



December 1, 2016

DIVISION MEMORANDUM

No. 778, s. 2016

CONDUCT OF ONE-DAY ORIENTATION TO ALL DISTRICT SUPERVISORS AND DISTRICT ICT COORDINATORS FORMEA DATA GATHERING IN THE SECOND QUARTER OF SCHOOL YEAR 2016-2017

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS M & E/SEPS Soc Mob / EPS-II M & E
District Supervisors/OICs
District ICT Coordinators
Elementary and Secondary School Heads

1. PerRegional Memorandum # 0533 , s. 2016 entitled "**Conduct of Monitoring Evaluation and Adjustment (MEA) for Schools (SMEA), Districts(DsMEA) and Division (DMEA) for the First Quarter of School Year 2016-2017**", this office announces the conduct of the "**One-Day Orientation to all District Supervisors and District ICT Coordinators on MEA Data Gathering for the Second Quarter**"on **December 5, 2016 (8:00 AM-5:00 PM)** at **Executive Dining, Ecotech Center, Lahug, Cebu City**.
2. Participants to this activity are the **Chiefs of SGOD and CID, Division Supervisors, SEPS-M&E, EPS-II M & E, SEPS-Soc Mob, District Supervisors and District ICT Coordinators**.
3. This activity aims to:
 - a. Orient the District Supervisors and District ICT Coordinators with on-line forms/Monitoring and Evaluation Tool to be used in MEA data gathering for the second quarter;
 - b. discuss issues and concerns relative to the conduct of SMEA and DsMEA ;and
 - c. Providetechnical assistance/mechanisms for accurate data gathering in preparation for the RMEA.

4. Participants are requested to bring the hard copies of the monitoring tools used during the SMEA First Quarter, laptop, and USB. To access hard copies of these templates, please download from **DMET RO7 Facebook Group** or join our fb group: **DEPEDCEBUPROVINCE_MEA**.
5. Traveling expenses of the participants shall be chargeable against **local School/MOOE/SEF/PTA Funds**, while venue rental, meals, traveling expenses of division personnel, and other incidental expenses relative hereto, shall be chargeable against **Division Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as participants' Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent 

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