MEA Report
1:00 - 2:00	Finalization of First Quarter (January -March 2022) District Performance Indicators (Quality)	Joseph Estigoy		PSDS Rey D. Gapasin		PSDS Helen Acop		Agnes L. Lomas-e		Lillie Vinluan Rachel Dugas		
2:00 - 3:00	Finalization of First Quarter District Performance Indicators (Governance)	Jerry Walsien		PSDS Rosie Beel A. Marzo		PSDS Ellen Grande		Cynthia P. Vitagan		Juliet Mamaril Leonila Catungal		
3:00-5:00	Finalization of the First Quarter District Report on the Status of the Implementation of Programs, Projects, and Activities	Ligaya Annawi		PSDS Gloria A. Catiyan		PSDS Nickcarter Gonzalo Jr		Estrella B. Bulay		PSDS Elena Egangan		





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April 12, 2022							
Time	Activity	Person/s In Charge					Output
		District 1	District 2	District 3	District 4	District 5	
8:30 - 8:45	Management of Learning						
8:45 -9:45	Workshop: Preparation of First Quarter (Jan-March) Status of TA Plan	Ligaya Annawi	PSDS Jimmy B. Garcia Jr.	PSDS Nancy Dumalili	Proserpina Estacio	Rosalia Ocyaden	First Quarter (CY) TA Form 3
10:00 - 11:00	Workshop: Preparation of First Quarter (Jan-March) Completion Report	Jerry Walsiyen	PSDS Sosimo B. Leal	PSDS Nancy Dumalili	Proserpina Estacio	Danilo Gayao Juliet Mamaril	First Quarter (CY) TA Form 4
11 -12:00	Workshop: Preparation of First Quarter (CY) Catch-up/ Adjustment Plan	Riona Copiling	PSDS Rosie Beel A. Marzo	PSDS Nancy Dumalili	Proserpina Estacio	Leonila Catungal Rachel Dugas	First Quarter (CY) TA Form 5
1:00 - 2:00	Workshop: Preparation of Second Quarter (CY) Issues and Concerns	Joseph Estigoy	PSDS Lilybeth B. Balutoc	PSDS Jeannette Lacana	Marilou T. Gomeyac	Elena Egangan	Second Quarter (CY) TA Form 1
2:00 – 3:00	Workshop: Preparation of Second Quarter (CY) TA Plan	Sharon Castillo / Leonardo Zambrano	PSDS Rey D. Gapasin	PSDS Jeannette Lacana	Marilou T. Gomeyac	Lillie Vinluan	Second Quarter (CY) TA Form 2
3:00 - 4:00	Management /Succession and Exit Planning/Post - Test	Maribeth Cuaresma / PSDS	PSDS Lilybeth B. Balutoc	PSDS		PSDS	Management Plan/Post test results
4:00 -5:00	Closing Program		PSDS Rosie Beel A. Marzo	Brenda Cariño		Danilo Gayao	





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**ACTIVITY MATRIX**

**First Quarter District Monitoring, Evaluation, and Adjustments (April 8, 11, & 12, 2022)**

April 8, 2022													
Time	Activity	Persons In Charge										Output	
8:15-10:30	Opening Program	PSDSs											
10:30-10:45	Pre-test	PSDS		PSDS		PSDS		PSDS		PSDS		Pre-test result	
10:45 - 12:00	Presentation of First Quarter (CY) SMEA (Jan-March 2022)	District 6		District 7		District 8		District 9		District 10		First Quarter (CY) SMEA Report	
		Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor		
		Pines City NHS-Main	Dom-Mirador ES	Elpidio Quirino ES	Quezon Hill NHS	Lucban ES	Guisad Valley NHS	Alfonso Tabora ES	Pinget NHS	pacday QES	SVES		
		1:01 - 2:00	Dom-Mirador NHS	Aguinaldo ES	Irisan ES	Irisan NHS	Bonifacio ES	Pinsao NHS	Magsaysay ES	Pinget NHS	DAHVES		BAKAKENG ES
		2:00 - 3:00	Dom-Mirador ES	San Luis ES	Quezon Hill ES	BCNSHS	Fairview ES	Pinsao ES	Pinget ES	Alfonso Tabora ES	BAKAKENG ES		DHABES
3:00 - 4:00	Baguio Central School	Dom-Mirador NHS	San Carlos Heights ES	Elpidio Quirino ES	Holy Ghost ES	Bonifacio ES	Quirino Hill ES	Magsaysay ES	SVNHS	BAKAKENG NHS			
4:00 - 5:00	Josefa Carino ES	Pines City NHS	BCNSHS	Irisan ES	Pinsao ES	Lucban ES	Magsaysay NHS	Pinget ES	Joaquin SNHS	Pacday Quiño ES			





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April 11, 2022												
	Activity	Person(s) In Charge										Output
		District 6		District 7		District 8		District 9		District 10		
8:30-8:45	Management of Learning											
8:45 - 9:45	...continuation Presentation of First Quarter (CY) SMEA (January-March 2022)	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	Presenter	Reactor	First Quarter (CY) SMEA Report
10:00 - 11:00		Aguinaldo ES	Josefa Carino ES	Irisan NHS	Quezon Hill ES	Plnsao NHS	Holy Ghost ES	Pinget NHS	Quirino Hill ES	Bakakeng NHS	SVNHS	
		San Luis ES	Baguio Central School	Quezon Hill NHS	San Carlos Heights ES	Guisad Valley NHS	Fairview w ES			SVES	JSNHS	
11:00 - 12:00	Finalization of First Quarter (January -March 2022) District Performance Indicators (Access)	Whitney Dawayan Rowena Dumaguin		Jane Adolfo Luz Soriano		Jackson T. Caya-os		Alice B. Masidong		Julian Jr. J. Alcabedos		Finalized First Quarter (CY) District MEA Report
1:00 - 2:00	Finalization of First Quarter (January -March 2022) District Performance Indicators (Quality)	Esther K. Lilitil Catro Canuto		Ma. Lourdes Dumpayan Hermoso Bunnol		Valeriano P. Accad		Florida F. Cael		Julian Jr. J. Alcabedos		
2:00 - 3:00	Finalization of First Quarter District Performance Indicators (Governance)	Jane Marie Ngolab Ester Hydie Pucdihon		Amalia Micklay Jesusa Yadao		Regina K. Bannawol		Philip B. Sagalla		Julian Jr. J. Alcabedos		
3:00-5:00	Finalization of the First Quarter District Report on the Status of the Implementation of Programs, Projects, and Activities	Gemma Lomboy Marcial Lami-ing		PSDS Joan Andayan		Anni Laurie W. Bisquera		Marie D. Sillatoc		Julian Jr. J. Alcabedos		





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April 12, 2022							
Time	Activity	Person/s In Charge					Output
		District 6	District 7	District 8	District 9	District 10	
8:30 - 8:45	Management of Learning						
8:45 -9:45	Workshop: Preparation of First Quarter (Jan-March) Status of TA Plan	Gemma Lomboy	Joan Andayan	Rosanna D. Dizon	Lucia T. Casim	Remedios Quino	First Quarter (CY) TA Form 3
10:00 - 11:00	Workshop: Preparation of First Quarter (Jan-March) Completion Report	Jane Marie Ngolab	Ma. Lourdes Dumpayan Hermoso Bunnol	Rosanna D. Dizon	Jason W. Pascaden	Wilma Biteng	First Quarter (CY) TA Form 4
11 -12:00	Workshop: Preparation of First Quarter (CY) Catch-up/ Adjustment Plan	Esther Lilit	Jane Adolfo Luz Soriano	Rosanna D. Dizon	Stephen C. Doriano	Theodora Botis	First Quarter (CY) TA Form 5
1:00 - 2:00	Workshop: Preparation of Second Quarter (CY) Issues and Concerns	Whitney Dawayen	Amalia Micklay	Christopher Basing-at	Jackelene A. Pascaden	Edward Vicente	Second Quarter (CY) TA Form 1
2:00 – 3:00	Workshop: Preparation of Second Quarter (CY) TA Plan	Ester Hydie Pucdihon	Jesusa Yadao	Christopher Basing-at	Lucia T. Casim	Felto Agpawa	Second Quarter (CY) TA Form 2
3:00 - 4:00	Management /Succession and Exit Planning/Post - Test	PSDS	PSDS	PSDS	PSDS	PSDS	Management Plan/Post test results
4:00 -5:00	Closing Program	Castro Canuto		Brenda Cariño	Florida Cael	Brigette Galong	





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TA Form 1

**TECHNICAL ASSISTANCE FORM 1 (RM 412 S. 2021)**  
**List of Issues/Concerns/Hindering Factors**  
**Second Quarter**

School: \_\_\_\_\_

District: \_\_\_\_\_

Quarter(CY): \_\_\_\_\_

No.	Issues/Concerns/ Hindering Factors	Areas of Indicators/ Categories (Access, Quality, Governance)	Possible Solution	Technical Assistance Provider
	Ex. Computer literacy	Quality	Training/Mentoring/Coaching	ICT personnel, Master Teachers

Prepared by: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor





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**TA Form 2**

**TECHNICAL ASSISTANCE FORM 2 (RM 412 S. 2021)**  
**Intervention/Technical Assistance Plan**  
Second Quarter

School:

District:

Quarter (CY):

<b>No.</b>	<b>Hindering Factors/Issues/Concerns</b>	<b>TA Programs/Activities</b>	<b>Objectives</b>	<b>Physical Target</b>	<b>Target Date of Implementation</b>	<b>Person/s Office Involved</b>

Prepared by:

Approved:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor





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**TA Form 3**

**TECHNICAL ASSISTANCE FORM 3 (RM 412 S. 2021)**  
**Status of Technical Assistance Plan (Monthly/Quarterly Monitoring)**  
First Quarter (January-March 2022)

School:

District:

Quarter (CY):

No.	TA Needs	Intervention	Date of Implementation	Status

Prepared by:

Approved:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor





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TA Form 4

**TECHNICAL ASSISTANCE FORM 4 (RM 412 S. 2021)**  
**Quarterly/Annual Completion Report**  
First Quarter (January-March 2022)

School:

District:

Quarter(CY):

No.	TA Programs/Activities (Based From the Intervention Plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Remarks
		Target	Actual	Target	Actual		

Prepared by:

Approved:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor





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TA Form 5

**TECHNICAL ASSISTANCE FORM 5 (RM 412 S. 2021)**  
**Catch-Up Plan/Adjustment Plan**  
First Quarter

School:

District:

Quarter:

<b>No.</b>	<b>TA Program and Intervention</b>	<b>Focus Area</b>	<b>Backlogs</b>	<b>Factors Causing the Problems</b>	<b>Strategic Planning/Formulation of Key Strategies to Close Gaps to Achieve Targets</b>	<b>Processing Suggested strategies to Close Gaps to Achieve Targets</b>	<b>Resources Needed</b>

Prepared by:

Approved:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Public School District Supervisor