DIVISION MEMORANDUM
No. **5 4 2**, s. 2015

RFTAT MONITORING AND OBSERVATION ON THE CONDUCT OF DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) CONFERENCE TO ASSIGNED SCHOOLS DIVISIONS

To: Assistant Superintendent
        Education Supervisors/Coordinators
        District Supervisors/OICs/Caretakers
        Elementary and Secondary School Heads

1.   For the information of all concerned, attached herewith is Regional Memorandum No. 507, s. 2015, entitled, "RFTAT Monitoring and Observation on the Conduct of Division Monitoring, Evaluation and Adjustment (DMEA) Conference to Assigned Schools Divisions".

2.   In line with the aforementioned Memorandum, the Division Monitoring, Evaluation and Adjustment (DMEA) Conference will be held on September 1, 2015 (8:00 A.M. to 5:00 P.M.) at Dalaguete National High School, Dalaguete, Cebu to be hosted by Dalaguete NHS. The participants to the said activity are the following:

    a. Schools Division Superintendent (1)
    b. Assistant Schools Division Superintendent (1)
    c. Chief Education Program Supervisors (2)
    d. Education Program Supervisors/Coordinators (13)
    e. Senior Education Program Specialists (4)
    f. Administrative Officer V (1)
    g. Section Chiefs (6)
    h. Regional FTAT (4)

3.   Participants coming from the Division Office are directed to prepare a five-minute presentation regarding their subject/section accomplishment from January to June, 2015 using the format below:

OBJECTIVE/S	ACTIVITY/IES	TIMELINE	TARGET		ACTUAL		CHALLENGES/ISSUES
			PHYSICAL	FINANCIAL	PHYSICAL	FINANCIAL	

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

DepEd

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4.   Travelling and other expenses relative to the holding of the DMEA Conference, such as snacks and meals are chargeable against the Division INSET Funds, subject to its availability and the usual accounting and auditing rules and regulations.

5.   This Memorandum shall serve as "Authority to Travel" of the participants.

6.   Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

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