



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

14 September 2022

DIVISION MEMORANDUM

No. 373, s. 2022


**MONITORING ON THE IMPLEMENTATION OF MANAGEMENT REVIEW MEETING
ACTION PLANS**

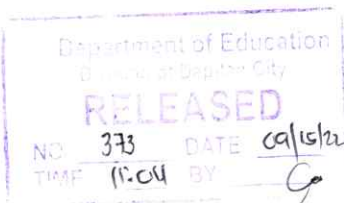
TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Administrative Officer V
Accountant III
Budget Officer III
ITO I
This Division

To address issues and concerns raised during the Management Review Meeting on September 6, 2022, all concerned focal persons shall perform the identified tasks based on the provided timeline.

Attached are copies of the Monitoring Tool on the Implementation of Action Plans for your ready reference.

For widest dissemination and compliance.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent *qiv*



SGOD-CES-2022-002
14September22-MonitoringImplementationMRMeetingActionPlans



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MONITORING TOOL ON THE IMPLEMENTATION OF ACTION PLANS
(As of September 15, 2022)

Task	Timeline	Person Responsible	Status of Implementation	Technical Assistance/ Interventions/Remarks
Preparation of ICT Equipment Maintenance Plan	Sept. 16, 2022	L. Balucan N. Tendero	For implementation	
Issuance of Div. Memo. Reiteration the Submission of PMRs and AIPs	Sept. 16, 2022	S. Sagapsapan	For implementation	
Submission of Records and Documents for Archive and Disposal	Sept. 16, 2022	C. Dalman	For implementation	
Strengthen the Tracking System and Routing of the incoming and outgoing communications/documents to avoid mishandling of documents	Sept. 16, 2022	G. Olario	For implementation	
Reprinting of LDM Certificates of Taguilon Schools District	Sept. 16, 2022	V.R. Suarez	For implementation	



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Provision of Technical Assistance to Schools in their application as Implementing Units (IUs)	Sept. 16, 2022	A. J. Soriano	For implementation	
Monitoring of the Submission and Implementation of the BE-LRCP	Sept. 16, 2022	N. Andag	For implementation	
Submission of 2023 Annual Implementation of Plan	Dec. 23, 2022	Process Owners	For implementation	

Prepared by:

an
SHERLITO E. SAGAPSAAPAN
CES (SGOD)

Recommending Approval:

[Signature]
ROSALIO B. CONTURNO, JR.
OIC, Office of the ASDS

Approved:

[Signature]
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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