



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



February 7, 2020

REGIONAL MEMORANDUM

No. **092**, s. 2020

**SCHEDULES OF THE REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT
 (RMEA) FOR THE CALENDAR YEAR (CY) 2019 QUARTER 4 AND
 CY 2020 QUARTERS 1 TO 3**

**To: Schools Division Superintendents
 Chiefs, RO Functional Divisions
 All Others Concerned**

1. In relation to the continuing initiative of the region in sustaining people empowerment in the organization and assuring quality in the implementation of the regional mandates, this Office through the Quality Assurance Division (QAD) shall conduct the quarterly Regional Monitoring, Evaluation and Adjustment (RMEA) for Calendar Year 2020 with the following schedules:

RMEA Deliverable	Schools Division Office (SDO)	Regional Office (RO)	Venue
CY 2019 Quarter 4	February 18-19, 2020 (Day 0 – February 17, 2020)	February 20-21, 2020 (Day 0 – February 19, 2020)	Unimasters Conglomeration, Inc. (Leyte Park Hotel), Tacloban City
CY 2020 Quarter 1	April 21-22, 2020 (Day 0 – April 20, 2020)	April 23-24, 2020 (Day 0 – April 22, 2020)	
CY 2020 Quarter 2	July 27-28, 2020 (Day 0 – July 26, 2020)	July 29-30, 2020 (Day 0 – July 28, 2020)	
CY 2020 Quarter 3	October 27-28, 2020 (Day 0 – October 26, 2020)	October 29-30, 2020 (Day 0 – October 28, 2020)	

2. The objectives of the said activity are the following:

- a. present the physical output and financial accomplishments vis-à-vis quarterly targets of the Office of the Schools Division Superintendent (OSDS), Curriculum and Instruction Division (CID) and School Governance and Operation Division (SGOD) of the thirteen (13) SDOs and the divisions/sections/units of the RO;
- b. present implementation updates of the DepEd mandated programs and projects managed by the SDOs and RO in terms of achieving outputs vs. targets, resolving issues and risks, and movement towards achieving higher objectives (results/outcomes);



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools

Page 1 of 3

- c. present the dashboard and analysis of the performance indicators available for quarter; and
- d. solicit and resolve issues and concerns relative to the quarterly implementation of plans, programs and projects.

3. The participants to the activity are the personnel identified in the table below:

SDO Group		RO Group	
ASDS/SDS	13	ARD	1
Chiefs (SGOD & CID)	26	ORD	4
SEPS, M&E	13	PPRD(Chief & Planning Officer)	2
RO Division Chiefs	8	CLMD (Chief & 2 EPS)	3
RO Budget Officer	1	FTAD (Chief & 1 EPS)	2
QAD EPS and Staff	6	ESSD (Chief & HNU Head, EFS)	3
		Admin (Chief, Personnel, Cash, Records, GSU, Asset, Payroll)	7
		Finance (Chief, Chief Accountant, Budget Officer, SAO)	4
		HRDD (Chief & 1 EPS)	2
		QAD (Chief, EPS and Staff)	7
TOTAL	67		35

4. The SDOs and RO Divisions are advised to submit the following MEA required reports in both electronic and printed copies (*A4 sized paper, only 2 slides in a page if the source is from a PowerPoint Presentation and ring bound*) to RO-QAD one week before the scheduled quarterly RMEA for pre-validation:

- a. Fully accomplished MEA Template containing the following:
 - ✓ Quantitative information (*e.g. expected Outputs for the quarter, actual accomplishment vis-a-vis targets, percentage of accomplishment, and gain/gap, if there is any*);
 - ✓ Qualitative information (*e.g. reasons/status for the gaps, lessons learned, value added, and issues elevated to higher management with proposed/recommended resolutions*).
- b. Quarterly Financial/Budget Utilization Report prepared by the RO and SDO Budget Officers containing the following information:
 - ✓ Overall Budget Utilization Status;
 - ✓ Office Proper Budget Utilization and PAPs Utilization Status; and
 - ✓ Functional Divisions' MOOE Utilization (Travel, Training, Supplies).
- c. Personnel Deployment Status of RO and SDOs;
- d. Schools Division Validated and Consolidated School/CLC Data using the prescribed e-Consolidation Tool;
- e. SDO Dashboard of Key Performance Indicators and Analysis (in PowerPoint) with data solely taken from the validated e-Consolidation Tool highlighting the indicators/data requirements available for the quarter.

- f. Comparative Results of the data of all indicators per schools division from the current quarter with that of the previous quarter; and
- g. Identified strategic options/directions.
5. Traveling expenses incurred during the activity shall be charged against division local funds for division participants while lodging, meals, snacks and materials to RO-QAD Funds subject to usual accounting and auditing rules and regulations. First meal is dinner of Day 0 and last meal is afternoon snack of Day 2 for the SDO and RO Groups.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO, Ed. D., CESO IV
Director IV 

Enclosures: Confirmation Letter Template

References: QAD 2020 AIP

To be indicated in the Perpetual Index under the following subjects:

EVALUATION

MONITORING

PERFORMANCE

STANDARDS