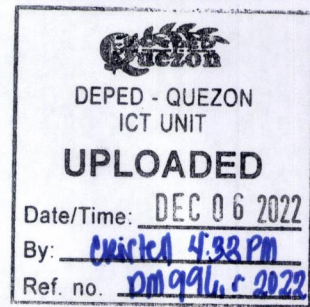




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2022

**DIVISION MEMORANDUM**  
DM No. 996, s. 2022

**SUBMISSION OF REPORT ON CASCADING THE CUSTOMIZATION  
OF M&E TOOLS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
School Heads In-charge of Governance and Operations  
All Others Concerned

1. In connection with DM No. 751, s. 2022 (Customization of M&E Tools for Accountable Governance), this Office through the SGOD-SMME advises all SHIGOs who attended the onsite training last October 3, s. 2022 to submit a short written report on the cascading done in the District. This is to ensure that relevant information on the M&E mechanism is properly relayed to school heads.
2. The report may be in the form of documented narrative, newsletter, or minutes of meeting with attached pictures, whichever is available.
3. All SHIGOs are also instructed to furnish the school heads with a copy of the given resource materials which will be used at the school-level cascading.
4. Kidly submit the PDF report on or before December 12, 2022 through:  
**[tinyurl.com/MEcustomCascadeOct3](http://tinyurl.com/MEcustomCascadeOct3)**.
5. For compliance and wide dissemination.

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

smmeord/11/24/2022

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