



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

December 12, 2022

**OFFICE MEMORANDUM**

No. 533, s. 2022

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads

**CONDUCT OF THE YEAR-END DIVISION MONITORING, EVALUATION, AND  
ADJUSTMENT (DMEA) CONFERENCE FOR CY 2022**

1. This Office, through the School Management, Monitoring, and Evaluation (SMME) Section of the School Governance and Operations Division (SGOD) will conduct the **Year-End Division Monitoring, Evaluation, and Adjustment (DMEA) Conference for CY 2022** on December 27-28, 2022 from 8:30 AM to 5:00 PM. The venue will be announced later.
2. The objectives of this DMEA Conference are:
  - a. present the year-end accomplishments of the Division Office Functional Divisions, Units, and Sections;
  - b. discuss the issues/ gaps encountered for the 4<sup>th</sup> quarter; and
  - c. share best practices and facilitating factors that contribute to the achievement of the activities for the 4<sup>th</sup> quarter.
3. Attached are the following enclosures for your guidance.
  - a. Enclosure No. 1 - List of Participants
  - b. Enclosure No. 2 - Activity Matrix
  - c. Enclosure No. 3 - Templates to be Used
  - d. Enclosure No. 4 - Composition of Working Committees
4. Expenses relative to the conduct of this activity shall be charged against the Division MOOE funds subject to usual accounting and auditing rules and regulations.



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**Contact Numbers:** (036) 6518 456/ 09688695867  
**Email Address:** capiz@deped.gov.ph



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5. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
  
6. Immediate dissemination of and compliance with this Memorandum are desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1

**LIST OF PARTICIPANTS**

**OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT (OSDS):**

1. Ma. Lunie B. Sampani, CPA, MPA
2. Kenneth D. Anoché
3. Ma. Sharon Barrientos
4. Cherry Aminoso
5. Ma. Cecil Joy Diocson
6. Rhodela Martinez
7. J-Carl Bidiones
8. Rosario Barredo
9. Atty. Benjie B. Doce, CPA, MBA
10. Resyl Mirasol
11. Nenito Dacles
12. Andy Artates
13. Atty. Joseph Ituralde
14. Immanuel Lati

**CURRICULUM IMPLEMENTATION  
DIVISION (CID):**

1. Dr. Segundina F. Dollete
2. Salvador Dale Artates
3. Elenia P. Baranda
4. Andres D. Quiachon
5. Dr. Merlie J. Rubio
6. Sephora M. Roldan
7. Ronie C. Reteracion
8. Alan Vincent B. Altamia
9. Dr. Rolando B. Jamora
10. Shirley A. De Juan
11. Dr. Ruth C. Gervero
12. Dr. Rey Azcarraga
13. Dr. Angel F. Payo
14. Dr. Fe Banez
15. Dr. Heidelyn P. Geromiano
16. Dr. Calin Bernales
17. Zaldy B. Caalam
18. Dr. Ma. Theresa V. Villagrancia
19. Mrs. Lallaine G. Fundal

**SCHOOL GOVERNANCE AND  
OPERATIONS DIVISION (SGOD):**

1. Dr. Marlon P. Destreza
2. Dr. Edna B. Azcarraga
3. Dr. Joy Arnold T. Lejos
4. Dr. Lourdelyn R. Fuentes
5. Sheralyn Baticados
6. Alvin Braulio
7. Nannette G. Calixterio
8. Dr. Marggie A. Obligacion
9. Dr. Immaculada J. Amores
10. Ronald D. Dile
11. Engr. Marlon Clarito
12. Eduardo Villafuerte
13. Glenda Marie Botin
14. Jerry V. Mosquite
15. Mary Grace A. Atinon
16. Romar Jaravelo
17. Jhean Mae Grace Lingco
18. Yzarda Claudette Ballera
19. Jamie Rose Magsila



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Enclosure No. 2

**ACTIVITY MATRIX**

**December 27, 2022**

Time	Activity	Person In-Charge
8:30-9:00 AM	Phil. National Anthem	On Air
	Prayer	On Air
	Regional Hymn	On Air
	Capiz Hymn	On Air
	Welcome Remarks	Dr. Marlon P. Destreza SGOD Chief
	Statement of Purpose	Ma. Lunie B. Sampani, CPA, MPA OIC, Office of the ASDS
	Message	MIGUEL MAC D. APOSIN EdD, CESO V SDS
	Financial Accomplishment Reports	*Atty. Benjie B. Doce CPA, MBA Division Accountant III
	Mechanics & Expected Outputs	*Nenito D. Dacles AO V (Budget Officer)
		Ronald D. Dile, SEPS-SMME
TIME	Activity/ PRESENTER	REACTOR/S
9:31 -AM 12:00 Noon	1. EPS-SGOD	Ma. Lunie B. Sampani, CPA, MPA/ Andres D. Quiachon
	2. School Health	Atty. Benjie B. Doce
	3. Planning	Dr. Segundina F. Dollete
1:30 PM	MOL	School Health & Nutrition Section
1:31 - 5:00 PM	4. Research	Ronie C. Reteracion
	5. HRD	Alan Vincent B. Altamia
	6. SMME	Sephora M. Roldan
	7. EF	Salvador Dale Artates
	8. SM&N	Shirley A. De Juan
	9. DRRM	Dr. Merlie J. Rubio
	10. YF	Elenia P. Baranda / Kenneth D. Anoché
December 28, 2022		
TIME	Activity/ PRESENTER	REACTOR/S
8:30 AM - 3:00 PM	MOL AM PM	CID OSDS
	Curriculum Implementation Division (CID) *ALL EPSs **ALL PSDSs	Ma. Lunie B. Sampani, CPA, MPA Dr. Marlon P. Destreza
	1. Accounting	Nannete G. Calixterio / Rhodela Martinez
	2. Budget	Dr. Calin Bernales/ Dr. Fe Banez
	3. Personnel	Dr. Marggie A. Obligacion / Eduardo Villafuerte
	4. Asset Management	Dr. Reynaldo B. Azcarraga/ Dr. Heidelyn P. Geromiano
	5. Cash	Ma. Theresa V. Villagrancia / Mrs. Lallaine G. Fundal
	6. Records	Dr. Edna B. Azcarraga /Dr. Ruth C. Gervero
	7. IT	Dr. Rolando B. Jamora / Dr. Angel Payo
8. Legal	Zaldy Caalam / Glenda Marie B. Botin	
3:01 -5:00 PM	Closing Program	



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Enclosure No. 4

**COMPOSITION OF WORKING COMMITTEES**

Media / ICT Committee:

Chairperson: Emmanuel Lati  
Members: Alvin Braulio  
Cherry Aminoso

Food Committee:

Chairperson: Cecil Joy Diocson  
Co-Chairperson: Dr. Immaculada J. Amores  
Members: Glenda Marie Botin  
Yzarda Claudette Ballera  
Jhean Lingco

Committee to Collect Reports:

Chairperson: Jerry Mosquite  
Members: Jamie Rose Magsila  
Sheralyn Baticados

Committee to Consolidate Reports:

Chairperson: Alvin Braulio  
Members: Cherry Aminoso

Program Committee:

Chairperson: Ronald D. Dile  
Co-Chairperson: Mary Grace A. Atinon  
Members: Romar Jaravelo  
Glenda Marie Botin

Documenter /Timer: Jhean Lingco & Alvin Braulio

Secretariat (to take note the minutes): Mary Grace Atinon



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TEMPLATES FOR THE FOURTH QUARTER (October to December 2022) DIVISION MONITORING, EVALUATION, AND ADJUSTMENT (DMEA) REPORTS

Name of Personnel / Section: \_\_\_\_\_

**NOTE: Template Nos. 1 and 8 are new.**

**1. STATUS OF UNACCOMPLISHED ACTIVITIES, ISSUES, HINDERING FACTORS AND ACTIONS TO BE TAKEN FOR THE THIRD QUARTER OF 2022 - if there's any**

KRA	Unaccomplished Activities (As of 3 <sup>rd</sup> Quarter)	Target	Status as of Dec. 16, 2022	Actual	Issues	Facilitating (if already accomplished)/ Hindering (if not yet accomplished) Factors	Actions to be Taken (If still not yet accomplished)

**2. SUMMARY OF QUARTERLY ACCOMPLISHMENTS (4<sup>th</sup> Quarter)**

KRA	PHYSICAL			FINANCIAL		
	#Target Activities	#of Actual Accomplishment	%of Accomplishment	Amount to be utilized	Actual Amount Utilized	% of utilization
KRA 1						
KRA 2						
KRA 3						
KRA 4						
TOTAL						

**3. SUMMARY OF ACCOMPLISHED ACTIVITIES AND FACILITATING FACTORS (4<sup>th</sup> Quarter)**

*Note: Entries are samples only.*

KRA	Objectives	Target	Accomplished Activities	Actual	Facilitating Factors
FINANCIAL MANAGEMENT	Provided SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools	Submit 3/3 monthly flash reports for the months of April, May and June every 5 <sup>th</sup> day of the month	Ensured timely submission of Financial Reports to the concerned government agencies	3/3 monthly flash reports for the months of April, May and June were submitted every 5 <sup>th</sup> day of the month	Setting of deadline on the submission of 43 schools of their financial reports and close coordination of budget section

PERFORMANCE MANAGEMENT	Ensured the conduct of quarterly SMEA and DMEA	Ensure that 100% or 471/471 elementary, secondary and integrated schools are conducting Quarterly SMEA and ensure the conduct of one (1) DMEA within the quarter	Conducted 3rd Quarter SMEA and DMEA	471/471 or 100% of the schools conducted SMEA and conducted 1 DMEA within the quarter	Availability of funds, data and templates
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**4. SUMMARY OF UNACCOMPLISHED ACTIVITIES, ISSUES, HINDERING FACTORS AND ACTIONS TO BE TAKEN (4<sup>th</sup> Quarter)**

*Note: Entries are samples only.*

KRA	Objectives	Target	Unaccomplished Activities	Actual	Issues	Hindering Factors	Actions to be Taken
FINANCIAL MANAGEMENT	Provided SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the division and schools	100 % or 466/466 schools submit their MOOE liquidation reports for the quarter	Conducted MOOE Day	59% or 277/466 schools were able to submit their MOOE Liquidation Reports on time (during their scheduled MOOE Day)	41% or 189 out of 466 schools were not able to submit their MOOE liquidation reports for the quarter	*20 schools have not liquidated their cash advances since January *MOOE Day was not conducted due to pandemic *Late submission of liquidation reports from previous months *Implementation of checking account in school financial transactions and no available supplier in the locality that accepts check	*Provide TA to 189 school heads on the utilization of checking account in school financial transactions * Call the attention of the concerned school heads and required to submit their liquidation reports *Send demand letter for immediate submission of liquidation reports

**5. GAPS / PRESSING CONCERNS THAT NEED TO BE ADDRESSED BY THE TOP MANAGEMENT (4<sup>th</sup> Quarter)**

(PLEASE INCLUDE ISSUES ADDRESSED TO THE CONCERNED SDO FUNCTIONAL DIVISION/ UNIT/ SECTION OR TO RO FUNCTIONAL DIVISION)

*Note: Entries are samples only.*

DIVISION ISSUE	CONCERNED FUNCTIONAL DIVISION /UNIT/SECTION (if the issue needs SDO action/s)	CONCERNED FUNCTIONAL DIVISION /UNIT/SECTION (if the issue needs RO action/s)	SUGGESTION/S	DATE
Lack of Coordination	OSDS, CID & SGOD	ADMIN/ QAD/ ESSD/PPRD/ CLMD		

**6. BEST PRACTICES (In bullet style, please list down the best practices of your section/unit/functional division.)**

*Note: Entries are samples only.*

- MOOE Day;
- At-Home Learning Spaces; and
- Various innovations

**7. Insights / Lessons Gained for the 4th QUARTER** (In bullet style, please list down all the insights/ lessons gained by your section/unit/functional division for the quarter).

- The need for prioritization of the implementation of PPAs based on their importance would mean more accomplishments.
- Always challenge yourself/organization for innovation which will bring up new strategies for continuous improvement.

**8. OVERALL SUMMARY OF ACCOMPLISHMENTS (FOR THE WHOLE CY 2022)**

QUARTER	KRA	PHYSICAL			FINANCIAL		
		#Target Activities	#of Actual Accomplishment	%of Accomplishment	Amount to be utilized	Actual Amount Utilized	% of utilization
1 <sup>st</sup>	KRA 1						
2 <sup>nd</sup>	KRA 2						
3 <sup>rd</sup>	KRA 3						
4 <sup>th</sup>	KRA 4						
TOTAL							