



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

05 August 2021

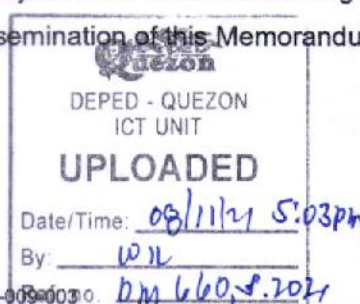
DIVISION MEMORANDUM

DM No. 525, s. 2021

CORRIGENDUM TO DM NO. 525, S. 2021, RE: YEAR-END DMEPA (SY 2020-2021)

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office through the SGOD-SMME issues correction on some mechanics of the year-end DMEPA for SY 2020-2021 in consideration of customer feedback.
2. Instead of the Public Schools District Supervisors (PSDSs), their duly designated **School Head in-charge for Governance and Operations** (SHiGO) will be requested to present in their behalf. The SHiGO may be a central or secondary school principal. Please see Enclosure for the designation template.
3. Recognizing that program/project accomplishments for Quality have been already presented during the Program Implementation Review (PIR) facilitated by the Curriculum Implementation Division (CID), only those accomplishments on **Access and Governance** are expected to be included in the recorded oral presentation which will be uploaded to Quezon DepEd Tayo page.
4. Kindly encode the district data through: tinyurl.com/DMEPAyear-end21, and submit the five-minute presentation through: tinyurl.com/DMEPAvideo21 on or before **August 16, 2021**.
5. Other details of presentation stated in Division Memorandum No. 525, s. 2021 remain in effect.
6. Food and incidental expenses relative to the conduct of this activity shall be charged to the HRTD fund, subject to the usual accounting and auditing procedures.
7. Immediate dissemination of this Memorandum is highly desired.



ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

ordsmme08/05/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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Enclosure to DM No. _____, 2021

DESIGNATION OF SCHOOL HEAD IN-CHARGE OF GOVERNANCE AND OPERATIONS (SHiGO)

The Schools District of _____, municipality of _____, hereby designates _____ of _____ (School Name) as the School Head in-charge of Governance and Operations (SHiGO) who will assume the following duties and responsibilities:

- 1) Assist the Schools Division Office (SDO) in the monitoring and evaluation of programs, activities and projects (PAPs) in the District, primarily on areas of governance and operations;
- 2) Provide technical assistance to schools in terms of governance and operations in coordination with the concerned office;
- 3) Collect, organize, and process district data on governance and operations in collaboration with the School Governance and Operations Division (SGOD) - School Management Monitoring and Evaluation (SMME) Section;
- 4) Present District MEPA data on governance and operations during scheduled DMEPA activities; and
- 5) Do other governance and operations related tasks as may be assigned by the SDO through the SGOD.

This designation is valid for three (3) consecutive school years, unless otherwise requested for change or voided, subject to the approval of the Schools Division Superintendent.

Signature Over Printed Name of PSDS

Date Signed: _____

Signature Over Printed Name of SHiGO

Date Signed: _____

Approved:

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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