



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 21, 2020

OFFICE MEMORANDUM

No. **366**, s. 2020

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

**RECOMMENDATIONS, AGREEMENTS AND EXPECTATIONS OF 2020 QUARTER 2
REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (RMEA)**

1. In relation to the result of 2020 Quarter 2 Regional Monitoring, Evaluation and Adjustment, this Office assures quality in the implementation of the programs and projects for sustainable development of basic education services.
2. The following recommendations, agreements and expectations attached herewith shall be integrated in the Quarter 3 adjusted plan for CY 2020 and to be presented during Quarter 3 RMEA.
3. For strict compliance.

QAD-JGG


RAMIR B. UYTICO EdD, CESO IV
Director IV





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2020 Quarter 2 Regional Monitoring Evaluation and Adjustment (RMEA)

Recommendations, Agreements and Expectations

Issues and Concerns	Concern Functional Divisions/Units
<ul style="list-style-type: none">➤ Incorporate process step of Assigning of PR Numbering the process workflow	Bids and Awards Committee
<ul style="list-style-type: none">➤ The requesting unit shall secure document for Paid Utility Bill for the previous month and its corresponding DV. If requesting for file copy in the Finance Division, the requesting unit shall be the one to retrieve and scan the copy on file.➤ Mandatory use of DTS of all offices (one document/transaction one DT number/code).➤ Every office is required to submit list of activities with corresponding budget based on the adjusted AIP to Finance Division to finalize the adjustment of allocated budget for the remaining quarters of the year.➤ Only personnel who are working from home for a particular number of days are required to prepare IWAR.➤ Transaction with the Cashier's office shall be done personally.	All Functional Divisions/Units
<ul style="list-style-type: none">➤ Adjust AIP of FTAD were CBT is lodged➤ Include in the Customer Satisfaction Survey Tool an indicator requiring the assessment of the bandwidth of the internet availed in the Regional Office.	Field Technical Assistance Division



Office.	
<ul style="list-style-type: none"> ➤ Adjust AIP were BE-LCP should contained the activities to support the cited fund allocation. 	Curriculum and Learning Management Division
<ul style="list-style-type: none"> ➤ Budget raise to FTAD and CLMD being the focal divisions for the ISO related capability building activities and BE-LCP implementation. ➤ The purchase of Aerosol Vacuum for the Dental Services of ESSD-SHS will be given priority as requested by the ESSD Chief, if ever there is additional appropriation or available fund for RO Capital Outlay. 	Budget Units
<ul style="list-style-type: none"> ➤ Check the minutes during the PRIME-HRM audit to review the CSC requirement as to target setting of office deliverables. ➤ Standard requirements of PRIME-HRM and the agreements made during the audit as reflected in the minutes will be discussed during the Q2 management Review to finalize decision on target setting issue. 	Human Resource Development Division
<ul style="list-style-type: none"> ➤ Regional Office Annual Accomplishment Report will be prepared by the PPRD and to be assisted by the PAU. 	Policy Planning Research and Development
<ul style="list-style-type: none"> ➤ Assist the PPRD in preparing the Regional Office Annual Accomplishment Report will be prepared by the PPRD. 	Public Affairs Unit
<ul style="list-style-type: none"> ➤ All customers can be allowed to enter RO premises if they complied with the document requirements. 	Administrative Division
<ul style="list-style-type: none"> ➤ Strive to improve the services, as there are still customers who rated low in the Customer Satisfaction Survey on the services provided to them. ➤ Ensure that every external customer who visits their Division everyday should be given the CSS form to determine their feedback on how they were treated by concerned personnel during the transactions. 	Finance Division