



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

September 15, 2016

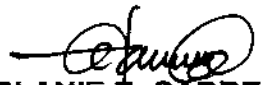
Division Memorandum

No. 553, s. 2016.

TO : Public Schools District Supervisor/ In- Charge
School Heads

SUBJECT: **Completion of DsMEA- SMEA Forms for the Division Level Seminar-Workshop on School-to- School Partnerships and School Monitoring, Evaluation and Assessment**

1. You are hereby directed to complete the DsMEA- SMEA forms for the Division Level Seminar-Workshop on School-to – School Partnerships and School Monitoring, Evaluation and Assessment before the actual conduct of the activity.
2. The forms are already available online. Please follow the succeeding steps to download the said forms:
 - a. Visit the link <http://deped.in/DsMEASMEAforms2016>
 - b. You will see two folders labelled DsMEA and SMEA.
 - c. Near the tab labelled "Shared with Me" is another tab labelled DsMEA-SMEA 2016 FORMS. Click the drop-down arrow.
 - d. Then look for "Download" among the choices and click.
 - e. The file will automatically download both folders for DsMEA and SMEA in zip file or is compressed for storage.
 - f. Once the download is complete, go to "Downloads" folder on your PC and look for DsMEA-SMEA 2016 FORMS-20160915T041151Z.zip file, then click.
 - g. Extract the file. Look for the file folder back to "Downloads" and start accomplishing the forms.
3. Bring the soft copy of your accomplished forms on the date scheduled.
4. For your information and strict compliance.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer-In- Charge

LTC/rbp/dcfa/rcee

16 SEP 2016