



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

September 28, 2021

OFFICE MEMORANDUM

No. **000484** s. 2021

To: **Administrative Division Chief
Unit and Section Heads
All Others Concerned**

**INTERNAL REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (RMEA)
OF ADMINISTRATIVE DIVISION**

1. This Office, through the Administrative Division, shall conduct An Internal Regional Monitoring, Evaluation and Adjustment (RMEA) for the 3rd and 4th quarters on October 5-6, 2021 and December 1-2, 2021.
2. The activity aims to assess the accomplishments vis-à-vis the targets of the Unit and Sections of the Administrative Division; to identify issues and concerns, if any; and make adjustments on its Annual Implementation Plan for the last quarter, if necessary.
3. Section and Unit Heads shall facilitate the activity at their respective Offices in two (2) batches in adherence to health and safety protocols. A report thereof shall be submitted to the Supervising Administrative Officer for consolidation and submission to the concerned Offices.
4. Meals and snacks shall be served to the participants chargeable against the Administrative Division fund subject to the usual accounting rules and procedure.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-SAO-EEC

