



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

03 May 2021

DIVISION MEMORANDUM  
 No. **153**, s. 2020

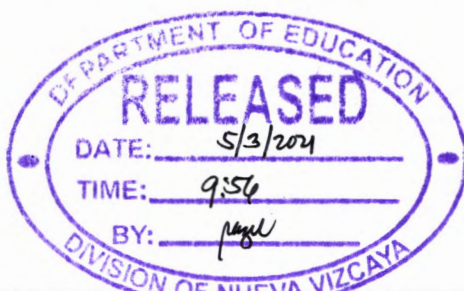
**ONLINE SUBMISSION OF QUARTER 1 DISTRICT CONSOLIDATED  
 MONITORING AND EVALUATION AND ADJUSTMENT (DISTRICT MEA) REPORT**

To: Office of the Assistant Schools Division Superintendent  
 School Governance and Operations Division Chief  
 Curriculum Implementation Division Chief  
 Public Schools District Supervisors/District In-Charge  
 Public Elementary and Secondary School Heads Concerned  
 All Others Concerned

1. This Office requires all the District Supervisors/District In-charge through their District ICT/MEA Coordinators of the online submission of the consolidated District MEA reports for the First Quarter of FY 2020.
2. Please be guided of the monitoring schedule with corresponding timeline of school data requirements:

Monitoring Schedule	Months Covered
2021 Quarter 1	January, February and March

3. For a unified reporting of the data in the School and District MEA reports, download the enhanced template (as of March 2020) in MS Excel format using the link: <https://tinyurl.com/DistrictMEATools2020>. Please be reminded that “Copy-Paste” in the entry of data is not allowed in the template since there are formula embedded in the cells which were secured/locked. If doing so, the office application where the template is running will not work properly and will cause to loss of data.
4. Online submission shall be until May 6, 2021. Use the URL to upload the District MEA reports: <https://tinyurl.com/QuarterlyDistrictMEA>. The filename shall be the name of the District.
5. Immediate and wide dissemination of this Memorandum is desired.



**RACHEL R. LLANA, PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

*[Handwritten signature]*  
 05-03-2021



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