



06 SEP 2017

**DIVISION MEMORANDUM**

No. 567 s. 2017

**ONE –DAY ORIENTATION WORKSHOP ON THE REVISED ON-LINE MONITORING AND EVALUATION TOOL ( e-MEA TOOL) TO ALL DISTRICT MONITORING AND EVALUATION COORDINATORS**

**TO : Assistant Superintendent  
Division Supervisors/Coordinators  
SEPS and EPS II M & E  
District Supervisors/OIC's  
Elementary and Secondary School Heads**

1. This Office announces the conduct of an **Orientation Workshop on the REVISED ON-LINE Monitoring and Evaluation Tool to all Public School District Monitoring and Evaluation Coordinators ( M & E Coordinators)** on **September 8, 2017 ( Friday) from 8:00 AM to 5: 00 PM** at **Kamagong Function Room, Ecotech Center Lahug , Cebu City.**
2. Participants to this seminar –workshop are the **Chief of the SGOD, SGOD EPS, SEPS M & E, EPS II M & E, SEPS Planning and Research , Division IT Officer, and the FIFTY-FIVE (55) District M and E Coordinators.**
3. This activity aims to:
  - a. Orient the District Supervisors and District M & E Coordinators with the **REVISED ON-LINE MONITORING TOOL** to be used in MEA data gathering for the **First Quarter** for SY 2017-2018;
  - b. Discuss issues and concerns relative to the conduct of SMEA and DSMEA and;
  - c. Provide technical assistance /mechanisms for accurate data gathering in preparation for the DMEA and RMEA.
4. Participants are required to bring laptops, extension wire, USB and portable WiFi to be used during the workshop and to report to the venue on time.
5. Participants are likewise required to create their **GMAIL ACCOUNT** prior to the scheduled orientation.
5. Travelling and other incidental expenses of the participants shall be charged against **local school MOOE** funds, while meals, venue rentals, and other expenses of participants and Division Personnel relative to the conduct of the said activity shall be

charged 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 dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

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