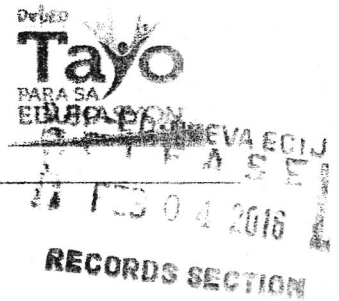




Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF NUEVA ECIJA**  
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



**DIVISION MEMORANDUM**

No. 38 S. 2016

February 2, 2016

**DIVISION ORIENTATION SEMINAR ON THE DUTIES AND FUNCTIONS  
OF M & E COORDINATORS**

TO: Public Schools District Supervisors  
Elementary School Principals/Head Teachers/OICs/TICs  
Secondary School Principals/Head Teachers/OICs/TICs

1. In consonance with the Division's thrust on quality management, this is to announce the conduct of the Division Orientation Seminar on the Duties and Functions of M & E Coordinators on February 24, 2016 at Talavera National High School, Talavera, Nueva Ecija.
2. The training aims to:
  - a. equip the M & E Coordinators on their specific duties and functions as M & E Coordinator;
  - b. provide direction to the monitoring processes of the division; and
  - c. ensure success on quality management among schools.
3. Participants to this training are M & E Coordinators from each district in the elementary level and from each school in the secondary level.
4. Participants are required to bring the following:
  - a. ESIP-AIP;
  - b. Accomplished Monitoring Tools for January;
  - c. Accomplishment Report (Accomplishment vs. targets); and
  - d. laptop for the field implementation planning.
5. Enclosure No. 1 contains the training matrix for your reference.
6. The training is free of charge. Meals and snacks of the participants and the trainers shall be charged against Division Inset Funds while travelling expenses of the participants shall be charged against school MOOE/Local Funds/SEF subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this memorandum is enjoined.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

