



Republic of the Philippines
Department of Education
Region V
DIVISION OF SORSOGON
Sorsogon



February 11, 2019

DIVISION MEMORANDUM

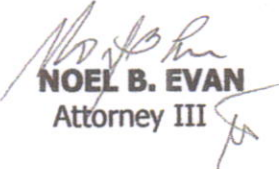
No. 39, s. 2019

**DIVISION EMERGENCY WORKSHOP-CONFERENCE ON CY 2018 4TH QUARTER MEA
SCHOOL DATA PROCESSING FOR DISTRICT AND CLUSTER MOTHER SCHOOL IT
COORDINATORS**

To : Assistant Schools Division Superintendents
Chiefs of CID and SGOD
CID & SGOD Personnel
Division IT Coordinator and Personnel
District and Cluster School IT Coordinators

1. In connection with the conduct of **CY 2018 4th Quarter and Year-End Regional Monitoring, Evaluation and Adjustment (RMEA) for Schools Division Offices on February 18-19, 2019**, this Office shall conduct the **Division Emergency Workshop-Conference on CY 2018 4th Quarter Monitoring, Evaluation and Adjustment School Data Processing for District and Cluster Mother School IT Coordinators on February 13, 2019 at 1:00 to 5:00** in the afternoon at Division Office Conference Hall.
2. To ensure accuracy of the data to be reported by the SDO during the RMEA and to expedite the data processing during the Workshop-Conference, the District and Cluster Mother School IT Coordinators are advised to bring the accomplished School/CLC Data Gathering Template, laptop and extension wire.
3. Travel and other incidental expenses relative to the conduct of this activity of District and Cluster Mother School IT Coordinators shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
5. For information, dissemination and compliance.

By the authority of SDS:


NOEL B. EVAN
Attorney III