



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



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OCT 12 2018

By: *[Signature]*
Records Unit

October 10, 2018

DIVISION MEMORANDUM
No. 16 s. 2018

To: Assistant Schools Division Superintendent
Division Chiefs
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

**Schedule of the Submission of Division Monitoring and Evaluation and Plan Adjustment (DMEPA)
and Post Activity Reports (PAR)**

1. This Office through the SGOD-SMME and HRD units informs all SDO personnel to comply with the schedule of the submission of the Division Monitoring and Evaluation Plan Adjustment (DMEPA) and Post Activity Reports (PAR).
2. The said reports are important inputs to the SDO performance review and evaluation to objectively track the status of all programs, projects, activities, budget utilization and to craft action plans for each unaccomplished task by each unit/ focal person to achieve the targets.
3. DMEPA forms will be distributed during the re-orientation meeting of Division Chiefs/ Program Implementers/ Unit Heads on Friday, October 12, 2018, 3:00 PM at the Conference room.
4. The schedule of the submission of reports is as follows:
 - a. Quarterly DMEPA Forms – 5 days before every quarter ends (March, June, September, December) with corresponding Action Plan for each unaccomplished program/ project / activity
 - b. Post Activity Report- 3 days after each event with photocopied activity design, division memorandum, attendance, certificate, activity report and evaluation.
5. Immediate dissemination of the contents of this Memorandum is enjoined.

[Signature]
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 169s. 2018

- A. DMEPA (See Attached sheets)
B. PAR

Title of the Activity/ Training/Seminar/Workshop/ Conference/ Summit	
Date and Venue	
Unit/ Division	
Focal Person:	
MOVs attached	
<input type="checkbox"/> Activity Design	<input type="checkbox"/> Division Memo <input type="checkbox"/> Copy of Sample Certificate <input type="checkbox"/> Activity Report <input type="checkbox"/> Evaluation
Received by: HRD EPS/SEPS	