



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

December 10, 2018

**Division Memorandum**  
No. 865 s. of 2018.

**2<sup>nd</sup> QUARTER SMEA-DsMEA (SY 2018-2019) &  
4<sup>TH</sup> QUARTER DMEA (CY 2018) SCHEDULE**

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

1. This office hereby announces the schedule of the activities for the 2<sup>ND</sup> and 4<sup>TH</sup> Quarter Monitoring, Evaluation and Adjustment (MEA) 2018 for schools, districts and the division office. School Heads and Public Schools District Supervisors (PSDSs) are hereby encouraged to conduct MEA *in any of the dates* listed below.

Activity	Schedule
Gathering & Inputting of Data to Online Evaluation Tool (Teachers)	December 24, 2018- January 4, 2019
Orientation of School MEA Coordinators by District MEA Administrator	December 20-22, 2018
School MEA Conference (Presentation of Data Gathered from Teachers & KRA Accomplishment of School Heads)	January 7-12, 2018
District MEA Conference (Validation of Data & Presentation of KRA Accomplishment of School Heads)	January 14- 18, 2018
Division MEA Conference (Presentation of Data Gathered per District and KRA accomplishment of PSDSs, and Division Unit Heads & Personnel)	January 23- 25, 2018

2. Furthermore, PSDSs/ District- In- Charge (DICs) are requested to furnish a copy of the School and District MEA Conference schedule chosen by the School Heads to [mea.negor@deped.gov.ph](mailto:mea.negor@deped.gov.ph) using the attached format for awareness of the ASDS and other

01 Dec. 2018

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Sup'ts Office); (035) 225-1622 (CID); (035) 225-1023 (Legal Section); (035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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Division Personnel who will help in monitoring the conduct of the activity. Please submit the copy on or before **December 21, 2018**.

3. Moreover, PSDSs and DICs who are re-assigned after the 2<sup>nd</sup> Quarter examination shall report and submit the result of the 2<sup>nd</sup> Quarter DsMEA for the previous district they were assigned and their KRA accomplishment reflecting their 4<sup>th</sup> quarter achievement for CY 2018. All PSDSs and DICs shall use the same and uniformed format of the MEA PowerPoint Presentation prepared by the MEA Administrators.
4. Final links for the Online MEA Tool shall be given to the MEA Administrators on December 18, 2018 after the finalization workshop and shall be posted in the website on or before December 19, 2018. Please be guided accordingly.
5. For widest dissemination and compliance.

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



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**Schedule of Schools and Districts  
for the 2<sup>nd</sup> Quarter SMEA – DsMEA**

District: \_\_\_\_\_  
District MEA Schedule: \_\_\_\_\_  
Name of Current Supervisor: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Name of Incoming Supervisor: \_\_\_\_\_ (If applicable)

NO.	Name of School	SMEA Schedule	Venue	Total Number of Teachers	Total Number of Non-Teaching Personnel
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Prepared by:

\_\_\_\_\_  
Public Schools District Supervisor/DIC