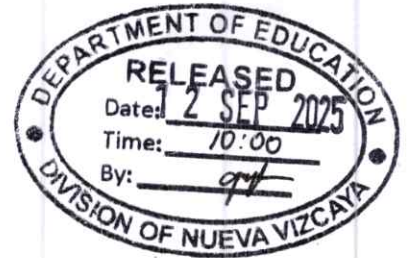




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



09 September 2025

DIVISION MEMORANDUM
No. **442**, s. 2025

**CONDUCT OF THE THIRD QUARTER DIVISION MONITORING, EVALUATION
AND ADJUSTMENT (DMEA) AND RELATED ACTIVITIES**

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
All others concerned

1. This Office informs all Unit/Section and Program Owners of the three (3) Functional Divisions that the **Third Quarter Division Monitoring, Evaluation and Adjustment (DMEA)** shall be conducted on **September 30, 2025** at the **DepEd SDO Conference Hall, Bayombong, Nueva Vizcaya**.

2. The DMEA aims to:

- i. Monitor the achievement of objectives under the Key Result Areas (KRA) of all Units/Sections within the CID, OSDS, and SGOD, including the overall performance per KRA of the three Functional Divisions;
- ii. Provide information for the top management on the implementation and achievement of programs and activities, adjust approaches and strategies that will ensure proper allocation, effective and optimal use of education resources to improve organizational performance; and
- iii. Promote the participation of various program owners in all M&E processes, with the end goal of generating information for top management to make evidence-based decisions in adjusting work plans and strategies.

3. The following schedule of DMEA-related activities shall be strictly observed:

DMEA Activities	Dates	Venue
Preparation and submission of Unit and Section MEA Reports	September 15-16, 2025	TBD
MEA Report Consolidation per FD	September 17-19, 2025	TBD
Validation of MOVs, Review and Finalization of the FD MEA Report through FD PIR		
Pre-DMEA/ Finalization of the Functional Division MEA Reports	September 25, 2025	DepEd SDO Conference Hall



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DMEA Activities	Dates	Venue
(Please see Attached List of Participants)		
Submission of Final Q3 Functional Division MEA Reports	September 26, 2025	-
DMEA Conference and Review	September 30, 2025	DepEd SDO Conference Hall
Finalization and submission of DMEA Quarter 3 Report to the Office of the Regional Director	October 3, 2025	-

4. All concerned personnel are required to attend and actively participate in the DMEA Conference. The List of Participants is hereto attached for reference.
5. All presenters are advised to strictly follow the attached Mechanics/Guidelines in the presentation of their reports.
6. Expenses to be incurred during the Quarter 3 DMEA Conference and Pre-DMEA shall be charged against FY 2025 HRTD Funds subject to the usual accounting and auditing rules and regulations.
7. For your information, guidance and strict compliance.

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent



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Attachment

Mechanics for the Presentation of DMEA Report

1. The Chief Education Supervisors and the OIC-Admin (or their duly authorized representative/s) shall present the MEA Report through a PowerPoint presentation. A PowerPoint template will be provided.
2. No other forms of presentation, such as videos, are allowed.
3. Time Allocation
 - Presentation: maximum of 30 minutes per functional division
 - Q & A and process observation feedback: 15 minutes
4. Submission of Reports
 - Soft copies of the report in Excel format must be submitted to the SMME.
 - Submission deadline: On or before the date stated in the Division Memo.
5. The presentation of the Quarterly MEA Report includes:
 - Physical and Financial Accomplishments
 - Unaccomplished PAPs and Adjustment Plan
 - Implementation concerns/issues/gaps/problems (CIGPs) and their proposed resolution
 - Effective Practices
6. Presenters of Report Templates 5 and 6
 - Template 5 Status of the Major PAPs: *Budget Officer*
 - Template 6 BAR-1: *Planning Officer III*
7. Presenter of Quarter 3 DMEA Report (Consolidated Report per SDO OPCR-KRA)
 - SMME



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Quarter 3 PRE-DMEA: List of Participants (September 25, 2025)

No.	Name of Participant	Position/Designation	Office
1	Noli Mar M. Navarro EdD	SEPS-SMME	DMEA Focal
2	Julius C. Calangan	EPS II-SMME	SGOD MEA Focal
3	Jeasel J. Alayu	AO V	Major PAPs
4	Romeo Emmanuel C. Yarcia II	PO III	BAR-1
5	Lovelyn C. Cambaliza	Nurse II	SGOD (SHN)
6	Hilda D. Aragon PhD	EPS-Kindergarten & SPED	CID MEA Focal
7	Nimfa Norie A. Aquino PhD	EPS-Mathematics	CID MEA Focal
8	Maria Victoria Padro	PDO II	CID Tech Support
9	Joshua Umli	ADAS III	OSDS MEA Focal
10	Jheremy Fronda	ADAS III	OSDS (PSB, BAC)
11	Julian Patrick Serquinia	AA II	OSDS Tech Support



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Quarter 3 DMEA: List of Participants (September 30, 2025)

No.	Name of Participant	Position/Designation	Office
1	Orlando E. Manuel PhD., CESO V	SDS	OSDS
2	Adonis C. Ceperez EdD., CESE	ASDS	OSDS
3	Atty. Julius Caesar G. Domingo, CPA	Attorney III/OIC-Admin	OSDS
4	Jeasel J. Alayu	AO V	OSDS
5	Emerson B. Balut, CPA	Accountant III	OSDS
6	Ezekel C. Garing	ITO	OSDS
7	Princess C. Aquitania	AO IV – HRM	OSDS
8	Gaye D. Castillo	AO IV – Supply	OSDS
9	Maricar M. Valido	AO IV – Records	OSDS
10	Rosula M. Balberan	AO IV – Cash	OSDS
11	Maria Concepcion D. Absalon PhD	EPS-AP	CID
12	Hilda D. Aragon PhD	EPS-Kindergarten & SPED	CID
13	Nimfa Norie A. Aquino PhD	EPS-Mathematics	CID
14	Ronnie B. Bibas EdD	EPS-Science	CID
15	Wilhelmina C. Castro	EPS-ESP	CID
16	Dindo John H. Moreno PhD	EPS-English	CID
17	Macrino A. Raymundo EdD	EPS-ALS/MAPEH	CID
18	Roger S. Sebastian PhD	EPS-Filipino	CID
19	Orlando D. Vicente PhD	EPS-TLE	CID
20	Bermelita E. Guillermo PhD	EPS-LRMS	CID
21	Chester C. Cortez	Librarian	CID
22	Maria Victoria Padro	PDO II	CID
23	Yunima T. Batog	EPS II-ALS	CID
24	Edgar B. Capuno	EPS II-ALS	CID
25	Edward M. Santiago	PSDS- Bambang II	CID
26	Romulo S. Ancheta PhD	CES-SGOD	SGOD
27	Melany M. Asuncion PhD	EPS	SGOD
28	Florence F. Esparrago	OIC-SEPS-HRD	SGOD
29	Herbert P. Mangabat	OIC-EPS II-HRD	SGOD
30	Noli Mar M. Navarro EdD	SEPS-SMME	SGOD
31	Julius C. Calangan	EPS II-SMME	SGOD
32	Roscoe N. Gacusana EdD	SEPS-SMAN	SGOD
33	Maria Licel T. Balico	EPS II-SMAN	SGOD
34	Rommel S. De Gracia PhD	SEPS-PAR	SGOD
35	Romeo Emmanuel C. Yarcia II	PO III	SGOD
36	Maria Theresa B. Iglesia	PDO II-DRRM	SGOD
37	Marc Henrick R. Nicanor	PDO I-YFP	SGOD
38	Christian Lloyd T. Vicente	PDO I-YFP	SGOD
39	Arch. Christopher Dominguez	TA III/OIC-EFU	SGOD
40	Ryan Christopher Buccat, MD	Medical Officer III	SGOD
41	Epifania P. Tumaliuan DMD	Dentist II	SGOD
42	Aaron Paul D. Bernas DMD	Dentist II	SGOD
43	Rudy S. Agustin	Nurse II	SGOD
44	Marilou C. Roderos	Nurse II	SGOD