



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran  
Tagbilaran City



August 6, 2018

**DIVISION MEMORANDUM**

No. 395 s. 2018

**CONDUCT OF THE MONITORING, EVALUATION AND ADJUSTMENT (MEA) CONFERENCE**

TO: Asst. Schools Division Superintendent, Chiefs for Curriculum and Governance Divisions, Education Program Supervisors, Public Schools District Supervisors/OIC PSDS's, Elementary and Secondary School Principals and School Heads, Alternative Learning System Specialists, SDO HRMO, Accounting, Finance Office, Legal, ICT, and SGOD Team

1. This office announces the conduct of the Monitoring, Evaluation and Adjustment (MEA) Conference on the following schedules:

| Date               | Activity     | Quarter       | Venue                                     | Participants  |
|--------------------|--------------|---------------|---|---|
| August 16-17, 2018 | School MEA   | First Quarter | Respective School                         | School Head, Teachers and SMEA Coordinator  |
| August 23-24, 2018 | District MEA | First Quarter | Respective District                       | PSDS, School Head, DsMEA Coor. District ALS Coordinator and SMEA Coor.  |
| August 30-31, 2018 | Division MEA | Third Quarter | Alta Resort Restaurant, San Isidro, Bohol | SDS, ASDS, Chief CID, Chief SGOD, EPS, HRMO, Accounting, Finance Office, Legal, ICT, ALS Focal Person and SGOD Team |

2. The conduct of the said conferences should focus only on the Concerns, Issues, Gaps and Problems (CIGPs) of the different performance indicators of your schools.
3. Templates to be used on the said activities available at SGOD Office (M&E Section), these are as follows:
  - ❖ Subject Failure
  - ❖ LARDO
  - ❖ Phil-IRI for Gr. 3-10 (Filipino)
  - ❖ Phil-IRI for Gr. 4-10 (English)
  - ❖ Learners with Poor Nutrition
  - ❖ Kinder Learning Competencies
  - ❖ ALS Accomplishments vis-à-vis of the targets on the Work and Financial Plan
  - ❖ CIGPs
  - ❖ PSDS Work and Financial Plan
4. The SGOD team members will monitor the conduct of District Monitoring, Evaluation and Adjustment Conference on the specific dates mentioned above.

5. While the schools and districts are having their MEA conference, the internal M&E team per section in the Schools Division Office (SDO) shall gather the quantitative accomplishment of their respective sections (CID, SGOD, HRMO, and Finance). The data gathered and Means of Verifications (MOVs) shall be submitted to the SGOD Unit (M&E Section) on August 24, 2018 for validation.
6. Soft copy (CD) and Hard Copy of the Outputs during the DsMEA and PSDS Work and Financial Plan shall be submitted to the Division Quality Assurance Monitoring and Evaluation Team on August 28, 2018.
7. Expenses for the meals, materials and travel of participants shall be taken from their Division/School MOOE funds, subject to the usual accounting and auditing rules & regulations.
8. For your guidance and compliance.
9. This memorandum also serves as **Travel Order**.
10. Immediate and wide dissemination of this Memorandum is desired.

  
**NIMFA D. BONGO, Ed. D., CESO V**  
Schools Division Superintendent 