



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 4th 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 4th Quarter School, District, Division Monitoring Evaluation and Adjustment (MEA), and Submission of Technical Assistance (TA) Report for Calendar Year 2024. To wit:

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



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
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 (on Maternity leave 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 | |