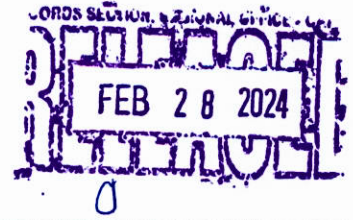




Republic of the Philippines
Department of Education
CARAGA REGION



February 26, 2024

REGIONAL MEMORANDUM
No. 0181, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS SGOD AND CID
EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
This Region

CONDUCT OF REGIONAL MONITORING, EVALUATION, AND ADJUSTMENTS
(RMEA), CY: 2024

1. Republic Act 9155 or the "Governance Basic Education Act of 2001" and Republic Act 10533 or the "Enhanced Basic Education Act of 2013", the Department of Education (DepEd) implements programs, projects, and major activities to ensure access to and improve the quality of basic education, an end toward which all operating units at all governance levels have attendant roles, tasks, and responsibilities for which they are principally accountable.
2. The Department of Education currently manages various Programs, Projects, and Activities (PPAs) that are implemented at various levels of governance – Central Office, Regional Offices (RO), Schools Division Offices (SDOs), and Schools. The Department needs to establish systems and procedures that will facilitate periodic monitoring and evaluation of committed outputs to ensure efficient and effective utilization of its resources as well as the achievement of its office performance targets and commitments.
3. In DepEd Order No. 029, s. 2022 or the "Adoption of the Basic Education Monitoring Evaluation Framework (BEMEF)" which guides the conduct of M & E in DepEd in which the Regional, School Division, and School M & E System as a set of organizational structures, management processes, standards, strategies plans, indicators, information systems, reporting lines, and accountability relationships that enables offices across governance levels to perform their M & E functions effectively. Thus, Section VIII of DepEd Order No. 029, s. 2022 clearly defines the roles and responsibilities of the lead, process owners, and responsible offices in the M & E System across the governance level.
4. Consistent with the institutionalization of the Basic Education Monitoring Evaluation Framework (BEMEF) and in support of the Basic Education Development Plan of RO and SDOs and MATATAG Agenda of the Department Education. In the

planning stage, each operating unit in RO and SDOs PAPs implementation are aligned in their committed strategies that will contribute to the achievement of the agency's IOs and EMs. Thus, all committed planned activities in the RO and SDOs education development plan shall be incorporated in the operating units OPCRf and WFP for reporting through the Regional Monitoring, Evaluation, and Adjustments (RMEA).

5. The conduct of quarterly of Regional Monitoring, Evaluation, and Adjustments (RMEA) aims to:

- a. Present the committed strategies and planned activities of the operating units in the Regional/Division Education Development Plan;
- b. Provide guidance in the monitoring of programs, projects, and activities;
- c. Assess the organizational outcomes and the collective performance of offices across all governance levels of the Department;
- d. Identify and discuss concerns/issues/gaps/problems affecting the delivery of programs, projects, and activities;
- e. Determine needed adjustments and enhancements of the work and financial plan in existing policies, programs, projects, and activities;
- f. Identify lessons learned as hindering and facilitating factors in the implementations of programs, projects, and activities;
- g. Present the physical and financial accomplishments including the result of assessments; and
- h. Present the personnel requirements of the organization.

6. The FDs/Units in RO and SDOs together with Program Owners for individual Programs, Activities, and Projects both for national and local levels are required to craft their Office/Individual Work and Financial Plan (WFP) on the budgeted and non-budgeted activities to be conducted in CY: 2023. All offices or operating units should look at the progress of plans in terms of physical, implementation schedule, and financial performance based on their committed outputs in their approved Work and Financial Plan making sure that the committed strategies and its PAPs in the RO and SDOs education development plan are incorporated in the operating units WFP.

7. The program owners shall develop their Implementation Plan and M & E Plan to ensure the successful execution and assessment of their programs.

8. All FDs/Units of RO and SDOs shall align their KRAs, Objectives, Outputs, and Planned Activities for MEA reporting to Version 3 Office Compendiums.

9. The activity shall employ MS Teams as a virtual platform in the presentation of their Progress Accomplishment Report.

10. The quarterly conduct of the Regional Monitoring, Evaluation, and Adjustments (RMEA) roles and responsibilities in the M & E System, schedule, cluster grouping, Gawad-Agad Award, and RO/SDO participants are found in Enclosure No. 1.

11. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

11. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

Encl/s.: As stated

Reference/s: Deped Order No. 029, s. 2022

Regional Memorandum No. 0189, s. 2022

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

EVALUATION

MONITORING

PLANS

PROGRAMS

QAD/edm
02/26/2024

I. Roles and Responsibilities of Offices

M & E Systems	Overall Lead	Process Owner	Responsible Offices	Roles and Responsibilities
Regional	Regional Director	Quality Assurance Division (QAD)	All operating units	The QAD as the main process owner of the Regional M & E System shall lead the conduct of quarterly MEA in the Regional and School Division operating units to track physical and financial accomplishments and assess the progress implementation of plans, programs, projects, and major activities.
School Division	Schools Division Superintendent	School Governance Operations Division (SGOD)	All operating units	The SGOD as the process owner of the School Division M & E System shall lead the conduct of quarterly MEA among school division operating units and schools to track physical and financial accomplishments and assess the progress implementation of plans, programs, projects, and major activities.
School	School Head	School Head	All personnel and stakeholders in the school	The School Head as the process owner of the School M & E System shall lead the conduct of quarterly MEA in the school to track physical and financial accomplishments and assess the progress implementation of plans, programs, projects, and major activities.

II. Schedule of Presentations

Governance Level	Quarter	Date
RMEA with RO FDs/Units	1	April 24, 2024
RMEA with SDOs		April 25, 2024
RMEA with RO FDs/Units	2	July 24, 2024
RMEA with SDOs		July 25, 2024
RMEA with RO FDs/Units	3	October 29, 2024
RMEA with SDOs		October 30, 2024
RMEA with RO FDs/Units	4	January 29, 2025
RMEA with SDOs		January 30, 2025

III. Cluster Grouping

Schedule of Grouping	Clusters	SDOs
1 st Semester	Maka-Diyos	Surigao City Agusan del Sur Dinagat Islands
	Maka-Tao	Butuan City Cabadbaran City Bayugan City
	Makakalikasan	Bislig City Surigao del Norte Tandag City
	Makabansa	Siargao Agusan del Norte Surigao del Sur

2 nd Semester	Maka-Diyos	Agusan del Sur Agusan del Norte Bayugan City
	Maka-Tao	Bislig City Cabadbaran City Dinagat Islands
	Makakalikasan	Siargao Surigao City Surigao del Norte
	Makabansa	Surigao del Sur Tandag City Butuan City

IV. Gawad-Agad Award

In Regional Order No. 005, s. 2020, Section 24.3 on Gawad-Agad Award, Item b. on Prompt Submission of Reports will be given to the SDOs for prompt and complete submission of required outputs. The Regional Office through the Quality Assurance Division (QAD) shall give the following award based on the given criteria:

Awards	Performance Level Descriptions
Gawad-Agad for Timeliness	Submission of updated Progress Accomplishment Report one (1) week before and after the conduct of the activity
Gawad-Agad for Quality	- Understands the purpose of the report. - Gathers, evaluates and analyzes relevant quantitative and qualitative information.
Gawad-Agad for Completeness	- All table templates are accomplished. - The tables are in logical and coherent order.

The SDO can receive more than one (1) Gawad-Agad Award if it meets the above-stated criteria.

V. RO and SDO Participants

ACTIVITIES	PARTICIPANTS
RMEA with FDs/Units	- Regional Director - Assistant Regional Director - Chiefs of Functional Divisions - Education Program Supervisors - Unit Heads - Other RO Personnel
RMEA RMEA with SDOs	Regional Office - Regional Director - Assistant Regional Director - RFTAT Division Office - Schools Division Superintendent - Assistant Schools Division Superintendent - Chief CID and SGOD

	• Education Program Supervisor/s • Public Schools District Supervisor/s • SEPS or EPS II M & E • Other SDO personnel The presenter in the SDO Progress Accomplishment Report shall follow the hierarchy in position depending on their availability, to wit: 1. Schools Division Superintendent 2. Chief, SGOD 3. SEPS, SMME
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