



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

12 April 2021

DIVISION MEMORANDUM
 No. *129*, s. 2021

2021 QUARTER 1 DMEA CONFERENCE AND REVIEW

To: Office of the Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 All others concerned

1. This Office informs all the Unit/Section and Program Owners of the three (3) Functional Divisions (FD) of the conduct of the Quarter 1 **VIRTUAL** Division Monitoring, Evaluation and Adjustment (DMEA) Conference on **April 19, 2021 at 9:00 AM.**

2. Participants to the conference per FD are listed below the item.

Office of the Schools Division Superintendent (OSDS): 12 participants
<i>SDS(1), ASDS(1), Attorney III(1), Administrative Officer V – Admin(1), Administrative Officer V – Budget Office (2), IT Officer(1), Accountant III(1) and Administrative Officer IV (4)-(Records, Supply, Cash, HRMO)</i>
Curriculum Implementation Division (CID): 12 participants
<i>Chief ES(1), Education Program Supervisors (9), EPS-LRMDC (1), and PSDS/DIC Representative (1)</i>
School Governance and Operations Division (SGOD): 16
<i>Chief ES(1), Education Program Supervisor(1), Senior Education Program Specialists (4) - (SMME, SMAN, PAR, HRD), Engineer III(1), Planning Officer III(1), Project Development Officer II(1), Project Development Officer I(1), Education Program Specialists II(3) in SMME, Dentist III (1) and Nurse II (2) of the School Health and Nutrition.</i>
TOTAL (40)

3. The Google meet platform will be used with this code:
<https://meet.google.com/ggu-sofa-erp>

4. Each Functional Division shall be using MS PowerPoint Presentation to present the consolidated MEA Reports (per KRA of the FD) in this format:
 A. Template 1-Physical and Financial Accomplishment Report
 B. Template 2-Unaccomplished Output Report
 C. Template 3-Value-Added Outputs Report;



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- D. Template 4-CIGPs and Proposed Resolutions;
 - E. Programs, Activities, Projects (PAPs) Monitoring Tool (as attached)
 - F. Template 6-Lessons Learned
5. Expenses to be incurred during the Quarter 1 DMEA Conference and Review shall be charged to 2021 HRTD Funds subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance and strict compliance.

[Handwritten Signature]
RACHEL R. LLANA, PhD., CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

[Handwritten Signature]
 4-12-2021

