
	<p style="text-align: center;"> Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City DIVISION MEMORANDUM </p>		<p> Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018 </p>
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DIVISION MEMORANDUM
DM-2020-025

TO : All Cluster Heads in the Schools Division of Alaminos city
FROM : Schools Division Superintendent
SUBJECT : 4th Quarter Cluster Monitoring, Evaluation and Adjustment
DATE : January 13, 2020


1. All heads of cluster schools are enjoined to conduct the Cluster Monitoring, Evaluation and Adjustment (CMEA) for the fourth quarter on January 15, 2020. This activity shall be participated by all school heads who shall present their reports on the following:

- Physical and Financial accomplishments;
- Unaccomplished outputs;
- Value-added output;
- Concerns, issues, gaps, problems encountered and proposed resolutions, and
- Innovations and lesson learned.

2. Cluster heads should consolidate the report of each school from their cluster and should present the consolidated reports during the Division Monitoring, Evaluation and Adjustment to be held on January 17, 2020 at the Schools Division Office Library Hub.

3. Attached to this Division Memorandum are the CMEA forms to be accomplished by the school heads for the presentation of each school for your reference.

4. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO VI
 Schools Division Superintendent

