



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

February 21, 2025

OFFICE MEMORANDUM

No. 003, s. 2025

MONTHLY COORDINATION MEETING FOR FEBRUARY 2025

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

1. The Schools Division of Sagay City will conduct the **Monthly Coordination Meeting for February** on February 24, 2025, 1:00PM at the Division Conference Room.
2. This activity aims to:
 - a. discuss critical findings and best practices from monitoring and evaluation activities for the month of February;
 - b. prepare targeted interventions and contextualized support mechanisms through the development of technical assistance plan; and
 - c. recommend policy formulation or review to address the issue and challenges encountered by the school heads and teachers.
3. Participants to this activity are the following:
 - a. Executive Committee (EXECOM) members,
 - b. Education Program Supervisors,
 - c. Public Schools District Supervisors,
 - d. Information Technology Officer I,
 - e. Attorney III,
 - f. OSDS Unit Heads, and
 - g. SGOD Program Owners and Section Heads.
4. The Public Schools District Supervisors, Program Owners and/or Division Field Technical Assistance Team shall discuss critical issues/ concerns/ challenges and best practices gathered from their monitoring and evaluation activities. Copy of the report and/ or presentation shall be submitted to the Division Technical Assistance Focal Person: SGOD EPS Josette P. Balandra, on or before 10AM of the same day. Enclosed is the template for the Report to be presented during the Coordination Meeting.
5. Expenses relative to the conduct of this activity shall be charged against MOOE/ local funds subject to the usual accounting and auditing rules and regulations.



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6. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
7. All other provisions of Division Memorandum No. 99, series of 2025 are still enforced and in effect.
8. Immediate dissemination and strict compliance of this Memorandum are directed.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : As Stated
References : Div Memo 99, s. 2025
No. of Pages : 3
To be indicate in the **Perpetual Index** under the following subjects:
FN: dcmu/SDS_022125

TECHNICAL ASSISTANCE COORDINATION MEETING DIVISION



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 to Division Memorandum No. 003 s. 2025

Coordination Meeting Report

Month:

District:

Critical Issues/ Concerns/ Challenges

School	Areas of Concern	Date of M&E	Findings	Recommendation

Best Practices

School	Effective Strategies/ Activities	Date of M&E	Accomplishments	Sustainability Plan

Prepared by:

Noted by:

Chief Education Supervisor