



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**TAGBILARAN CITY SCHOOLS DIVISION**  
City of Tagbilaran



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September 17, 2018

DIVISION MEMORANDUM

No. 545, s. 2018

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT (MEA)  
CONFERENCE FOR THE 3rd QUARTER OF THE CALENDAR YEAR 2018**

To : Chiefs, SGOD & CID  
PSDS, EPSs  
Division Section Chiefs and Heads  
Division Monitoring, Evaluation and Adjustment (MEA) Coordinator  
All Others Concerned

1. This Office informs all the Division Section Chiefs and Heads on the schedule of the Division Monitoring, Evaluation Adjustment Conference for the 3rd Quarter of the Calendar Year 2018 which is set on September 21, 2018 at our Division Conference Hall from 8 to 12 in the morning.
2. In this connection, you are hereby directed to submit your consolidated Concerns, Issues), Gaps and Problems (CIGPs) in all your areas of concern including the Cause of Occurrence, Proposed Corrective Action, Proposed Preventive Measure/s, the Time Frame to Resolve/Address and the Best Practices to the Chief of SGOD, Dr. Beatriz C. Luga for the Division M & E Coordinator to consolidate on or before September 21, 2018.
3. Attached is the Regional Memorandum No. 0673, s. 2018 dated September 14, 2018 with the Official template for MEA for reference.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**VIRGINIA C. ZAPANTA, Ed. D., CESO V**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



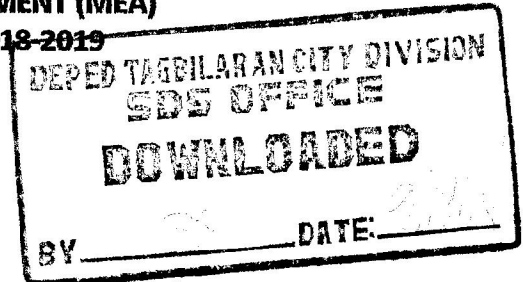
SEP 14 2018

REGIONAL MEMORANDUM

No. 0673, s. 2018

**REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (MEA)  
CONFERENCE FOR THE 1<sup>ST</sup> QUARTER OF THE SY 2018-2019**

To: Schools Division/City Superintendents  
Assistant Schools Division/City Superintendents  
Officers-in-Charge of Regular and Interim Schools Division  
CID/SGOD Chief



1. In our quest to continually improve the delivery of basic services to the school community and its stakeholders through monitoring and evaluation of the personnel and unit performance, the Regional Monitoring, Evaluation and Adjustment Conference for the 1<sup>st</sup> quarter of the school year 2018-2019 is slated on October 2-3, 2018 at Ecotech Center, Lahug, Cebu City.
2. The participants to this activity are the SGOD or CID Chiefs, Division M & E Coordinators, all QAD and FTAD personnel and Regional Functional Division Chiefs or their authorized representatives. The Division reports shall be anchored on the RMEA framework using the herein enclosed template. The order of reporting shall be based on the sequence of attendance manifested during arrival.
3. It is advised that all participants shall be in the venue at 8:00 AM on the first day to maximize time devoted for consolidation and preliminary activities. The first meal is breakfast in the first day and dinner for the last day of activity.
4. All expenses related to the conduct of RMEA shall be charged against the Regional MOOE/Local Fund while transportation expenses of the participants will be charged to their Division MOOE Fund subject to the usual auditing rules and regulations by the Commission on Audit.
5. This Memorandum will also amend paragraph no. 3 of the Regional Memorandum No. 651, 2018 relative to the date of the conduct of RMEA.
6. Immediate dissemination of this Memorandum is desired.

*Juliet A. Jeruta*  
JULIET A. JERUTA, Ph.D. CESO V  
Director M  
DepEd RO *710*

BDT'18  
Quality Assurance Division

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”

Template for RMEA

Areas of Concern	CIGPs	Cause of Occurrence	Proposed Corrective Action	Time Frame to Resolve/Address	Proposed Preventive Measure/s
<b>1.0 Curriculum, Learning and Assessment</b>					
1.1 Curriculum Management					
1.2 Learning Delivery,					
1.3 Learning Resources					
1.4 Learning Assessment					
<b>2.0 Governance and Accountability</b>					
2.1 Division Financial Resources (MOOE, SARO, etc.)					
2.2 Crucial Resources					
2.3 PAPs with SARO					
2.4 GAD activities					
2.5 Private Schools Permit and Recognition					
2.6 Linkages/Partnership					
2.7 SIP/AIP Concerns					
2.8 Division Initiated PAPs					
2.9 Senior High School (Program) Offerings, Immersion, JDV, etc.)					
<b>3.0 Division Performance Indicators</b>					
3.1 Enrolment Rate					
3.2 Promotional Rate					
3.3 Numeracy Rate					
3.4 Reading Proficiency					
3.5 LARDOS					
3.6 Achievement Rate					
<b>4.0 Personnel Management</b>					
4.1 Learning/Training and Development					
4.2 Benefits/Welfare/Retirement					
4.3 Personnel Action (Promotion/ERF, Appointment, Tardiness/Habitual Absences, Leave of Absence)					

5.0 Division Best Practices (SBM practices related to any domain, PAPs, forging stakeholders especially for SHS programs, teacher made instructional materials or any activity to support quality instruction and improvement of school plant)

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