
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS-002  Revision: 00 Effectivity Date: 05-08-18
	<b>DIVISION MEMORANDUM NO. <u>540</u>, S. 2018</b>		Name of Office: SGOD

TO : Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 School Heads in-Charge of SBM  
 District and Cluster SBM Coordinators  
 All Others Concerned


FROM : Office of the Schools Division Superintendent

SUBJECT: **CRAFTING OF STANDARDS AND MANAGEMENT OF MONITORING, EVALUATION AND PLAN ADJUSTMENT (MEPA) SYSTEM**

DATE : November 6, 2018

1. The Schools Division Office (SDO), through the School Management Monitoring and Evaluation (SMM&E) Section of the School Governance and Operations Division (SGOD), will conduct a one (1) day seminar on **Crafting of Standards and Management of MEPA System on November 12, 2018**, from 8:00 am to 5:00 pm at **Pavilion Hall, Otel Pampanga, City of San Fernando, Pampanga**.
2. The activity aims to:
  - a. promote understanding of the DMEPA framework;
  - b. familiarize school heads on the DMEPA process;
  - c. craft / plan educational standards; and
  - d. improve the institutionalization of the MEPA system in schools.
3. Participants to the said activity are the following:
  - 33 Public Schools District Supervisors
    - 7 Cluster Chairmen
  - 33 District SBM Coordinators
    - 7 Cluster SBM Coordinators
  - 33 Elementary School Heads in-Charge of SBM (1 per District)
    - 7 Secondary School Heads in-Charge of SBM (1 per Cluster)
  - 33 Elementary School Head Representatives (1 per District)
    - 7 Secondary School Head Representative (1 per Cluster)

4. Participants are required to bring at least one (1) laptop and extension cord per district/cluster while School Heads in-Charge of SBM and School Head Representatives are required to bring their S.Y. 2018-2019 Office Performance Commitment and Review Form (OPCRF) for the workshop.
5. Travel and other incidental expenses shall be charged against the school MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is earnestly desired.

 **LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Schools Division Superintendent

