



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**



15 February 2023

**DIVISION MEMORANDUM**

No. 064, s. 2023

**ADDENDUM ON DM NO. 318 S. 2022 CONDUCT OF  
SCHOOL/DISTRICT/DIVISION MONITORING EVALUATION AND PLAN  
ADJUSTMENTS FOR 4<sup>th</sup> QUARTER OF FISCAL YEAR 2022  
(1<sup>st</sup> QUARTER OF SY 2022-2023)**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Cognizant to DM No. 318, s. 2022 *Conduct of School/ District/ Division Monitoring, Evaluation, and Plan Adjustments for 4<sup>th</sup> Quarter of Fiscal Year 2022 (1<sup>st</sup> Quarter of SY 2022-2023)*, this Office announces the conduct of the 2<sup>nd</sup> Quarter Monitoring, Evaluation, and Plan Adjustments (MEPA) in various levels:
  - a. School Monitoring Evaluation Plan Adjustments (SMEPA)
  - b. District Monitoring Evaluation Plan Adjustments (DsMEPA)
  - c. Division Monitoring Plan Adjustments (DMEPA)
2. In this regard, all schools and districts are requested to simultaneously conduct the 2<sup>nd</sup> Quarter MEPA activities on the following dates:

ACTIVITY	DATE
SMEPA	February 20-21, 2023
DsMEPA	February 27-28, 2023
DMEPA	March 7-10, 2023

3. School heads are expected to present their accomplishment during the SMEPA with the presence of their teachers, SGC, PTA, student representative and other stakeholders after class hours. Classes shall not be disturbed nor interrupted during the data collection from the teachers and on school MEPA presentation.
4. The Public Schools District Supervisors (PSDSs) in their respective districts shall facilitate the conduct of the DsMEPA.
5. The SMEPA/DsMEPA report shall include the following salient points:

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**a. Access**

1. Enrolment per Key Stage (BOSY 2022–2023 vi-a-vis end of 2<sup>nd</sup> grading period including SPED, IPED, Madrasah, etc.)  
Explain the increase and decrease trends
2. Dropout (per key stage)

**b. Equity**

1. PPAs addressing the needs of school-age children, youth and adults in situation of disadvantage (SPED, IPED, children in conflict, etc.)

**c. Quality**

1. Number/percentage of non-readers by key stage
2. Number/percentage of non-numerates by key stage
3. MPS of learning areas per key stage of 1<sup>st</sup> quarter and 2<sup>nd</sup> quarter
4. Number of learners with failing grades in different learning areas (male and female) 1<sup>st</sup> and 2<sup>nd</sup> quarters

**d. Resiliency and Well-Being**

1. Number/percentage of learners who reported violence committed against them by other learners (bullying) or adults (child abuse) per key stage based on intake sheets of schools
2. Nutritional status per key stage (BOSY 2022-2023)
3. PPAs addressing the mentioned indicators under Resiliency

**e. Enabling Mechanism (Governance)**

1. Status of SBM Level of Practice
2. Percentage of financial contribution of international and local grant development partners including adopt a school and Brigada Eskwela)
3. Special Education Fund (SEF) utilization rate
4. MOOE utilization (July-December 2022 to January-February 2023)

**f. Implementation gaps/issues (if any)**

**g. Facilitating and Hindering factors on PPAs' implementation**

**h. Proposed interventions/Catch-up Plans**

6. PSDSs shall present the consolidated findings of **1<sup>st</sup> and 2<sup>nd</sup> Quarters** during the DMEPA using the following presentation flow:

**a. Access**

1. Consolidated enrolment per Key Stage (BOSY 2022–2023 vi-a-vis end of 2<sup>nd</sup> grading period including SPED, IPED, Madrasah, etc.)  
Explain the increase and decrease trends
2. Consolidated dropout rate (per key stage)

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---

**b. Equity**

1. Consolidated PPAs addressing the needs of school-age children, youth and adults in situation of disadvantage (SPED, IPED, children in conflict, etc.)

**c. Quality**

1. Consolidated number/percentage of non-readers by key stage
2. Consolidated number/percentage of non-numerates by key stage
3. Consolidated MPS of learning areas per key stage of 1<sup>st</sup> quarter and 2<sup>nd</sup> quarter
4. Consolidated number of learners with failing grades in different learning areas (male and female) 1<sup>st</sup> and 2<sup>nd</sup> quarters

**d. Resiliency and Well-Being**

1. Consolidated number/percentage of learners who reported violence committed against them by other learners (bullying) or adults (child abuse) per key stage based on intake sheets of schools
2. Consolidated nutritional status per key stage (BOSY 2022-2023)
3. Consolidated PPAs addressing the mentioned indicators under Resiliency

**e. Enabling Mechanism (Governance)**

1. Consolidated status of SBM Level of Practice
2. Consolidated percentage of financial contribution of international and local grant development partners including adopt a school and Brigada Eskwela)
3. Consolidated Special Education Fund (SEF) utilization rate
4. Consolidated MOOE utilization (July-December 2022 to January-February 2023) Please use pie graph.

**f. Consolidated implementation gaps/issues (if any)**

**g. Consolidated facilitating and hindering factors on PPAs' implementation**

**h. Consolidated proposed interventions/Catch-up plans**

7. A sample Excel file template can be accessed through this link ([bit.ly/3YCsoub](https://bit.ly/3YCsoub)) which will guide the school head in gathering data to be submitted in the respective district. Each district will consolidate the school data using the specified template to be a district guide in the presentation of DsMEPA. Filled-out district template can be also uploaded through this link.

8. The venue of Division MEPA is at **M. I. Sevilla's Resort**, Purok Jasmin, Brgy. Domoit, Lucena City.

9. The presenters to the DMEPA per day are highlighted in the list of participants attached herewith.

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10. Expenses relative to the conduct of the activity shall be charged against School/Division MOOE and other local funds subject to usual accounting and auditing rules and regulations.
11. Immediate dissemination of and compliance with this Memorandum is directed.

  
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent  
4 dms

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**CONDUCT OF DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENTS FOR  
4<sup>th</sup> QUARTER OF FISCAL YEAR 2022 (1<sup>st</sup> QUARTER OF SY 2022-2023)**

Participants – SDS, ASDSs, Div. Chiefs, EPSs and Coordinators, DFTATs, & TWG

Inclusive Date & Time: **March 7-10, 2023 at 8:00 am – 5:00 pm**

Venue/ Platform: **Face to Face**

**LIST OF PARTICIPANTS WHO WILL ATTEND FACE-TO-FACE ACTIVITY**

DAY 1 – March 7, 2023				
NO.	NAME	SEX	OFFICE/DIVISION/ SECTION	POSITION
1	MERTHEL M. EVARDOME	F	OSDS	SDS
2	NADINE C. CELINDRO	F	OSDS	ASDS
3	NICOLAS M. BURGOS	M	OSDS	ASDS
4	DAVID M. NUAY	M	SGOD	Chief EPS - SGOD
5	MARIO B. MARAMOT	M	CID	OIC-Chief EPS -CID
6	CORA V. SAMSON	F	SMME	SEPS
7	MERCY R. VILLANUEVA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	ROSEMARIE A. ENCARNACION	F	CID	EPS II-ALS
10	MA. JOSE LETICIA C. BASILAN	F	CID	EPS I
11	ELIZABETH R. TOLENTINO	F	CID	EPS I
12	RODRIGO S. CASTILLO	M	PR	SEPS
13	MARIAN L. ARIAS	F	PSS	EPS I
14	JIMMY A. MORILLO	M	CID	EPS I
15	ROSALINDA A. MENDOZA	F	CID	EPS I
16	MIGUEL B. ULARTE	M	CID	EPS I
17	ROLANDO S. CASANOVA	M	CID	EPS I
18	EMERSON B. DALANGIN	M	CID	Science Coordinator
19	MARITES Q. BALBA	F	CID	EPS I
20	LORETA V. ILAO	F	CID	EPS I
21	ARIS U. DIMAANO	M	SGOD	DPO III
22	MACARIA C. CARANDANG	F	CID	EPS I
23	ORLIE G. DEL MUNDO	M	Rosario West	PSDS
24	ANDREA M. HERNANDEZ	F	Bauan West	PSDS
25	ANABEL R. MARASIGAN	F	Calaca	PSDS
26	MARIA MELISSA M. ARIOLA	F	San Luis	OIC-PSDS
27	AVELINO B. MORTEL	M	Lemery	PSDS
28	ELLIENOR D. PENA	F	San Juan West	PSDS
29	GINALYN U. MACARAIG	F	Agoncillo	PSDS
30	NENITA A. ADAME	F	Cuenca	PSDS

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31	JULIETA D. DEVIO	F	San Nicolas	PSDS
32	DIONISIA T. SARMIENTO	F	Rosario East	PSDS
33	JOEL B. LUBIS	M	San Jose	PSDS
34	EMITERIA B. VILLAMOR	F	Taysan	PSDS
35	AURELIA A. AGUILA	F	Bauan East	Principal IV/ OIC-PSDS
36	VIOLETA H. MIRA	F	Calatagan	PSDS
37	CONIE C. HERNANDEZ	F	Taal	PSDS
38	AVELINA O. GAA	F	Nasugbu East	PSDS
39	LUISITO L. CANTOS	F	Mabini	PSDS
40	RONALDO L. SEVILLA	M	Tuy	PSDS
41	GINA M. LAKSAMANA	F	Malvar	PSDS
42	EMILIANA M. ROXAS	F	Padre Garcia	PSDS
43	ORLIE G. DEL MUNDO	M	Rosario West	PSDS
44	NANCY D. LUBIS	F	Balete	PSDS
45	ELLIENOR D. PENA	F	San Juan West	PSDS
46	ANTONIO M. ILAGAN	M	Sta. Teresita	PSDS
47	PEDRO D. DE LOS REYES	M	Balayan West	PII/ OIC-PSDS
48	PLACIDA G. DELA VEGA	F	Lian	PSDS
49	GREGORIO V. MENESES	M	Nasugbu West	PSDS
50	JULITA E. ILAGAN	F	Lobo	PSDS
51	BERNARDA M. REYES	F	San Pascual	PSDS
52	ANIANO I. HERNANDEZ	M	Alitagtag	PSDS
53	BENILDA N. NAVARRO	F	Talisay	Principal III/ OIC-PSDS
54	DIONISIA T. SARMIENTO	F	Rosario East	PSDS
55	SARAH S. SAGUIN	F	San Juan East	Principal III/ OIC-PSDS
56	AGRIFINA A. DIRAIN	F	Laurel	PSDS
57	LEOPOLDO LANDICHO	M	Mataasnakahoy	PSDS
58	DOMCAR C. LAGTO	M	Papaya ES, NW	School Head/ICT/Documenter
59	IMELDA GUY	F		Medical staff
60	CEILYN MASANGCAY	F		Medical staff

**DAY 2 – March 8, 2023**

1	MERTHEL M. EVARDOME	F	OSDS	SDS
2	NADINE C. CELINDRO	F	OSDS	ASDS
3	NICOLAS M. BURGOS	M	OSDS	ASDS
4	DAVID M. NUAY	M	SGOD	Chief EPS – SGOD
5	MARIO B. MARAMOT	M	CID	OIC-Chief EPS – CID
6	CORA V. SAMSON	F	SMME	SEPS
7	MERCY R. VILLANUEVA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	ROSEMARIE A. ENCARNACION	F	CID	EPS II-ALS
10	MA. JOSE LETICIA C. BASILAN	F	CID	EPS I
11	ELIZABETH R. TOLENTINO	F	CID	EPS I
12	RODRIGO S. CASTILLO	M	PR	SEPS
13	MARIAN L. ARIAS	F	PSS	EPS I
14	JIMMY A. MORILLO	M	CID	EPS I

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15	ROSALINDA A. MENDOZA	F	CID	EPS I
16	MIGUEL B. ULARTE	M	CID	EPS I
17	ROLANDO S. CASANOVA	M	CID	EPS I
18	EMERSON B. DALANGIN	M	CID	Science Coordinator
19	MARITES Q. BALBA	F	CID	EPS I
20	LORETA V. ILAO	F	CID	EPS I
21	ARIS U. DIMAANO	M	SGOD	DPO III
22	MACARIA C. CARANDANG	F	CID	EPS I
23	AURELIA A. AGUILA	F	Bauan East	Principal IV/ OIC-PSDS
24	VIOLETA H. MIRA	F	Calatagan	PSDS
25	CONIE C. HERNANDEZ	F	Taal	PSDS
26	AVELINA O. GAA	F	Nasugbu East	PSDS
27	LUISITO L. CANTOS	M	Mabini	PSDS
28	PEDRO D. DE LOS REYES	M	Balayan West	PII/ OIC-PSDS
29	GINA M. LAKSAMANA	F	Malvar	PSDS
30	EMILIANA M. ROXAS	F	Padre Garcia	PSDS
31	LOLITA C. GARCIA	F	Balayan East	PSDS
32	NANCY D. LUBIS	F	Balete	PSDS
33	BRAULIO B. NAPENAS	M	Tingloy	PSDS
34	ANTONIO M. ILAGAN	M	Sta. Teresita	PSDS
35	LOLITA C. GARCIA	F	Balayan East	PSDS
36	ANDREA M. HERNANDEZ	F	Bauan West	PSDS
37	ANABEL R. MARASIGAN	F	Calaca	PSDS
38	MARIA MELISSA M. ARIOLA	F	San Luis	Principal IV/ OIC-PSDS
39	AVELINO B. MORTEL	M	Lemery	PSDS
40	BRAULIO B. NAPENAS	M	Tingloy	PSDS
41	GINALYN U. MACARAIG	F	Agoncillo	PSDS
42	NENITA A. ADAME	F	Cuenca	PSDS
43	JULIETA D. DEVIO	F	San Nicolas	PSDS
44	AMELIA M. ILAGAN	F	Ibaan	PSDS
45	JOEL B. LUBIS	M	San Jose	PSDS
46	EMITERIA B. VILLAMOR	F	Taysan	PSDS
47	RONALDO L. SEVILLA	M	Tuy	PSDS
48	PLACIDA G. DELA VEGA	F	Lian	PSDS
49	GREGORIO V. MENESES	M	Nasugbu West	PSDS
50	JULITA E. ILAGAN	F	Lobo	PSDS
51	BERNARDA M. REYES	F	San Pascual	PSDS
52	ANIANO I. HERNANDEZ	M	Alitagtag	PSDS
53	BENILDA N. NAVARRO	F	Talisay	Principal III/ OIC-PSDS
54	DIONISIA T. SARMIENTO	F	Rosario East	PSDS
55	SARAH S. SAGUIN	F	San Juan East	Principal III/ OIC-PSDS
56	AGRIFINA A. DIRAIN	F	Laurel	PSDS
57	LEOPOLDO LANDICHO	M	Mataasnakahoy	PSDS
58	DOMCAR C. LAGTO	M	Papaya ES, NW	School Head/ICT/Documenter
59	CHRISTIAN HARINA	M		Medical staff

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60	JULIUS ESPINA	M		Medical staff
<b>DAY 3 – March 9, 2023</b>				
1	MERTHEL M. EVARDOME	F	OSDS	SDS
2	NADINE C. CELINDRO	F	OSDS	ASDS
3	NICOLAS M. BURGOS	M	OSDS	ASDS
4	DAVID M. NUAY	M	SGOD	Chief EPS - SGOD
5	MARIO B. MARAMOT	M	CID	OIC Chief EPS -CID
6	CORA V. SAMSON	F	SMME	SEPS
7	MERCY R. VILLANUEVA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	ROSEMARIE A. ENCARNACION	F	CID	EPS II-ALS
10	MA. JOSE LETICIA C. BASILAN	F	CID	EPS I
11	ELIZABETH R. TOLENTINO	F	CID	EPS I
12	RODRIGO S. CASTILLO	M	PR	SEPS
13	MARIAN L. ARIAS	F	PSS	EPS I
14	JIMMY A. MORILLO	M	CID	EPS I
15	ROSALINDA A. MENDOZA	F	CID	EPS I
16	MIGUEL B. ULARTE	M	CID	EPS I
17	ROLANDO S. CASANOVA	M	CID	EPS I
18	EMERSON B. DALANGIN	M	CID	Science Coordinator
19	MARITES Q. BALBA	F	CID	EPS I
20	LORETA V. ILAO	F	CID	EPS I
21	ARIS U. DIMAANO	M	SGOD	DPO III
22	MACARIA C. CARANDANG	F	CID	EPS I
23	RONALDO L. SEVILLA	M	Tuy	PSDS
24	PLACIDA G. DELA VEGA	F	Lian	PSDS
25	GREGORIO V. MENESES	M	Nasugbu West	PSDS
26	JULITA E. ILAGAN	F	Lobo	PSDS
27	BERNARDA M. REYES	F	San Pascual	PSDS
28	ANIANO I. HERNANDEZ	M	Alitagtag	PSDS
29	BENILDA N. NAVARRO	F	Talisay	Principal III/ OIC-PSDS
30	AMELIA M. ILAGAN	F	Ibaan	PSDS
31	SARAH S. SAGUIN	F	San Juan East	Principal III/ OIC-PSDS
32	AGRIFINA A. DIRAIN	F	Laurel	PSDS
33	LEOPOLDO LANDICHO	M	Mataasnakahoy	PSDS
34	LOLITA C. GARCIA	F	Balayan East	PSDS
35	ANDREA M. HERNANDEZ	F	Bauan West	PSDS
36	ANABEL R. MARASIGAN	F	Calaca	PSDS
37	MARIA MELISSA M. ARIOLA	F	San Luis	Principal IV/ OIC-PSDS
38	AVELINO B. MORTEL	M	Lemery	PSDS
39	BRAULIO B. NAPENAS	M	Tingloy	PSDS
40	GINALYN U. MACARAIG	F	Agoncillo	PSDS
41	NENITA A. ADAME	F	Cuenca	PSDS
42	JULIETA D. DEVIO	F	San Nicolas	PSDS
43	AMELIA M. ILAGAN	F	Ibaan	PSDS

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45	EMITERIA B. VILLAMOR	F	Taysan	PSDS
46	AURELIA A. AGUILA	F	Bauan East	Principal IV/ OIC-PSDS
47	VIOLETA H. MIRA	F	Calatagan	PSDS
48	CONIE C. HERNANDEZ	F	Taal	PSDS
49	AVELINA O. GAA	F	Nasugbu East	PSDS
50	LUISITO L. CANTOS	M	Mabini	PSDS
51	PEDRO D. DE LOS REYES	M	Balayan West	PII/ OIC-PSDS
52	GINA M. LAKSAMANA	F	Malvar	PSDS
53	EMILIANA M. ROXAS	F	Padre Garcia	PSDS
54	ORLIE G. DEL MUNDO	M	Rosario West	PSDS
55	NANCY D. LUBIS	F	Balete	PSDS
56	ELLIENOR D. PENA	F	San Juan West	PSDS
57	ANTONIO M. ILAGAN	M	Sta. Teresita	PSDS
58	DOMCAR C. LAGTO	M	Papaya ES, NW	School Head/ICT/Documenter
59	GINA HUSMILLO	F		Medical staff
60	PRINCESS MANALO	F		Medical staff
<b>DAY 4 – March 10, 2023</b>				
1	MERTHEL M. EVARDOME	F	OSDS	SDS
2	NADINE C. CELINDRO	F	OSDS	ASDS
3	NICOLAS M. BURGOS	M	OSDS	ASDS
4	DAVID M. NUAY	M	SGOD	Chief EPS - SGOD
5	MARIO B. MARAMOT	M	CID	OIC Chief EPS -CID
6	CORA V. SAMSON	F	SMME	SEPS
7	MERCY R. VILLANUEVA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	ROSEMARIE A. ENCARNACION	F	CID	EPS II-ALS
10	MA. JOSE LETICIA C. BASILAN	F	CID	EPS I
11	ELIZABETH R. TOLENTINO	F	CID	EPS I
12	RODRIGO S. CASTILLO	M	PR	SEPS
13	MARIAN L. ARIAS	F	PSS	EPS I
14	JIMMY A. MORILLO	M	CID	EPS I
15	ROSALINDA A. MENDOZA	F	CID	EPS I
16	MIGUEL B. ULARTE	M	CID	EPS I
17	ROLANDO S. CASANOVA	M	CID	EPS I
18	EMERSON B. DALANGIN	M	CID	Science Coordinator
19	MARITES Q. BALBA	F	CID	EPS I
20	LORETA V. ILAO	F	CID	EPS I
21	ARIS U. DIMAANO	M	SGOD	DPO III
22	MACARIA C. CARANDANG	F	CID	EPS I
23	PEDRO D. DE LOS REYES	M	Balayan West	PII/ OIC-PSDS
24	PLACIDA G. DELA VEGA	F	Lian	PSDS
25	GREGORIO V. MENESES	M	Nasugbu West	PSDS
26	JULITA E. ILAGAN	F	Lobo	PSDS
27	BERNARDA M. REYES	F	San Pascual	PSDS

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28	ANIANO I. HERNANDEZ	M	Alitagtag	PSDS
29	BENILDA N. NAVARRO	F	Talisay	Principal III/ OIC-PSDS
30	DIONISIA T. SARMIENTO	F	Rosario East	PSDS
31	SARAH S. SAGUIN	F	San Juan East	Principal III/ OIC-PSDS
32	AGRIFINA A. DIRAIN	F	Laurel	PSDS
33	LEOPOLDO LANDICHO	M	Mataasnakahoy	PSDS
34	LOLITA C. GARCIA	F	Balayan East	PSDS
35	ANDREA M. HERNANDEZ	F	Bauan West	PSDS
36	ANABEL R. MARASIGAN	F	Calaca	PSDS
37	MARIA MELISSA M. ARIOLA	F	San Luis	Principal IV/ OIC-PSDS
38	AVELINO B. MORTEL	M	Lemery	PSDS
39	BRAULIO B. NAPENAS	M	Tingloy	PSDS
40	GINALYN U. MACARAIG	F	Agoncillo	PSDS
41	NENITA A. ADAME	F	Cuenca	PSDS
42	JULIETA D. DEVIO	F	San Nicolas	PSDS
43	AMELIA M. ILAGAN	F	Ibaan	PSDS
44	JOEL B. LUBIS	M	San Jose	PSDS
45	EMITERIA B. VILLAMOR	F	Taysan	PSDS
46	AURELIA A. AGUILA	F	Bauan East	Principal IV/ OIC-PSDS
47	VIOLETA H. MIRA	F	Calatagan	PSDS
48	CONIE C. HERNANDEZ	F	Taal	PSDS
49	AVELINA O. GAA	F	Nasugbu East	PSDS
50	LUISITO L. CANTOS	M	Mabini	PSDS
51	RONALDO L. SEVILLA	M	Tuy	PSDS
52	GINA M. LAKSAMANA	F	Malvar	PSDS
53	EMILIANA M. ROXAS	F	Padre Garcia	PSDS
54	ORLIE G. DEL MUNDO	M	Rosario West	PSDS
55	NANCY D. LUBIS	F	Balete	PSDS
56	ELLIENOR D. PENA	F	San Juan West	PSDS
57	ANTONIO M. ILAGAN	M	Sta. Teresita	PSDS
58	DOMCAR C. LAGTO	M	Papaya ES, NW	School Head/ICT/Documenter
59	RANDY MALABANAN	M		Medical staff
60	ARJAY PETIL	M		Medical staff

DEPEDBATS-HRD-F-057/R1/11-22-2021



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Attachment C

**CONDUCT OF DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENTS FOR  
4<sup>th</sup> QUARTER OF FISCAL YEAR 2022 (1<sup>st</sup> QUARTER OF SY 2022-2023)**

Inclusive Dates: **March 7-10, 2023**

Venue/ Platform: **Face to Face**

Participants: **SDS, ASDSs, Div. Chiefs, EPSs and Coordinators, DFTATs, & TWG**

**ACTIVITY IMPLEMENTATION PLAN**

**Day 1-4 (8:00 am - 5:00 pm)**

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:30	National Anthem, Prayer, and CALABARZON March and Batangas Hymn	AVP
	Introduction of Participants	Cora V. Samson SEPS-SMME
	Welcome Message	Nicolas M. Burgos OIC - ASDS
	Inspirational Message	Merthel M. Evardome, CESO V Schools Division Superintendent
8:30 – 8:55	20-minute presentation; 5-minute break for the preparation of the next presenter	1 <sup>st</sup> Presenter
8:55 – 9:20	20-minute presentation; 5-minute break for the preparation of the next presenter	2 <sup>nd</sup> Presenter
9:20 – 9:45	20-minute presentation; 5-minute break for the preparation of the next presenter	3 <sup>rd</sup> Presenter
9:45 – 10:00	<b>HEALTH BREAK</b>	
10:00 – 10:25	20-minute presentation; 5-minute break for the preparation of the next presenter	4 <sup>th</sup> Presenter
10:25 – 10:50	20-minute presentation; 5-minute break for the preparation of the next presenter	5 <sup>th</sup> Presenter
10:50 – 11:15	20-minute presentation; 5-minute break for the preparation of the next presenter	6 <sup>th</sup> Presenter
11:15 – 11:40	20-minute presentation; 5-minute break for the preparation of the next presenter	7 <sup>th</sup> Presenter
11:40 -12:40	<b>LUNCH BREAK</b>	

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12:40 – 1:05	20-minute presentation; 5-minute break for the preparation of the next presenter	8 <sup>th</sup> Presenter
1:05 – 1:30	20-minute presentation; 5-minute break for the preparation of the next presenter	9 <sup>th</sup> Presenter
1:30 -1:55	20-minute presentation; 5-minute break for the preparation of the next presenter	10 <sup>th</sup> Presenter
1:55 – 2:20	20-minute presentation; 5-minute break for the preparation of the next presenter	11 <sup>th</sup> Presenter
2:20 – 2:45	20-minute presentation; 5-minute break for the preparation of the next presenter	12 <sup>th</sup> Presenter
2:45 – 3:00	<b>HEALTH BREAK</b>	
3:00 – 4:30	Exit Conference	Participants
4:30 – 5:00	Closing Remarks (for the last day)	Nadine C. Celindro OIC - ASDS

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