




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECUIJA
Cabanatuan City



January 04, 2016

DIVISION MEMORANDUM
No. 03, s. 2016

TO: Public Schools District Supervisors
Public and Private Secondary School Principals/School Heads/OICs/TICs
Public and Private Elementary School Principals/School Heads/TICs/OICs

FROM: 
RONALDO A. POZON, PH.D., CESO V
Schools Division Superintendent

SUBJECT: Meeting of M & E Coordinators

DATE: January 4, 2016

1. This is to inform you that there will be a meeting of all **M & E Coordinators** from each district in the elementary and from each school in the secondary level on January 12, 2016, 9:00 at DepEd Conference Hall, Deped Cabanatuan City.
2. The following agenda will be discussed:
 - a. District/School Quality Management Team
 - b. School M & E Structure
 - c. Functions of each member
 - d. Schedule of activities
 - e. Expected outputs
3. Coordinators are expected to bring their SIP-AIP for the School Year 2015-2016 which will be the baseline for the performance of each school/district.
4. Immediate and wide dissemination of this memorandum is enjoined.