



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

August 12, 2025

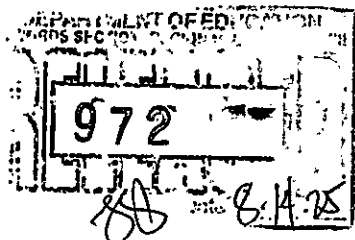
**REGIONAL MEMORANDUM**

No. **972** 2025

**ADOPTION OF REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) FRAMEWORK IMPLEMENTATION MONITORING CHECKLIST**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 All Others Concerned

1. The Regional Monitoring, Evaluation, and Adjustment (RMEA) Framework, adopted through Regional Memorandum No. 123, s. 2023, and operationalizing DepEd Order No. 29, s. 2022, commenced in 2023 along with the implementation of the 2023-2028 Regional Education Development Plan (REDP) and Division Education Development Plans (DEDPs). Anticipating a Mid-Term Review (MTR) in 2025 to assess the realization of critical milestones and the feasibility of achieving 2028 targets, this Office mandates the region-wide adoption of the RMEA Framework Implementation Monitoring Checklist to fulfill this commitment.
2. The purpose of this tool is to systematically and objectively verify the appropriate implementation of the RMEA Framework in the Regional Office, all Schools Division Offices (SDOs), and other operating units. It provides a consistent basis for data gathering and analysis, identifying areas of success, and pinpointing challenges which are critical for making informed management decisions. The checklist will serve as the official instrument for the M&E Process Owners in their oversight and monitoring functions, ensuring that M&E plans, data management, reporting, and utilization of findings are compliant with the established standards.
3. The discussion and presentation on the utilization of this checklist shall be done during the 2025 Quarter 2 Completed Staff Work (CSW) for the Division Quality Management Teams (DQMTs) and during the conduct of the Program Implementation Review (PIR) for the RO Functional Divisions. A copy of the official checklist is attached herewith for immediate reference.
4. Dissemination of and strict compliance with this Memorandum are hereby enjoined.



**RONALO AL K. FIRMO**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

Enclosures: RMEA Framework Implementation Monitoring Checklist  
 References: As stated  
 To be indicated in the Perpetual Index under the following subjects:

MONITORING AND EVALUATION                      PERFORMANCE

QAD-SST



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Title: **Concept Paper on the Proposed Regional Monitoring, Evaluation, and Adjustment (RMEA) Framework Implementation Monitoring Checklist**

Office: **Quality Assurance Division**

Date: **August 11, 2025**

## **I. Background**

The Department of Education, Region VIII - Eastern Visayas, officially adopted and implemented the Regional Monitoring, Evaluation and Adjustments (RMEA) Framework on February 13, 2023, through Regional Memorandum No. 123, s. 2023. The framework was established to ensure the quality and effectiveness of programs, projects, and processes outlined in the Regional Education Development Plan (REDP) and the Work and Financial Plan (WFP). This framework was adopted region-wide, including all Schools Division Offices (SDOs), and serves as a guide for the implementation of their respective Division Education Development Plans (DEDPs) and other monitoring activities. Its ultimate goal is to align regional initiatives with the objectives of the Basic Education Development Plan (BEDP) 2030. The framework's success hinges on its two-tiered approach: a progress (formative) level for ongoing tracking and a results (summative) level for capturing lessons learned and achievements.

## **II. Rationale and Justification**

The original framework anticipated a Mid-Term Review (MTR) to be conducted approximately in 2025 to assess the realization of critical milestones and the feasibility of achieving 2028 targets. As the implementation period approaches this three-year milestone, a systematic and objective review is necessary to fulfill this commitment.

To facilitate this review, an Implementation Monitoring Checklist has been drafted. This document will serve as a structured tool to systematically assess the fidelity of the framework's implementation, identify areas of success, and pinpoint challenges. It provides a consistent basis for data gathering and analysis, which is critical for making informed management decisions. Without such a formal review,



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the region's and SDOs' ability to monitor their initiatives and provide quality information for management actions would be compromised.

### III. Objectives

This concept paper proposes the formal adoption of the Implementation Monitoring Checklist with the following objectives:

1. To systematically evaluate the extent to which the RMEA Framework's foundational mechanisms, strategies, and content areas have been successfully implemented across all relevant divisions and units.
2. To gather objective data on the performance of the RMEA system, including the roles and responsibilities of key stakeholders.
3. To identify strengths and weaknesses in the current implementation, highlighting effective practices for replication and areas requiring immediate attention or adjustment.
4. To provide a factual basis for the upcoming Mid-Term Review (MTR) and for developing strategic adjustments to ensure the region remains on track to meet its 2028 targets.

### IV. Methodology

The Implementation Monitoring Checklist will be distributed to all relevant divisions and units responsible for the implementation of programs, projects, and interventions. Data collection will involve:

- **Self-Assessment:** Divisions and units will complete the checklist, providing comments and findings based on their records and experiences.
- **Documentation Review:** The Quality Assurance Division (QAD) will lead a review of relevant documents, such as QPIR and AIR reports, to verify the information provided in the checklists.
- **Structured Interviews/Focus Group Discussions:** Selected M&E process owners and staff will participate in interviews to provide qualitative insights into the challenges and successes of the framework's implementation.

### V. Expected Outcomes

The adoption and utilization of this checklist are expected to yield the following outcomes:

- A comprehensive, evidence-based report on the status of the RMEA Framework's implementation.

- Clear and actionable recommendations for refining the framework and its processes.
- An updated plan for the remainder of the REDP cycle to address identified gaps.
- Increased ownership and accountability among all divisions and units for their respective M&E roles.

## VI. Checklist Description

The checklist is a systematic and objective tool designed to assess the implementation status of the RMEA Framework. It is intended to be used by Schools Division Offices (SDOs) and Regional Office (RO) divisions and units to evaluate their adherence to the framework's foundational mechanisms, strategies, processes, and content areas. The rating scale provides a quantitative and descriptive measure of progress, helping to identify areas of success and those requiring corrective action. The results from this checklist will serve as a key input for the upcoming Mid-Term Review.

## VII. Analysis Procedure

The data collected from the checklist will be analyzed to provide a comprehensive overview of the framework's implementation. The rating scale will be used to guide this analysis, following these steps:

### 1. Individual Item Interpretation:

Average Rating		Interpretation
4.00 – 5.00	<b>Highly Evident</b>	The rating implies successful implementation and indicates strengths to be maintained.
3.00 – 3.99	<b>Partially Evident</b>	The rating signifies areas that require closer attention and offer key opportunities for improvement.
2.00 – 2.99	<b>Minimally Evident</b>	The rating suggests that some basic elements are in place, but significant gaps in implementation exist and require immediate attention.
1.00 - 1.99	<b>Not Evident</b>	The rating indicates a complete absence of implementation or a major breakdown in the process, requiring urgent and prioritized corrective action.

### 2. Sectional Analysis: An average rating for each section will be calculated to identify which areas of the framework are generally strong and which require significant intervention.


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3. Qualitative Data Integration: The qualitative data from the "Comments/Findings" and "Recommendations" will be integrated to provide context for the numeric ratings, identifying common themes and systemic issues.
4. Prioritization: The analysis will lead to the prioritization of action plans based on items with the lowest ratings and the most critical findings.


**VIII. Recommendation**

It is respectfully recommended that the top management formally approve the adoption and use of this Implementation Monitoring Checklist. This will authorize the immediate commencement of the review process, ensuring that the Mid-Term Review (MTR) is conducted in a timely and effective manner, thus supporting the region's long-term educational goals.


**Initiated and prepared by:**

  
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**Date:** 12 AUG 2025



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**REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (RMEA)  
 FRAMEWORK IMPLEMENTATION MONITORING CHECKLIST**

**Document Reference:** *Regional Memorandum No. 123, s. 2023 - Adoption and Implementation of Regional Monitoring, Evaluation and Adjustments (RMEA) Framework (December 2022 Version)*

**Purpose:** *To monitor the implementation of the RMEA Framework as a basis for its review, approximately three years after its adoption.*

**Governance Level:**  Region  Division

**Name of Division (RO/SDO):** \_\_\_\_\_

**Date of Monitoring:** \_\_\_\_\_

**Instructions:** For each item, select the rating that best reflects its implementation status, and add comments or findings. Use the "Recommendations" column to note any necessary adjustments or next steps.

**Rating Scale:**

Rating	Descriptive Rating	Rating Details
5	Highly Evident	The item is fully and consistently implemented across all areas.
4	Moderately Evident	The item is mostly implemented, but there may be minor inconsistencies.
3	Partially Evident	The item is implemented in some areas but not others or is inconsistently applied.
2	Minimally Evident	The item is rarely or only superficially implemented
1	Not Evident	The item has not been implemented at all.

Checklist Item	Rating					Total	Comments/Findings / Recommendations
	5	4	3	2	1		
<b>A. Foundational Mechanisms</b>							
1. Baseline data and/or information are established and verified to set appropriate targets for programs and projects as reflected in the							

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Checklist Item	Rating					Total	Comments/Findings / Recommendations
	5	4	3	2	1		
DEDP/REDP and office WFPs.							
2. Capacity building was conducted for DepEd staff assigned to M&E work.							
3. The M&E system and its processes was communicated to all offices responsible for implementation.							
4. The M&E process owners are oriented on how to perform M&E work and manage the system.							
5. The M&E process owners has formally reviewed and provided input on the unit's M&E plan to ensure it meets established standards and aligns with the REDP/DEDP/WFP.							
<i>Sub Total</i>							
<i>Sub-Average (Subtotal÷5)</i>							
<b>B. Monitoring &amp; Evaluation Strategies</b>							
1. Quarterly Program Implementation Reviews (QPIRs) are conducted regularly as a formative/progress M&E strategy.							
2. QPIRs assess performance based on agreed-upon input and output indicators.							
3. Annual Implementation Reviews (AIRs) or End-Of-Year Reviews are being conducted to provide management with overall feedback.							
4. The Mid-Term Review (MTR) is being planned or has been conducted to							

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Checklist Item	Rating					Total	Comments/Findings / Recommendations
	5	4	3	2	1		
assess if critical milestones have been realized.							
5. Plans are in place for the Outcome Evaluation to be conducted by 2028.							
6. Impact Evaluations have been initiated for specific policies and programs as needed.							
<i>Sub-Total</i>							
<i>Sub-Average (Subtotal÷6)</i>							
<b>C. M&amp;E Processes and Activities</b>							
1. Data gathering is conducted systematically and consistently.							
2. Gathered data are regularly validated for accuracy and reliability.							
3. M&E data is organized and stored for easy retrieval and analysis.							
4. M&E reports are generated and submitted in a timely manner.							
5. Plan adjustments are made based on M&E findings and recommendations.							
<i>Sub-Total</i>							
<i>Sub-Average (Subtotal÷5)</i>							
<b>D. Content Areas of Monitoring</b>							
1. The monitoring system captures the efficiency and effectiveness of the regional/division programs and projects.							
2. The technical and instructional support provided to Schools Division Offices							

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Checklist Item	Rating					Total	Comments/Findings / Recommendations
	5	4	3	2	1		
(SDOs)/Schools is monitored.							
3. The adequacy, accessibility, and equitable distribution of educational resources is monitored.							
4. The organizational performance and health (effectiveness of staff, teams, and the organization) is monitored.							
<i>Sub-Total</i>							
<i>Sub-Average (Subtotal÷4)</i>							
<b>E. Roles and Responsibilities</b>							
1. The Quality Management Team (DQMT/RQMT) Chair provides overall leadership and direction for the regional M&E system.							
2. The Quality Assurance Division (QAD)/Division M&E Section/Unit fulfills its role as the main process owner.							
3. Other offices (Division and Units) actively participate in the implementation of the M&E system.							
<i>Sub-Total</i>							
<i>Sub-Average (Subtotal÷3)</i>							
<b>F. General Findings</b>							
1. The M&E system provides quality information as basis for management actions.							
2. Challenges or lessons learned that were not anticipated in the original framework are documented.							
<i>Sub-Total</i>							

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Checklist Item	Rating					Total	Comments/Findings / Recommendations
	5	4	3	2	1		
<i>Sub-Average (Subtotal÷2)</i>							
<b>Final Average Rating</b> <i>(Sum of Sub-Averages ÷ 6)</i>							
<b>INTERPRETATION</b>							

**Analysis:**

Average Rating		Interpretation
4.00 – 5.00	<b>Highly Evident</b>	The rating implies successful implementation and indicates strengths to be maintained.
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**Accomplished by:**

**Noted by:**

\_\_\_\_\_  
M&E Coordinator/Office Personnel

\_\_\_\_\_  
Division Chief/Head of Office

**CONFORMED and APPROVED:**

\_\_\_\_\_  
Regional Director/Schools Division Superintendent



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