



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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Sep. 23, 2022

DIVISION MEMORANDUM  
No. 083, s. 2022

**QUARTER 3 DIVISION COMPLETED STAFF WORK (CSW)**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
EPSs/PSDSs/PICs  
Unit/Section Heads  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation (SMME) section, will conduct the Quarter 3 Division Completed Staff Work on September 27, 2022 at the Bulwagan ng mga Guro.
2. The activity primarily aims to guide the Districts and the SDO Functional Divisions in the preparation of DMEA design and reports. Specifically, the meeting has the following objectives:
  - a. discuss updates relative to the operationalization of the Division M&E System;
  - b. identify and define parameters of the quarterly data requirements as to its compliance with the planning standards and appropriateness to the current scenario in the delivery of basic education services;
  - c. set agreement to guide the DisQMT and SDO M&E team in a smooth and accurate implementation of data collection, organization, analysis and other MEA process;
  - d. discuss the utilization of M&E tools designed for every quarter (data gathering); and
  - e. thresh-out other issues and concerns relative to the implementation of quality assurance and accountability related processes managed by both the SGOD-SMME and Districts.
3. The participants to this activity are the 46 District ICT/MEA coordinators.
4. This Memorandum will serve as travel authority of the participants.
5. Expenses incurred during the activities shall be charged against Division/School local funds / SGOD (GASS) funds subject to usual accounting and auditing rules and regulations.



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6. Immediate dissemination and compliance with this Memorandum are desired.

**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent

*LHC*

**RELEASED**

*LHC 9-26-22 3:30 PM*