DIVISION MEMORANDUM
DM-2020 – 029

TO : ASDS, CESs, EPSs, AOs, SEPSs, Unit/ Section Heads and Concerned SDO Personnel, and the 5 Coordinating Principals of each Cluster

FROM : Office of the Schools Division Superintendent

SUBJECT : **4th Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)**

DATE : January 13, 2020

PARTICULARS

1. To ensure a Complete Staff Work, the 4th Quarterly Division Monitoring, Evaluation and Adjustment (DMEA) for the Schools Division Office of Alaminos City will be conducted. There is a template to be used primarily designed to data analysis – a tool to facilitate quantitative and qualitative analysis. It provides guide questions to be used by the Division Personnel to systematically document the initial progress of the department's programs, projects, and activities (PPAs). The questions are organized to reveal and explain results why and how these programs are sustained, mitigated, and/ or resolved.

2. The DMEA will be held on January 16, 2020 at the Schools Division Office Library Hub. You will be using the same templates and the presentations for each Functional Division (FD) including the Coordinating Principal of each five clusters.

3. Prepare at most 20-minute PowerPoint Presentation guided by the following:
   A. DMEA Forms 1) – 4)
      1) Physical and Financial Accomplishment (for those who have WFPs)
      2) Unaccomplished Outputs
      3) Value-Added Outputs
      4) Implementation Concerns, Issues, Gaps and Problems (CIGPs) and Proposed Resolutions
   B. Innovation/ s Supporting Quality and Relevance (if any)
   C. Lessons Learned

4. For your immediate dissemination and strict compliance.

LORNA G. BUGAYONG, Ph. D., CESO VI
Schools Division Superintendent

mdr