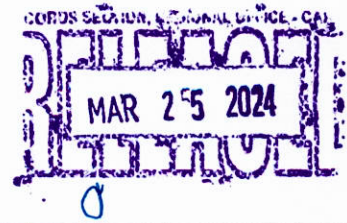




Republic of the Philippines
Department of Education
CARAGA REGION



March 21, 2024

REGIONAL MEMORANDUM

No. 0276, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS SGOD
SEPS/EPS II SMME
This Region

**WORKSHOP ON MONITORING, EVALUATION, AND ADJUSTMENTS (MEA) AS
COMPLEMENTARY TOOL TO MATATAG AGENDA AND BEDP**

1. The Department of Education currently manages various Programs, Projects, and Activities (PPAs) that are implemented at various levels of governance – CO, ROs, SDOs, and Schools. The Department needs to establish systems and procedures that will facilitate periodic monitoring of committed outputs to ensure efficient and effective utilization of its resources, as well as achievement of its office performance targets and commitments. This is in line with the administration's thrust to assure that all planned programs and interventions are delivered and able to contribute to the Department's vision and goal.
2. The Monitoring, Evaluation, and Adjustments (MEA) intend to simultaneously measure the progress of implementation of PAPs within and across the organization, the performance of offices based on the targets set in the Office Performance Commitment and Review Form (OPCRF) aligned to Version 3 Office Compendium, and their contribution to organizational outcomes.
3. The accomplishments of PAPs and delivery of outputs is within the set quality, efficiency, and timeliness standards of the Department, and their alignment to MATATAG Agenda and BEDP. Through this mechanism, DepEd obtains timely information about the organization's performance and status of PAPs to allow timely responses to bottlenecks, constraints, and challenges affecting the delivery of basic education services. This will also ensure that best practices and valuable lessons learned, and progressive improvement of program implementation are learned and utilized in various development processes to enhance current and future PAPs.



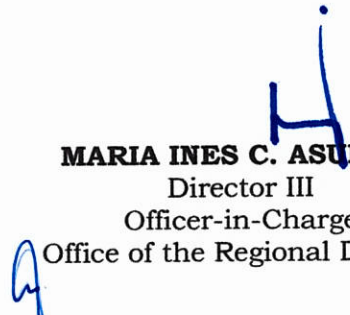
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4. The workshop shall take place on April 9-10, 2024 at Silver Hall, R-NEAP. The workshop aims to:
- Discuss the significance of Monitoring and Evaluation (M&E) as a shared responsibility across governance levels;
 - Present the draft MEA and PIR Templates to the participants; and
 - Align V3 Office Compendium and its objectives and performance indicator to MATATAG Agenda and BEDP.
5. The expected participants from the 12 SDOs are SEPS-SMME, EPS II-SMME, and designate SMME.
6. The travel expenses, per diem, and other incidental expenses of the SDO personnel shall be charged against local funds subject to existing COA and accounting rules and regulations.
7. The Travel Authority of the SDO participants from the 12 SDOs shall be presented to the Secretariat.
8. The program of activities is found in Enclosure No. 1.
9. 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.: NONE
Reference/s: NONE
To be indicated in the Perpetual Index under the following subjects:
EVALUATION MONITORING PROGRAMS

QAD/edm
03/21/202



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Enclosure No. 1 to Regional Memorandum No. 0276, s. 2024

Program of Activities

Day and Time	Activity	In-Charge
Day 1: April 9, 2024		
Opening Program		
7:30 AM – 8:00 AM	Breakfast	
8:00 AM – 8:30 AM	Registration of Participants	
8:30 AM – 9:00 AM	Nationalistic Song	Multi-Media Presentation
	Opening Prayer	Multi-Media Presentation
	Statement of Purpose	Pedro T. Escobarte Jr, PhD., CESO V Assistant Regional Director Caretaker of QAD
	Recognition of Participants	Willy C. Dumpit, PhD. EPS, QAD
	Inspirational Message	Maria Ines C. Asuncion Director III OIC-Regional Director
Edmund D. Mendoza, PhD Host		
Workshop Proper		
10:00 AM – 10:30 AM	Curriculum Implementation Division (CID) Office Functions V3	Maria Teresa A. Ajos, PhD. SEPS, SMME Tandag City
10:30 AM – 11:00 AM	School Governance Operations Division (SGOD) Office Functions V3	Maribel J. Taburno SEPS, SMME Agusan del Sur
11:00 AM – 11:30 AM	Office of the Schools Division Superintendent (OSDS) Office Functions V3	Jennifer R. Jovita, PhD. SEPS, SMME Surigao City
11:30 AM – 12:00 NOON	MATATAG AGENDA	Marish A. Baradillo EPS II, SMME Surigao del Norte
12:00 NOON – 1:00 PM	Lunch Break	
1:00 PM – 1:15 PM	Energizer	
1:15 PM – 2:00 PM	KRAs of DepEd Glance of REDP Strategies	Edmund D. Mendoza, PhD. EPS, QAD
2:00 PM – 2:30 PM	Presentation of the Suggested MEA and PIR Templates	Edmund D. Mendoza, PhD. EPS, QAD
2:30 PM – 5:00 PM	Workshop Proper on the MEA and PIR Templates	SDO Participanats Lead, Moderator – SDO Participant
DAY 2: April 10, 2024		
8:00 AM – 8:30 AM	Finalization of the MEA and PIR Templates	Lead Moderator – SDO Participant
8:30 AM – 12:00 Noon	Workshop Proper on the expected PAPs of OSDS, SGOD, and CID on the approved MEA Templates	SDO Participants
12:00 NOON – 1:00 PM	Lunch Break	
1:00 PM – 4:00 PM	SDO Presentation of Outputs • OSDS • CID • SGOD • PIR	SDO Participants



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4:00 PM – 5:00 PM	Closing Program and Awarding of Certificates	SDO Participants and QAD Personnel
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