



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



January 7, 2025

DIVISION MEMORANDUM

No. 01-004s, 2025

**CONDUCT OF DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA),
AND PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT (PIRPA)
REPORTS FOR 4TH QUARTER CY 2024 AND CY 2025 DMEA SCHEDULE**

To: Assistant Schools Division Superintendent
SGOD and CID Chief
Public Schools District Supervisors/DICs
Chiefs of Sections/Units
All other concerned

1. Pursuant to Regional Memorandum No. 0181, s. 2024 titled "Conduct of Regional Monitoring, Evaluation, and Adjustment (RMEA), CY: 2024, this office shall hold **DMEA Report Presentations and Program Implementation Review and Plan Adjustment (PIRPA) for 4th Quarter of CY 2024** on **January 23, 2025**, at 8:00 am to 5:00 pm at the Schools Division Office Training Center, Dapa, Surigao del Norte.
2. This activity aims to evaluate the gains of the implemented plans, programs, and activities in the fourth quarter of the last calendar year which are deemed critical in crafting technical assistance plans and providing the necessary interventions to the issues and concerns identified by each functional division.
3. Prior to the conduct of the activity, the division chiefs and personnel in-charge are directed to facilitate the data collection process and the pre-work of the presentation.
4. The expected participants in this activity are listed below and must strictly follow their designated clustered schedule:

Sub-mechanism	Cluster	Participants	Time
OSDS	1	Legal Officer, ITO, Budget Officer, Division Accountant, AOV, AOsIV	8:00 am to 10:00 am



		(Cashier, Personnel, Records, and Supply)	
SGOD	II	Chief-SGOD, EPS(SGOD), SEPS, EPS II, Planning Officer, YFD Coordinators, SHN Personnel, Representative from Physical Facilities Section	10:00 am to 12:00 am
CID	III	Chief – CID, EPS from Instructional Management Section, PSDS/DIC, Representative from Learning Resource Management Section	1:00 pm – 3:00 pm
Minutes Taker	Louwyn E. Gubaton – EPSp II SMM&E		
Facilitator	Aquino D. Garcia – SEPS, SMM&E		
DMEA In-charge	Harem L. Taruc, PhD - Chief, SGOD Gemna G. Pobe, EdD, DPA - Chief, CID Aquino D. Garcia – SEPS, SMME		

CLUSTER REACTORS	
I – OSDS	Roel T. Diamante, PhD, CESE - ASDS Regemie A. Alburo, PhD – PSDS Kathleen M. Jorales – PSDS
II – SGOD	Roel T. Diamante, PhD, CESE - ASDS Fernando A. Dones, Jr. PhD, - EPS Luz Sandra R. Fernandez, EPS
III - CID	Roel T. Diamante, PhD, CESE - ASDS Harem L. Taruc, PhD – Chief ES Joselito T. Tokong - EPS Reneir S. Oraliza, SEPS

- The PIRPA template can be accessed and downloaded at <https://tinyurl.com/siapirpa>.
- After the conduct of the activity, the chiefs of every functional division must submit the soft copies of the final and refined consolidated DMEA and PIRPA Reports to Aquino D. Garcia, SEPS – SMME on or before January 24, 2025 for consolidation and presentation to the RO.



7. Lunch and snacks will be served to the participants. Meal expenses shall be charged against the Division MOOE allocated for and divided by each functional division subject to the usual accounting rules and regulations.
8. Attention is also directed to the set Schedule of Division Monitoring, Evaluation, and Adjustment (DMEA) for Calendar Year 2025 to wit:

QUARTER	DMEA SCHEDULE
FIRST QUARTER	April 8, 2025
SECOND QUARTER	July 8, 2025
THIRD QUARTER	October 8, 2025
FOURTH QUARTER	December 12, 2025

9. Immediate dissemination and strict compliance with this memorandum are highly desired.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent 

Reference: RM 0181, s. 2024

Encl's:

To be indicated in the **PERPETUAL INDEX** under the following subjects:

MONITORING

EVALUATION

ADJUSTMENT

MECHANISM

SGOD/adg
01/07/25