



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

October 1, 2018

**Division Memorandum**

No. 633 s. of 2018.

**DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA) FOR THE 3<sup>RD</sup> QUARTER OF  
CY 2018 AND 1<sup>ST</sup> QUARTER OF SY 2018-2019**

TO : ASDSs/CHIEFS SGOD/CID, EPS,  
PSDS/Division Coordinators, SEPS, EPS II, Unit Heads,  
All Others Concerned

1. The Division Monitoring Evaluation and Adjustment for the 3<sup>rd</sup> Quarter of the CY 2018 and 1<sup>st</sup> quarter of the SY 2018-2019 is set on October 11-12, 2018.
2. Hence, all administrators, functional heads and members of the respective units are encouraged to create the individual and office report of accomplishments, adjustments, and concerns, issues, gaps and problems encountered during the quarter.
3. Attached herewith is the template to be used during the reporting. Please prepare needed Means of Verification (MOV) and bring your own extension wires. Download forms at [www.deped.negor.net/resources.html](http://www.deped.negor.net/resources.html).
4. All participants to the two-day conference are advised to be at Hotel Palwa, Dumaguete City before 8:30 in the morning. First meal is on October 11, 2018 (breakfast) and last meal shall be dinner of October 12, 2018.
5. Furthermore, for those who wish to be accommodated in the venue for one night, please confirm at 0977-171-0017.
6. For widest dissemination and compliance.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent

10/1/18  
02 OCT 2018

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Sup't's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
(035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
(035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections);  
(035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

## List of Participants

### CID

1. Dr. Erlinda N. Calumpang
2. Dr. Antonio Baguio
3. Dr. Renante Juanillo
4. Dr. Anna Lee Amores
5. Mrs. Esterlina Paragoso
6. Dr. Carmelita Alcalá
7. Ms. Rosela Abiera
8. Ms. Katherine Sedillo
9. Mrs. Alma Cora Catacutan
10. Dr. Juliet Tuala
11. Dr. Nonale Resoor
12. Dr. Donre Mira
13. Dr. Karl Credo
14. Mr. Francis Austero
15. Mrs. Joy Emily Tanio
16. Mrs. Arlene Pepito

### Accounting/Budget

1. Mrs. Jennifer Piodos
2. Mrs. Lydia Cacas

### OSDS/ASDS/LEGAL/ICT

1. Dr. Wilfreda Bongalos
2. Dr. Faye Luarez
3. Dr. Nilita Ragay
4. Mrs. Remylin Gao-gao
5. Atty. Sheena Alesna

### PSDS

1. Dr. Brenda Pasquil
2. Mr. Randy Dunque
3. Dr. Andrealuz Englis
4. Mrs. Leonivel Secusana
5. Mrs. Hazel Argoncillo
6. Dr. Henriquito Tepacia
7. Dr. Antonieta Olores
8. Dr. Dominador Bersa
9. Dr. Vilma Taguibolosan
10. Dr. Vilma Sumagaysay
11. Dr. Marilo Lobos
12. Dr. Pastora Somoza
13. Dr. Nida Bersabal
14. Dr. Rhona Silva
15. Dr. Rosemarie L. Torres
16. Dr. Heide K. Petras
17. Dr. Gerry Eltanal

### SGOD

1. Dr. Rachel B. Picardal
2. Mr. Allan A. Tabio
3. Dr. Dan P. Alar
4. Mr. Dennis Charl F. Andalajao
5. Dr. Emma S. Mate
6. Mrs. Karla P. Antonio
7. Ms. Iryll Mae S. Macahig
8. Mrs. Regina Clarina E. Empeso
9. Mrs. Jenith Cabajon
10. Engr. Philip Tubog
11. Mrs. Julie Sibul
12. Dr. Melchora Asdillo
13. Mr. Joseph Gemina
14. Mrs. Dae P. habalo
15. Mrs. Miriam Lou Batiancila
16. Mrs. Ruby Jean Bidaure
17. Engr. Erwin Pinuto

### Administrative/Personnel/Supply/Cashier

1. Mrs. Lida P. Sarmiento
2. Mrs. Lani Yurong
3. Mrs. Tara Gay S. Dapat
4. Mr. Henry Balahan
5. Mrs. Alicia Sagolili

### Support Staff

1. Kecylien Omale
2. Alfredo Ticon
3. Chris Angelo Empeso
  
18. Mr. Arnold Jungco
19. Mrs. Rhodaine Dizon
20. Dr. Peter Lajato
21. Dr. Delia Alanano
22. Dr. Fe Zuniega
23. Mr. Sunny Uy
24. Dr. Charmaigne Burgos
25. Mr. Renato A. Tano
26. Dr. Ieny Soccoro
27. Dr. Emelyn Bolongaita
28. Dr. Ernesto Paculanang
29. Dr. Reynaldo Buagas
30. Dr. Jeanny Abejero
31. Dr. Rolando Paccaro
32. Dr. Jovenciana Davad
33. Dr. Constance Joy Sarne
34. Dr. Elisa Baguio



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**Division Monitoring, Evaluation and Adjustment (DMEA) Tool**  
**3RD QUARTER (CY 2018)**  
**(July- September, 2018)**

Unit/Section:

Date:

| KRAS PER PERSONNEL/SECTION | OBJECTIVES | ACTIVITIES | TIMELINE    |             | Annual Target | PHYSICAL ACCOMPLISHMENTS |                  | % OF ACCOMPLISHMENT (QA/AT) | Annual Target | FINANCIAL ACCOMPLISHMENTS |                  | % OF ACCOMPLISHMENT (QA/AT) | REMARKS |
|----------------------------|------------|------------|-------------|-------------|---------------|--------------------------|------------------|-----------------------------|---------------|---------------------------|------------------|-----------------------------|---------|
|                            |            |            | TARGET DATE | ACTUAL DATE |               | QUARTERLY TARGET         | QUARTERLY ACTUAL |                             |               | QUARTERLY TARGET          | QUARTERLY ACTUAL |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |
|                            |            |            |             |             |               |                          |                  |                             |               |                           |                  |                             |         |

Prepared by:

\_\_\_\_\_  
 Name/Position



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| NO. | Areas of Concern  | CIGPs | Cause of Occurrence | Proposed Corrective Action | Time Frame to Resolve/Address | Proposed Preventive Measure/s |
|-----|---|-------|---------------------|----------------------------|-------------------------------|-------------------------------|
| 1.0 | Curriculum, Learning and Assessment   |       |                     |                            |                               |                               |
| 1.1 | Curriculum Management   |       |                     |                            |                               |                               |
| 1.2 | Learning Delivery   |       |                     |                            |                               |                               |
| 1.3 | Learning Resources  |       |                     |                            |                               |                               |
| 1.4 | Learning Assessment   |       |                     |                            |                               |                               |
| 2.0 | Governance and Accountability   |       |                     |                            |                               |                               |
| 2.1 | Division Financial Resources (MOOE, SARO, etc)  |       |                     |                            |                               |                               |
| 2.2 | Crucial Resources   |       |                     |                            |                               |                               |
| 2.3 | PAPs with SARO  |       |                     |                            |                               |                               |
| 2.4 | GAD Activities  |       |                     |                            |                               |                               |
| 2.5 | Private Schools Permit and Recognition  |       |                     |                            |                               |                               |
| 2.6 | Linkages/Partnership  |       |                     |                            |                               |                               |
| 2.7 | SIP/AIP Concerns  |       |                     |                            |                               |                               |
| 2.8 | Division Initiated PAPs   |       |                     |                            |                               |                               |
| 2.9 | Senior High School (Program Offerings, Immersion, JDV, etc)                                   |       |                     |                            |                               |                               |
| 3.0 | Division Performance Indicators   |       |                     |                            |                               |                               |
| 3.1 | Enrolment Rate  |       |                     |                            |                               |                               |
| 3.2 | Promotional Rate  |       |                     |                            |                               |                               |
| 3.3 | Numeracy Rate   |       |                     |                            |                               |                               |
| 3.4 | Reading Proficiency   |       |                     |                            |                               |                               |
| 3.5 | LARDOs  |       |                     |                            |                               |                               |
| 3.6 | Achievement Rate  |       |                     |                            |                               |                               |
| 4.0 | Personnel Management  |       |                     |                            |                               |                               |
| 4.1 | Learning/Training and Development   |       |                     |                            |                               |                               |
| 4.2 | Benefits/Welfare/   |       |                     |                            |                               |                               |
| 4.3 | Personnel Action (Promotion/ERF, Appointment/ Tardiness/ Habitual Absences, Leave of Absence) |       |                     |                            |                               |                               |