



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

NOV 13 2024

**DIVISION MEMORANDUM**

No. 739 s., 2024

**CONDUCT OF THE 4<sup>th</sup> QUARTER SCHOOL, DISTRICT, AND DIVISION MONITORING  
 EVALUATION AND ADJUSTMENTS (MEA) AND SUBMISSION  
 OF TECHNICAL ASSISTANCE (TA) REPORT  
 FOR THE 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. This office through the School Management Monitoring and Evaluation (SMME) Unit hereby informs the field of the Schedule of the 4<sup>th</sup> Quarter School, District, Division Monitoring Evaluation and Adjustment (MEA), and Submission of Technical Assistance (TA) Report for Calendar Year 2024. To wit:

<b>FOURTH QUARTER (OCTOBER-DECEMBER)</b>	
<b>ACTIVITIES</b>	<b>DATES</b>
<b>SCHOOL MEA</b>	December 6, 2024
<b>DISTRICT MEA</b>	December 9, 2024
<b>DIVISION MEA</b>	December 11, 2024
<b>SUBMISSION OF TA ONLINE REPORT</b>	December 11, 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. 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

FN: SGOD/nbzamora/M&E  
 November 12, 2024



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 SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 of the Division Memorandum No. \_\_\_\_, 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 Josette P. Balandra	Marlon C. Dublin	Rhodora Desamparado, Josie Rebusquillo, Ma. Leah Linda Tan, Romie Osal, Jonah Uypico, Lucena Sabajas, Atty Barbara Ann Tolentino
District 2	Glendame E. Flores	James Sabio Jun Marl Alconga	Marlon L. Solivio	
District 3	Benjie D. Bautista	Brenda Dina Labangco Marli Piccio	Cesar C. Demafiles	
District 4	Gina J. Radan	Inger Pacheco Julie Pearl Duran Edward Martorillas	Jordan T. Beleganio	
District 5	Glenda S. Tan	Dr. Dominique Cheung Jecen A. Despi	Alma M. Mirasol	
District 6	Eleanor Lo	Princess Harney Basa ( <i>on Maternity leave</i> ) Grace Lanutan	Romeo B. Santillan	
District 7	Benito B. Aquino	Araceli A. Craus Nova B. Zamora	Feliciano Mercurio	
District 8	Analie V. Buhayan	Lisette Grace Cabalang Rex Yangco	Salvacion Enso	
District 9	Richard T. Rubin	Jerson F. Donasco Irish Therese Ubamos	Rene M. Encabo	
District 10	Marilyn B. Gamboa	Nelson L. Gellera Jerald Maglantay	Elizabeth Romo	