



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



📍Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 ☎ (038) 544-2147; 427-1702 ✉  
[dtagbilarancitydivision@yahoo.com](mailto:dtagbilarancitydivision@yahoo.com) 🌐 [www.depedtagbilaran.org](http://www.depedtagbilaran.org)

May 14, 2019

DIVISION MEMORANDUM

No. 209, s. 2019

**CONDUCT OF REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)  
CONFERENCE FOR SCHOOLS DIVISIONS**

To: ASDS, SGOD Chief, CID Chief, AO-V, SEPS-M & E  
All Others Concerned

1. This is with reference to Regional Memorandum No. 0235, s. 2019, dated May 8, 2019, announcing the conduct of the Regional Monitoring, Evaluation, and Adjustment (RMEA) Conference for Schools Divisions on May 30-31, 2019 at the 3<sup>rd</sup> Floor Conference Hall, DepEd Region VII, Sudlon, Lahug, Cebu City.
2. In this connection, ASDS, SGOD Chief, CID Chief, Administrative Officer V, Division M & E Coordinator (SEPS M & E) are required to submit reports on the issues regarding the delivery of basic education services to schools that shall be anchored on the RMEA framework using the attached templates assigned to your respective sections/offices.
3. The said reports will be submitted to this Office on or before May 21, 2019 for the final consolidation which will be presented during the RMEA Conference.
4. For details, see attached Regional Memorandum No. 0235, s. 2019.
5. For information, guidance and strict compliance.

**NERI C. OJASTRO EdD, CESE**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent *Rel B*



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



MAY 08 2019

REGIONAL MEMORANDUM

No. **0235** s. 2019

CONDUCT OF REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)  
CONFERENCE FOR SCHOOLS DIVISIONS

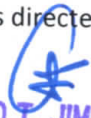

To: Schools Division Superintendents

1. This Office announces the conduct of the Regional Monitoring, Evaluation, and Adjustment (RMEA) Conference for Schools Divisions on May 30-31, 2019 at the 3<sup>rd</sup> Floor Conference Hall, DepEd Region VII, Sudlon, Lahug, Cebu City.
2. The purpose of this activity is to track the delivery of basic education services to schools for the third quarter of the school year 2018-2019 and the organizational effectiveness in the implementation of the work and financial plans (WFP) of the Schools Division Offices (SGOD, CID, and Office of the SDS/ASDS, comprising units/sections) for the first quarter of calendar year 2019.
3. The participants to this activity are the SGOD Chiefs, CID chiefs, and Division M&E Coordinators (preferably SEPS M&E), all QAD and FTAD personnel and Regional Functional Division Chiefs or their authorized representatives.
4. The consolidated monitoring and evaluation (M&E) reports on the issues regarding the delivery of basic education services to schools shall be anchored on the RMEA framework using the template in Enclosure 1.
  - 4.1 Issues raised shall have sound bases from quantitative monitoring and evaluation of the progress of learners per grade level. That is, schools divisions must ensure that schools have religiously monitored quarterly the following: (1) Learners at Risk of Dropping Out (LARDOs), (2) Learners with Quarterly Failures (LQFs) by Subject, (3) Learners with Poor Nutrition (LPNs), (4) Learners with Reading Gaps (LRGs), (5) Learners with Numeracy Gaps (LNGs), (6) Status of the Teaching of Learning Competencies, and (7) Status of Education Resources (Classrooms, Teachers, Principals, Seats, Blackboards, Learning Materials or LMs, Teaching Guides or TGs, and Curriculum Guides or CGs)
  - 4.2 If the quantitative data aforementioned in 4.1 have not been tracked for reporting, it is advised that schools divisions ensure the re-tracking of these quantitative data starting the first quarter of school year 2019-2020.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 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”*

5. The consolidated M&E reports on organizational effectiveness shall include the following:
  - 5.1 Utilization of Division MOOE as of March 31, 2019 (See Enclosure 2)
  - 5.2 Status Report on Human Resources as of March 31, 2019 (See Enclosure 3)
  - 5.3 Progress Report on WFP Implementation of SGOD for Q1 (January to March) of 2019 (See Enclosure 4)
  - 5.4 Progress Report on WFP Implementation of CID for Q1 (January to March) of 2019 (See Enclosure 5)
  - 5.5 Progress Report on WFP Implementation of Units under Office of SDS/ASDS for Q1 (January to March) 2019 (See Enclosure 6)
6. Each Schools Division is advised to prepare one M&E report that include filled-in templates described in enclosures 1 to 6.
7. The order of reporting shall be based on the sequence of attendance manifested during arrival.
8. It is advised that all participants shall be in the venue at 8:00 AM on the first day to maximize time. The first meal is breakfast on the first day and dinner on the last day of activity.
9. All expenses related to the conduct of RMEA shall be charged against the Regional MOOE/Local Funds while transportation expenses of the participants will be charged to their Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is directed.

  
**SALUSTIANO T. JIMENEZ, LL.B., CESO VI**  
DIRECTOR III  
JULIET A. JERUTA, PhD, CESO IV  
Director IV  


Enclosure 1

TEMPLATE FOR RMEA

AREAS OF CONCERN	ISSUES	CAUSE OF OCCURRENCE	PROPOSED CORRECTIVE ACTION	TIME FRAME TO RESOLVE/ ADDRESS	PROPOSED PREVENTIVE MEASURE/S
1.0 Curriculum, Learning and Assessment					
1.1 Curriculum Management					
1.2 Learning Delivery					
1.3 Learning Resources					
1.4 Learning Assessment					
2.0 Governance and Accountability					
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 and Partnership					
2.7 SIP/AIP Concerns					
2.8 Division Initiated PAPs					
2.9 Senior High School (Program Offerings, Immersion, JDV, etc.)					
3.0 Division Performance Indicators					
3.1 Enrolment Rate					
3.2 Promotional Rate					
3.3 Numeracy Rate					
3.4 Reading Proficiency					
3.5 LARDOs					
3.6 Achievement Rate					
4.0 Personnel Management					
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)

*Status Report of the Utilization of Financial Resources*  
**Utilization of Division MOOE as of March 31, 2019**

DIVISION MOOE ALLOCATION FOR 2019: _____		
<i>Note: Division MOOE does not include the School MOOE of Non-IUs.</i>		
<i>Allocation should reflect the annual Division MOOE for 2019 (even if only part of it is received yet)</i>		
Name of Expenses	Amount Utilized	% of Utilization
Training		
Travel		
Electricity		
Office Supplies		
Janitorial Services		
Communication (phone, mailing, cable, sat, telegraph)		
Labor and Wages		
Repair and Maintenance-Building		
Repair and Maintenance (IT, Office Equipment, Vehicles)		
Security Services		
<i>Others</i>		
<b>TOTAL</b>		

Division of \_\_\_\_\_

- DMEA-Organizational Effectiveness Q1 of CY 2019
- DMEA-Delivery of Basic Education Services Q3 of SY 2018-2019

Enclosure 3

*Status Report on Human Resources* as of March 31, 2019

DIVISION/SECTION/UNIT	NO. OF REQUIRED PERSONNEL	NO. OF HIRED PERSONNEL	NUMBER OF VACANCIES	TARGET MONTH TO FILL UP VACANCIES
SGOD Main				
SGOD-M&E				
SGOD-Planning				
SGOD-Human Res. Dev't.				
SGOD-School Mob. & Networking				
SGOD-DRRM				
SGOD-School Health & Nutrition				
SGOD-Education Facilities				
CID-Chief and EPSs				
CID-PSDSs				
CID-ALS				
CID-LRM				
OSDS/OASDS Main				
OSDS-Administrative Services				
OSDS-Legal Services				
OSDS-Cash Services				
OSDS-Personnel Services				
OSDS-Property Management				
OSDS-Finance Services				
OSDS-Budget Management				
OSDS-Records Services				
OSDS-ICT Services				
TOTAL				

Enclosure 4

*Progress Report on WFP Implementation of SGOD for Q1 of 2019*

DIVISION/SECTION/ UNIT	KRAs	DELIVERABLES/ OUTPUTS	NO. OF TARGET OUTPUTS/ BENEFICIARIES	NO. OF ACTUAL OUTPUTS/ BENEFICIARIES	% OF ACCOMPLISHMENT
SGOD Chief and EPS	1	1. 2. 3.			
	2	1. 2. 3.			
SGOD-M&E					
SGOD-Planning					
SGOD-Human Resource and Development					
SGOD-School Mobilization and Networking					
SGOD-DRRM					
SGOD-School Health & Nutrition					
SGOD-Education Facilities					
<b>AVERAGE PERFORMANCE</b>					

Enclosure 5

*Progress Report on* **WFP Implementation of CID for Q1 of 2019**

DIVISION/SECTION/ UNIT	KRAs	DELIVERABLES/ OUTPUTS	NO. OF TARGET OUTPUTS/ BENEFICIARIES	NO. OF ACTUAL OUTPUTS/ BENEFICIARIES	% OF ACCOMPLISHMENT
CID-Chief and EPSs	1	1. 2. 3.			
	2	1. 2. 3.			
CID-PSDSs					
CID-ALS					
CID-LRM					
<b>AVERAGE PERFORMANCE</b>					



Enclosure 6

*Progress Report on WFP Implementation of Units under Office of SDS/ASDS for Q1 of 2019*

DIVISION/ SECTION/UNIT	KRAs	DELIVERABLES/ OUTPUTS	NO. OF TARGET OUTPUTS/ BENEFICIARIES	NO. OF ACTUAL OUTPUTS/ BENEFICIARIES	% OF ACCOMPLISH- MENT
OSDS-Administrative Services	1	1. 2. 3.			
	2	1. 2. 3.			
OSDS-Legal Services					
OSDS-Cash Services					
OSDS-Personnel Services					
OSDS-Property Management					
OSDS-Finance Services					
OSDS-Budget Management					
OSDS-Records Services					
OSDS-ICT Services					
AVERAGE PERFORMANCE					