



April 12, 2018

DIVISION MEMORANDUM

No. s. 257 2018

**SCHOOL YEAR-END DIVISION MONITORING , EVALUTION AND ADJUSTMENT
(DMEA)**

**TO : Assistant Superintendents
Division Supervisors/Coordinators
Senior Education Program Specialists
District Supervisors/OIC's
Elementary and Secondary School Heads**

1. This Office announces the conduct of the **Year-End Division Monitoring, Evaluation and Adjustment (DMEA)** for SY 2017-2018 on April 19, 2018 at Hotel Fortuna from 8:00 AM to 5:00 PM.

2. The said DMEA is conducted in preparation for the up-coming RMEA on the last week of April.

3. Participants of the said one-day conference are the **District Supervisors, District ICT Coordinators, and District M and E Coordinators**. Thus, per district is only allowed/ given **three slots** during the said conference.

4 During the DMEA, participants per district are required and mandated to bring the following data (both hard and soft copy) separate for elementary and secondary to wit;

4.1 SCHOOL OPERATION

- SIP-AIP Implementation
- Utilization of the School MOOE
- Performance Indicators (emphasis on Drop-out-Rate, Repetition Rate, Reading Proficiency and Numeracy.
- School Authorized organization such as Parents-Teachers Association, SSG and others.
- Administrative matters particularly on personnel actions, emoluments (appointments , promotion, movement of personnel)
- Ratio of Number of Classrooms to the learner populace
- Nutritional Status (emphasis on severely wasted, challenges encountered in the implementation of the feeding program
- Private School Operations

4.2 CLASSROOM TEACHERS

- Curriculum Management
- Learning Delivery
- Learning Resources
- Assessment of Learning

4.3 SENIOR HIGH SCHOOL PROGRAM (for private schools)

- Availment of the Voucher Program
- LIS/LRN Concerns
- Immersion /Linkages concerns

5. Please see attached **TEMPLATE** to use during the presentation of your results. District Supervisors will be the presenter of the DsMEA results during the DMEA.

6. Attendance of the above-mentioned participants is compulsory. **This DMEA conference will be made a part of your year-end clearance.** Please bring laptops, extension wires and USB.

7. Transportation expenses incurred by the participants during the conference shall be charged against **Local Funds/ SCHOOL MOOE**, while meals will be charged against **Division MOOE** subject to the existing auditing rules and regulations.

8. Immediate dissemination with this Memorandum is directed.

For:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent


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Assistant Schools Division Superintendent
Office-in-Charge

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SCHOOL LETTER HEAD

AREA OF CONCERN	CIGPs	Factors/Causes	Proposed Resolution/Action	Timeline for Resolution
1. SCHOOL OPERATION				
1.1 SIP- AIP Implementation				
1.2 Utilization of School MOOE				
1.3				
1.4 Refer to the list on page 1				
1.5				
1.6				
1.7				
1.8				
2. CLASSROOM INSTRUCTION				
2.1				
2.2 Refer to the list on page 1				
2.3				
2.4				
3. SENIOR HIGH SCHOOL PROGRAM (for Private Schools)				
3.1				
3.2				
3.2				

Note : During the presentation of DSIMEA results, this will be reported through power point presentation.