



Republic of the Philippines
Department of Education
REGION IV-A (CALABARZON)
SCHOOLS DIVISION OF LUCENA CITY

08 Jan 2024

OFFICE MEMORANDUM
SGO-2024-004

NOTICE OF MEETING

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Administrative Officer V, Admin and Budget
Division Monitoring and Evaluation Team TWG
Chair, Pascual C. La Rosa Jr., SEPS SMME
Co-Chair, Karen Jane P. Montero, EPS-II SMME
PIR Coor, Rey Mark R. Queaño, PSDS, CID
PIR Coor, Karina R. Bautista, EPS, SGOD
PIR Coor, Atty. Ana Karmela S. Amante-Vergara, Legal Officer III
QAME, Sorina R. Gloria, PSDS, CID
QAME, Maria Consolacion V. Teñido, PSDS, CID
QAME, Cristina B. Rogelio, ITO, OSDS
QAME, Aileen R. Necio, Admin Asst. III, OSDS
QAME, Mirella D. Talabong, Admin Asst. III, OSDS
Secretariat, Maria Chrisandra Eloi E. Quiroz, Admin Aide VI, Personnel
Secretariat, Lea L. Garcia, Admin Aide VI, SGOD
Secretariat, Kale Nue D. Fundano, Admin Aide VI, CID
Secretariat, Christian J. Gamier, Admin Aide VI, OSDS
All Others Concerned

1. **What:** Meeting for Alignment of M&E Initiatives at the Division Level 2024

AGENDA:

- a. Division Level BEMEF Implementation for 2024
- b. Review of AIP 2024
- c. Presentation of Reporting Dashboards
- d. Clarification of Roles and Responsibilities
- e. Calendar of Activities, Monitoring and Reporting
- f. Other Concerns

2. **When:** January 9, 2023 (Tuesday, 2:00 pm)

3. **Where:** Conference Room near ASDS Office

SUSAN DE. ORIBIANA
Schools Division Superintendent

OM/SMME



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