



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



Office of the Schools Division Superintendent

April 21, 2025

DIVISION MEMORANDUM

No. **04-122** s, 2025

**CONDUCT OF DIVISION MONITORING, EVALUATION, AND ADJUSTMENT (DMEA),
AND PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT (PIRPA)
REPORTS FOR THE FIRST QUARTER OF CY 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / DICs
Section Heads
All others Concerned

1. Pursuant to Regional Memorandum No. 0346, s. 2025 titled "Conduct of Regional Monitoring, Evaluation, and Adjustment (RMEA) – Program Implementation Review and Plan Adjustment (PIRPA), CY 2025, this office shall hold DMEA Report Presentations and Program Implementation Review and Plan Adjustment (PIRPA) for 1st Quarter of CY 2025 on April 28, 2025, at 8:00 am to 5:00 pm at the Schools Division Office Training Center, Dapa, Surigao del Norte.
2. 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, AOIV (Cashier, Personnel, Records, and Supply)	8:00 am to 10:00 am



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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 <i>Chief – SGOD</i> Gemna G. Pobe, EdD, DPA <i>Chief – CID</i> Malou S. Omosay <i>Administrative Officer V</i> Aquino D. Garcia <i>SEPS - SMME</i>		

CLUSTER REACTORS	
I – OSDS	Regemie A. Albuero, PhD – PSDS Kathleen M. Jornales – PSDS Sarachen L. Sangco - PSDS
II – SGOD	Fernando A. Dones, Jr. PhD, - EPS Luz Sandra R. Fernandez, EPS Randy T. Rudila - EPS
III - CID	Harem L. Taruc, PhD – Chief ES Joselito T. Tokong - EPS Renier S. Oraliza, SEPS



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3. The New DMEA template can be accessed and downloaded at <https://tinyurl.com/newdmeatemplate>.
4. 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 April 29, 2025 for consolidation and presentation to the RO.
5. The **Quarterly Physical and Financial Report** generated from the **PMIS** shall be submitted and presented to the Regional Office during **RMEA-PIRPA**. A workshop on how to generate this report from the PMIS will be held on April 22, 2025, at 9:00 a.m. at the Division Office Training Center.
6. Immediate and wide dissemination of this Memorandum is desired.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects

MONITORING AND EVALUATION

DMEA

SGOD/adg 4/21/25



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