



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes St., Kalibo, Aklan



August 20, 2018

DIVISION MEMORANDUM
No. 253, s. 2018

**DIVISION SEMINAR-WORKSHOP ON MONITORING, EVALUATION AND
ADJUSTMENT (MEA) TECHNOLOGY FOR DIVISION OFFICE PERSONNEL AND
SCHOOL HEADS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Public School Heads Concerned
All Others Concerned

1. This is to announce to the field that there will be a Seminar-Workshop on Monitoring, Evaluation and Adjustment (MEA) Technology to be conducted by the Basic Education Sector Transformation (BEST) Team of DepED Regional Office 6, on the following schedule:

Schedule	Participants/Venue	No. of Pax
September 3-5, 2018	Division Office Execom/ Ati-atihan Festival Hostel, XIX Martyrs St., Kalibo, Aklan	60 (ASDS, CESSs, EPSs, PSDSs, Unit/Section Heads and others who will be identified later)
September 6-8, 2018	School Heads-Eastern Side of Aklan/ Ati-atihan County Inn, D. Maagma St., Kalibo, Aklan	Altavas – 12 Balete – 10 Banga – 12 Batan – 12 Libacao – 12 Madalag – 12 New Washington – 10 Kalibo I – 10 Kalibo II – 10
September 10-12, 2018	School Heads-Western Side of Aklan/ Ati-atihan County Inn, D. Maagma St., Kalibo, Aklan	Numancia -10 Lezo – 10 Malinao – 10 Makato – 10 Tangalan – 10 Ibajay East – 10 Ibajay West – 10 Nabas – 10 Malay – 10 Buruanga – 10

"May katawhayan ag kalipayan sa among mga escuelahan."

2. At the end of this activity, the participants are expected to:
 - a. Demonstrate understanding of the Division, District and School MEA framework;
 - b. Describe the process flow of MEA in the schools, districts and in the division;
 - c. Commit to transfer mea technology in the schools; and
 - d. Develop implementation plan on MEA in the division, districts, and schools
3. The participants to this activity are key division office personnel to be identified by the SDS and school heads to be identified by the PSDS/PID/HTID. The names of the identified school head participants shall be submitted to Miss Rita M. Rey, SEPS for M&E on or before August 28, 2018. **The number of slots per district is considered procured so that those who will not be able to attend shall be made to pay the full amount of registration fee.**
4. Each school head is advised to bring the following:
 - a. School Improvement Plan
 - b. School Report Card
 - c. Other documents containing the last 3 years of important KPIs
 - d. School heads supervisory reports
 - e. Laptop and extension cord
5. School heads shall be charged a registration fee of Nine hundred twenty pesos (Php 920.00) each to cover expenses for meals, supplies, accommodation, rentals, and others. The registration fee, travel and other allowable expenses relative to the attendance to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. One-day service credit or compensatory time off will be given to those who are entitled and who will attend on September 8, 2018, subject to the provisions of applicable DepED, CSC, and other issuances.
7. Immediate and wide dissemination of this memorandum is enjoined.


Dr. SALVADOR O. OCHOYO, JR., CESO VI
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

SUPERVISION

SEMINAR

WORKSHOP

SOO/jrn

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