



Republic of the Philippines  
**Department of Education**  
 REGION VI – Western Visayas  
 SCHOOLS DIVISION OF SAGAY CITY

SEP 12 2024

**DIVISION MEMORANDUM**

No. 569 s., 2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 099, S. 2024:  
 CONDUCT OF THE QUARTERLY SCHOOL, DISTRICT, AND DIVISION MONITORING  
 EVALUATION AND ADJUSTMENTS (MEA) AND SUBMISSION  
 OF TECHNICAL ASSISTANCE (TA) REPORT  
 FOR CALENDAR YEAR 2024**

To: Assist. Schools Division Superintendent  
 Chiefs of CID & SGOD  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All others concerned

1. Addendum and Corrigendum to Division Memorandum No. 099, S. 2024 titled, "Conduct of the Quarterly School, District, And Division Monitoring Evaluation and Adjustments (MEA) and Submission of Technical Assistance (TA) Report for Calendar Year 2024 are as follows:

| THIRD QUARTER (JULY-SEPTEMBER) |                       |                       |
|--------------------------------|-----------------------|-----------------------|
| ACTIVITIES                     | FROM                  | TO                    |
| SCHOOL MEA                     | September 16-17, 2024 | September 23-24, 2024 |
| DISTRICT MEA                   | September 18, 2024    | September 30, 2024    |
| DIVISION MEA                   | September 23-24, 2024 | October 2-3, 2024     |
| SUBMISSION OF TA REPORT        | September 19, 2024    | October 1, 2024       |

2. Revised District Technical Assistance Teams are found in Enclosure No. 1 of this Memorandum. They must attend to provide technical assistance in the assigned district for the whole year.

3. In addition, all Administrative Officers II (AOs) or Administrative Aides III (AdAs) assigned to schools or districts are required to attend. They will serve as the secretariat to ensure the prompt online submission of the Technical Assistance (TA) report.

4. Traveling and other expenses incurred at the SMEA and District MEA, such as participant meals and supplies, will be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

6. All other provisions remain in effect.

7. Immediate and widest dissemination of this Memorandum is desired.

  
**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent

No. of Number of pages including this document: 2  
 Encl: as stated:  
 Reference: Regional Memorandum No. 167, s. 2023  
 To be included in the perpetual index  
 Under the following subjects:

SCHOOL DISTRICT DIVISION MONITORING EVALUATION ADJUSTMENT  
 TECHNICAL ASSISTANCE

SGOD/nbzamora/M&E  
 September 11, 2024  
 Enclosure No. 1 of the Division Memorandum No. \_\_\_\_, s. 2024

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Republic of the Philippines  
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 SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 of the Division Memorandum No. 59, s. 2024

**DIVISION FIELD TECHNICAL ASSISTANCE TEAM/QATAME**  
**Calendar Year 2024**

**A. Executive Committee**

Chairman: Marsette D. Sabbaluca, CESO VI (SDS)  
 Vice-Chairman: Mark Anthony J. Tan, PhD (ASDS)  
 Members: Nenita P. Gamao, PhD (CES-CTD)  
 Ma. Theresa Q. Bingcang, PhD (CES-SGOD)  
 Noe B. Abdon V (Administrative Officer V)

**B. Working Committee:**

Division Coordinator: Josette P. Balandra, PhD (EPS-SGOD)  
 Asst. Division Coordinator: Alma M. Mirasol, PhD (EPS-CID)  
 Members: Nova B. Zamora, PhD (SEPS-SMME)  
 Inger S. Pacheco (EPS2-SMME)

**REVISED DISTRICT TECHNICAL ASSISTANCE TEAMS**

| District    | Team Leaders       | School Governance & Operations Division  | Curriculum Teaching Division | OSDS  |
|-------------|--------------------|--|------------------------------|---|
| District 1  | Jonel S. Manale    | Alyssa Dagunan<br>Josette P. Balandra  | Marlon C. Dublin             | Rhodora Desamparado,<br>Josie Rebusquillo,<br>Ma. Leah Linda Tan,<br>Romie Osal,<br>Jonah Uypico,<br>Lucena Sabajas, Atty Barbara Ann Tolentino |
| District 2  | Glendame E. Flores | James Sabio<br>Jun Marl Alconga ( <i>on study leave</i> )                                  | Marlon L. Solivio            |   |
| District 3  | Benjie D. Bautista | Brenda Dina Labangco<br>Marli Piccio   | Cesar C. Demafiles           |   |
| District 4  | Gina J. Radan      | Inger Pacheco<br>Julie Pearl Duran<br>Edward Martorillas                                   | Jordan T. Beleganio          |   |
| District 5  | Glenda S. Tan      | Dr. Dominique Cheung<br>Jecen A. Despi ( <i>on study leave</i> )                           | Alma M. Mirasol              |   |
| District 6  | Eleanor Lo         | Dr. Paolo Jaropillo<br>Princess Harney Basa ( <i>on Maternity leave</i> )<br>Grace Lanutan | Romeo B. Santillan           |   |
| District 7  | Benito B. Aquino   | Araceli A. Craus<br>Nova B. Zamora   | Feliciano Mercurio           |   |
| District 8  | Analie V. Buhayan  | Lisette Grace Cabalang<br>Rex Yangco   | Salvacion Enso               |   |
| District 9  | Richard T. Rubin   | Jerson F. Donasco<br>Irish Therese Ubamos  | Rene M. Encabo               |   |
| District 10 | Marilyn B. Gamboa  | Nelson L. Gellera<br>Jerald Maglantay  | Elizabeth Romo               |   |