

**MEMORANDUM**

No. 276, s. 2018

TO : Assistant Schools Division Superintendent  
Curriculum Instruction Division Personnel  
School Governance Operation Division Personnel  
Public Schools District Supervisors/District In-Charge  
Medical Officer  
Planning Officer  
Budget Officer  
Division Accountant  
Administrative Officer

FROM : **RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **2 - Day Division Seminar Workshop on the Conduct of Division/District Monitoring, Evaluation and Adjustment (DMEA) cum Technical Assistance on Finalization of Division Educational Development Plan (DEDP) and Crafting on Monitoring Evaluation Framework (MEF)**

DATE : June 1, 2018

1. To strengthen continuous improvement in providing basic education to our learners, this Office shall hold a 2 - Day Division Seminar Workshop on the Conduct of Division/District Monitoring, Evaluation and Adjustment (DMEA) cum Technical Assistance on Finalization of Division Educational Development Plan (DEDP) and Crafting on Monitoring Evaluation Framework (MEF) which shall be on June 7 - 8, 2018 at Division Office 3<sup>rd</sup> Floor Conference Hall .
2. The Participants of this activity are the Curriculum Instruction Division (CID) Personnel, School Governance Operation Division (SGOD) Personnel, Public Schools District Supervisors/District In-Charge, an Administrative Officer, a Medical Officer, a Planning Officer, a Budget Officer, a Division Information Technology Officer and a Division Accountant. Enclosed is the distribution of participants for the said activity.
3. Participants are encouraged to bring District/Division Data related to the said activity for Crafting on Monitoring and Evaluation Framework. Further, Electronic gadgets e.g. laptops shall also be used during workshop.

4. Lunch and afternoon snacks shall be served for Days 1 and 2.
5. Travel and other expenses relative to this activity shall be charged to local funds subject to usual government accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is hereby enjoined.

RBT/SGOD/rom/daa

Encl: as stated

To be indicated in the Perpetual Index  
under the following subjects:

DMEA


DEDP

Enclosure no. 1 of Division Memorandum No. 276 s. of 2018


Participants of the 2 – Day Division Seminar Workshop on the Conduct of Division/District Monitoring, Evaluation and Adjustment (DMEA) cum Technical Assistance on Finalization of Division Educational Development Plan (DEDP) and Crafting on Monitoring Evaluation Framework (MEF)

Office	Number of Participants
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Curriculum Instructional Division Personnel	13
School Governance Operation Division Personnel	9
Public Schools District Supervisors/District In-Charge	23
Administrative Officer	1
Medical Officer	1
Planning Officer	1
Budget Officer	1
Division Accountant	1
Division Information Technology Officer	1
Total	53

Prepared by:

  
DANNY A. ASIO  
SEPS – SMME

Approved:

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent