



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

May 17, 2024

DIVISION MEMORANDUM

No. 285, s. 2024

**POST-EVALUATION OF THE PARTICIPATION OF THE CALBAYOG CITY
ATHLETIC ASSOCIATION (CCAA) IN THE 2024 EASTERN VISAYAS
REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
District Advisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. Post-evaluation plays a crucial role in the activity management process. It provides valuable insights into the activity's strengths and weaknesses, helping the management team identify what worked well and what needs improvement. This will also help stakeholders evaluate whether the intended goals and objectives are achieved. In this regard, this Office through the School Governance and Operations Division (SGOD) will conduct a post-evaluation of the participation of the Calbayog City Athletic Association (CCAA) in the 2024 Eastern Visayas Regional Athletic Association (EVRAA) Meet held last May 5-10, 2024 at Ormoc City. The post-evaluation shall be conducted on May 22, 2024 at the Division Conference Hall from 8:00 am to 5:00 pm.
2. The expected participants of the activity are the Head of the Delegation, Asst. Heads of the Delegation, Athletic Manager, Asst. Athletic Managers, Head Coach, Asst. Head Coach, Chairmen/Heads of the Committees, Coaches, Asst. Coaches, Chaperones, and Tournament Officers/Managers.
3. All concerned personnel shall bring the accomplished Enclosure No. 1 – M&E Tool for the participation of the Calbayog City Athletic Association (CCAA) in the 2024 Eastern Visayas Regional Athletic Association (EVRAA) Meet.



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Expenses on the conduct of the activity shall be charged against the remaining PSF for Sports or any other local funds subject to the usual accounting and auditing rules and regulations.

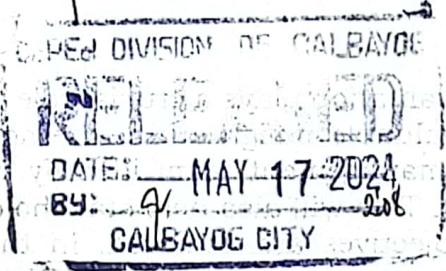
5. This Memorandum shall serve as the **Travel Authority** of the participants.

6. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

For the Schools Division Superintendent:


AVELINA P. TUPA, EdD
OIC-Chief, SGOD



Enclosure: None

To be indicated in the *Perpetual Index* Under the following subjects:

SGOD SPORTS PROGRAM

The expected participants of the activity are the Head of the Delegation, Asst. Heads of the Delegation, Athletic Managers, Asst. Athletic Managers, Field Coach, Asst. Field Coach, Chairman/Leads of the Committees, Coaches, Asst. Coaches, Chapter and Tournament Officers/Managers.

All concerned personnel shall bring the accomplished Enclosure No. 1 (MAB) for the participation of the Calbayog City Athletic Association (CCAA) in the 2024 Eastern Visayas Regional Athletic Association (EVARA) conducted on May 22, 2024 at the Division Conference Hall from 8:00 am to 5:00 pm.



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**M&E TOOL FOR THE PARTICIPATION OF CALBAYOG CITY ATHLETIC ASSOCIATION (CCAA) IN THE
 2024 EASTERN VISAYAS REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET**

Name of Event: _____ Category: ___ Elem ___ Sec
 Name of Coach: _____
 Name of Asst. Coach: _____
 Name of Chapterone: _____

*Kindly complete each column below with appropriate feedback or response.

Area of Concern	Findings/Issues & Concerns		Action/s Taken	Recommendations for Improvement
	What went well?	What went wrong?		

Prepared by: _____ Checked & Reviewed by: _____ Noted: _____
 Signature Over Printed Name of Coach: **OSCAR D. BILIATE, JR.** Division Sports Officer
AVELINA P. TUPA EDD
 OIC-Chief ES, SGOD

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