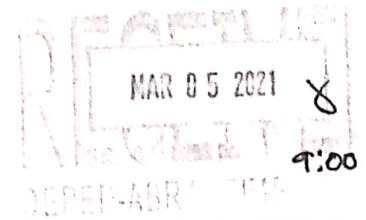




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
 No. 080 s. 2021

March 4, 2021

**CONDUCT OF SCHOOL AND DISTRICT DIVISION MONITORING EVALUATION AND ADJUSTMENT CONFERENCE**

TO: OIC- Assistant Schools Division Superintendent  
 Chiefs – CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All Elementary and Secondary School Heads

1. This is to remind all Public School District Supervisors, all elementary and secondary school heads to conduct SMEA and DisMEA a week or earlier before the conduct of quarterly DMEA .

Schedule of the conduct of quarterly DMEA:

Quarterly DMEA	Schedule of Conduct
1 <sup>st</sup> Quarter	March 25, 2021
2 <sup>nd</sup> Quarter	June 29, 2021
3 <sup>rd</sup> Quarter	September 28, 2021
4 <sup>th</sup> Quarter	December 15, 2021

2. For the 1<sup>st</sup> Quarter MEA, the following agenda will be discussed:
  - Accomplishments of Schools vis-à-vis the Annual Implementation Plan for necessary adjustments.
  - Status of Performance indicators for the quarter ( enrolment, drop out etc.)
  - Issues on Modules, RBI, ALS and other related issues
  - SBM Level of Practice, Partnership
  - Implementation of DepEd Programs and activities
  - Issues on LSA, School Buildings and facilities and other related issues
  - Financial matters ( liquidation status of schools, increment, loyalty pay & other unpaid benefits)
  - Administrative matters
  - Giving of necessary interventions and adjustments to improve the delivery of quality basic quality education
3. Post report of the conduct of SMEA and DisMEA will be submitted to SGOD-SMME through the Records Section two days after or earlier the conduct of the activity for consolidation and the list of updated MEA Team( at least 3 members).



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
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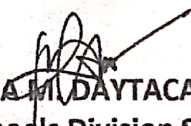
4. For the consolidation of the reports, the following are assigned for each unit/division:

Unit/Division	Document Controller
Curriculum Implementation Division	Noe Magayam
School Governance & Operation	Generoso Palope and Kathlyn Galvan
Office of the SDS	Florgale Panelo and Jam Ballesta

5. For the format of the Post MEA Report

Issues and Concerns	Facilitating & Hindering factors	Recommendations, Catch-Up plan, intervention	Persons Involved
CID			
SGOD			
Finance Section			
Admin Section			

6. Immediate dissemination of the Memorandum is highly appreciated.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC- Schools Division Superintendent

