MEMORANDUM
ASDS-SGOD-UM-07-27-20/

TO: Assistant Schools Division Superintendent
    Chiefs, CID and SGOD
    EPS, CID and SGOD
    Public Schools District Supervisors
    SDO Unit/Sections Heads
    All Others concerned

URGENT SUBMISSION OF DMEA REPORTS
(Quarter 1 – January to March and Quarter 2 – April to June) for CY 2020

All concerned are enjoined to submit the DMEA reports (Quarter 1 – January to March and
Quarter 2 – April to June) not later than 3:00 o’clock in the afternoon today, July 27, 2020 to
respective Functional Division for consolidation.

Reports to be submitted:
1. DMEA matrix 1 – Summary of Physical and Financial Accomplishment
2. Unaccomplished Output
3. Value – Added Contribution
4. CCIFG
5. Lessons learned
6. Recommendations
    : Budget Section – Fund Utilization for 3FDs

For compliance.

[Signature]
Schools Division Superintendent
Lists of SDO Units / Sections / Functional Division

**OSD**

SDS
ASDS
Legal Services
ICT
Admin – General Services
Personnel
Records
Supply
Cashier
Accounting
Budget

**CID**

Chief
Instructional Management
LR
Library hub

**SGOD**

Chief
EPS
SMME
Soc Mob
HRD
Planning and Research
Education Facilities
School Health and Nutrition
Senior High School