



Republic of the Philippines
Department of Education
 Region VI- Western Visayas
DIVISION OF SAGAY CITY

10 1 DEC 2020

Division Memorandum
 No. 316 s. 2020



**CONDUCT OF 4th QUARTER
 Division Monitoring Evaluation and Adjustment (DMEA)**

To: Chiefs CID & SGOD
 Education Program Supervisors
 SDO and SGOD Section Heads

1. The Schools Division of Sagay City through the Monitoring and Evaluation Unit of the School Governance and Operations Division will conduct the 4th Quarter DMEA at the Division Office Lobby on the following schedule:

Division	Date and Time
OSDS	December 14, 2020 9:00 a.m.-12:00 nn
CID	December 14, 2020 1:00 p.m.-5:00 pm
SGOD	December 15, 2020 8:30 am-12:00 nn

2. The following are the objectives of the activity:
 - a. Present accomplishment report for the 4th Quarter based on KRAs
 - b. Identify issues encountered for the 4th Quarter and action taken
 - c. Identify factors that hindered or facilitated the attainment of targets for the quarter
 - d. Recommend actions to improve performance
3. The following will prepare an accomplishment report using the attached template:
 - a. Education Program Supervisors
 - b. SDO and SGOD Section Heads
4. All Education Program Supervisors, Senior Education Program Specialists, Unit Heads, Division Focal Persons shall submit their respective accomplishment report to their Division Chief for consolidation and submission of accomplishment report to the M and E Unit.
5. See attached enclosure for the template of the presentation.
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate and widest dissemination of this memorandum is desired


ARLENE G. BERMEJO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent 

Encl: as stated:
 Reference: None
 To be included in the perpetual index
 under the following subjects:

MONITORING EVALUATION ADJUSTMENT



Address: Quezon St., Poblacion 1, Sagay City, Negros Occ.
 Telephone Number: .(034) 488 – 0215/0216



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

Enclosure No. 2

TEMPLATE FOR SDO FUNCTIONAL DIVISIONS ACCOMPLISHMENT REPORT

A. SUMMARY OF QUARTERLY ACCOMPLISHMENT REPORT						
KRA	PHYSICAL			FINANCIAL		
	# of Target Activities	# of Actual Accomplishment	% of Accomplishment	Amount to be Utilized	Actual Amount Utilized	% of Utilization
KRA 1						
KRA 2						
KRA 3						
KRA 4						
Total						

Note: Summary of Quarterly Accomplishment- refers to the total number of activities listed in every KRAs and the number of actual and percentage of accomplishments and utilization.

B. QUARTERLY ACCOMPLISHMENT REPORT					
KRA 1:					
Physical Accomplishment			Financial Accomplishment		
List of Activity	Status (accomplished, Not Accomplished, On-going, Rescheduled)	REMARKS	Amount to be Utilized (WFP)	Actual Amount utilized	% of Utilization

C. SUMMARY OF ISSUES ENCOUNTERED AND ACTIONS TAKEN	
ISSUES ENCOUNTERED	ACTIONS TAKEN



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

E. SUMMARY OF HINDERING FACTORS

D. SUMMARY OF FACILITATING FACTORS

