



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

24 August 2021

DIVISION MEMORANDUM
 No. **318**, s. 2021

**2021 QUARTER 3 DIVISION MONITORING, EVALUATION
 AND ADJUSTMENT (DMEA) RELATED ACTIVITIES AND TIMELINE**

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 of the timeline in the conduct of the Quarter 3 Division Monitoring, Evaluation and Adjustment (DMEA) related activities.
2. The Unit/Section Heads and Program Owners must include all the activities implemented during the months of July, August and September, including those activities that are slated for implementation for the remaining days of the quarter.
3. All shall adhere to the following dates of the DMEA-related activities, to wit:

DMEA Activities	Dates
Preparation of Report Templates 1-6 and submission of Unit and Section MEA Report	September 6-8, 2021
MEA Report Consolidation per FD	September 9-10, 2021
Validation of MOVs, Review and Finalization of the FD MEA Report through FD PIR	September 13, 2021
Consolidation and Preparation of Division MEA Report	September 14, 2021
DMEA Conference and Review	September 21, 2021
Finalization and submission of DMEA Quarter 4 Report to the Office of the Regional Director	September 23, 2021

4. Expenses to be incurred during the Quarter 3 DMEA Conference and Review shall be charged to 2021 HRTD Funds subject to the usual accounting and auditing rules and regulations.
5. For your information, guidance and strict compliance.



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

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