



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

---

**Office of the Schools Division Superintendent**

**MEMORANDUM**

**TO:** Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Administrative Officer V  
All Others Concerned

**FROM:** MICHELL L. ACOYONG, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject: Conduct of Division Monitoring, Evaluation and Adjustment (DMEA)  
for the 2<sup>ND</sup> Quarter of FY 2024**

**Date:** May 31, 2024

---

1. This Office, through the School Governance and Operations Division will conduct the Division Monitoring, Evaluation and Adjustment (DMEA) for the 2<sup>nd</sup> quarter on June 28, 2024 at New Division Conference Hall.
2. This activity aims to monitor and evaluate the progress/ status of the Division's Programs, Projects and Activities (PPAs) included in the DEDP and WFP (PMIS) as bases for the quarter III adjustment.
3. The Schedule of Activities and Participants are found in Enclosure Nos. 1 and 2 of this Memorandum.
4. The Internal M & E of each functional division/ unit shall upload the validated Quarterly Accomplishments thru the link: <http://tinyurl.com/KabMEA24> two (2) days after the validation which will be on June 27, 2024.
5. Immediate dissemination of and compliance with this Memorandum are desired.



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 1 to Office Memo

**SCHEDULE OF ACTIVITIES**  
**QII DIVISION MONITORING, EVALUATION, AND ADJUSTMENT**  
**JUNE 28, 2024**

<b>DATE/ TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
<b>June 25, 2024</b> 9:00 a.m. – 5:00 p.m.	<b>FUNCTIONAL DIVISION VALIDATION</b>	SGOD/ CID Chiefs, AO V, FD internal M & E, Unit
<b>June 27, 2024</b>	<b>UPLOADING OF QII ACCOMPLISHMENT REPORTS</b>	Functional Division Internal M & E
<b>June 28, 2024</b>	<b>DIVISION MONITORING, EVALUATION AND ADJUSTMENT</b>	
7:40 a.m. – 8:00 a.m.	A. REGISTRATION	SGOD Internal M & E
8:01 a.m. – 8:30 a.m.	B. OPENING PROGRAM <ul style="list-style-type: none"><li>National Anthem</li><li>Opening Prayer</li><li>Hymns</li><li>Checking of Attendance</li><li>Statement of Purpose</li></ul>	CID Internal M & E
8:31 a.m. – 12:00 nn	C. PRESENTATION PROPER <ul style="list-style-type: none"><li>Appointments issued and status of filling up positions</li><li>Status of Procurement for the quarter (Q II/ QIII/ QIV) of FY 2024</li><li>Status of Budget Utilization for the quarter (Q II/ QIII/ QIV) of FY 2024</li><li>Status of Cash Advances and Liquidation of Cash Advances of Schools for the quarter (Q II/ QIII/ QIV) of FY 2024</li></ul>	SGOD Internal M & E
12:01p.m. – 1:00 p.m.	LUNCH	
1:00 p.m. – 4:30 p.m.	D. PRESENTATION PROPER <ul style="list-style-type: none"><li>Status of GSIS Remittances for the quarter (Q II/ QIII/ QIV) of FY 2024</li><li>Paid petty Cash Vouchers and Other Payments for the quarter (Q II/ QIII/ QIV) of FY 2024</li><li>Availability of Supplies</li></ul>	SGOD Internal M & E





Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

DATE/ TIME	ACTIVITY	PERSON-IN-CHARGE
	<ul style="list-style-type: none"><li>Status of Implementation of the SBFP (NFP)</li></ul>	
4:31 – 5:00	E. EVALUATION CLOSING PROGRAM <ul style="list-style-type: none"><li>Nationalistic Song</li><li>Prayer</li><li>Synthesis/ Next Steps</li><li>Announcements</li><li>Documentation/ Photo Op.</li><li>Closing Prayer</li></ul>	OSDS Internal M & E



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

Enclosure No. 2 to Office Memo

**QII Division Monitoring, Evaluation and Adjustment (DMEA)**  
List of Participants

Name	Sex	Designation
1. Michell L. Acoyong, CESO VI	M	OIC – SDS
2. Ma. Teresa P. Geroso	F	ASDS
3. Cecilia G. Abello, PhD	F	SGOD Chief
4. Junry M. Esparar PhD	M	CID Chief
5. Arnold S. Magdaet	M	Administrative Officer V
6. Chris Erabon	M	Administrative Officer IV (HRM)
7. Janelyn Toresis	F	Administrative Officer II (Cash)
8. Gilbert Biaco	M	Administrative Officer IV (Supply)
9. Jesusa de la Paz	F	PSDS – K I
10. Jacqueline B. Dagunan	F	PSDS – K I
11. Saturnino T. Pabalinas, Jr.	M	PSDS – K II
12. Ann Yvonne B. Vingno	F	PSDS – K II
13. Larlin Q. Quirit	F	PSDS – K III
14. Miguel Peñaranda	M	PSDS – K III
15. Jerralyne E. Limaco	F	PSDS – K IV
16. Jolly G. Gariando, Jr.	M	PSDS – K IV
17. Mary Joan G. Dayon	F	PSDS – K V
18. Faustino T. Padilla, Jr.	M	PSDS – K V
19. Xyzette V. Ganza PhD	F.	EPS (Internal M & E, CID)
20. Jonalyn A. Dela Cerna	F	SEPS – SMME
21. Aldrin T. Ballentos	M	EPS II – SMME (Internal M & E, SGOD)
22. Charity E. Sasuman	F	Nurse II
23. Rebonie Emboltorio	F	SEPS – PRU
24. Kean Von G. Yupracion	M	EPS II – HRD
25. Arnie G. Besas	F	Planning Officer III
26. Meralie Mae Gualdrapa	F	Accountant III
27. Lyn Rose E. Otea	F	Budget Officer
28. Archiebal A. Poyogao	M	ITO (ICT)
29. Jane Marie C. Oyog	F	Administrative Officer II (Payroll)
30. Atty. Nonilon Pescadera	M	Legal Officer
31. Julieta V. Gempison PhD	F	EPS, SGOD