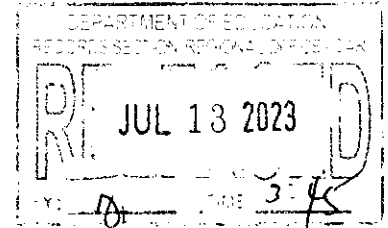




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



13 July 2023

REGIONAL MEMORANDUM
366-2023

**CONDUCT OF PLANNING MEETING IN PREPARATION FOR THE 2023
2nd QUARTER RMEA CONFERENCE CUM PIR**

To: Assistant Regional Director
Schools Division Superintendents
SGOD-Chiefs
All Others Concerned

1. Relative to the foregoing 2023 2nd Quarter Regional Monitoring, Evaluation & Adjustment Conference (RMEA) cum Program Implementation Review (PIR), this office will conduct a **virtual planning meeting on July 17, 2023 from 3:00 PM to 5:00 PM.**
2. The meeting aims to ensure the more efficient and effective conduct of the MEA cum PIR conference by articulating the processes to be followed, data gathering tool and how M&E results are used.
3. Participants to this meeting are the Regional Director; Assistant Regional Director; Schools Division Superintendents (SDSs) or Assistant Schools Division Superintendents (ASDSs); School Governance and Operations Division (SGOD) Chiefs; Senior Education Program Specialists for School Management Monitoring and Evaluation (SEPSs-SMME); Budget Officer and the Quality Assurance Division (QAD) Personnel.
4. The link shall be forwarded to the participants through their email, viber and messenger accounts.
5. Enclosed is the list and number of participants, guide for complete staff work (CSW) and meeting matrix.
6. For more information, please contact the **QAD, DepEd - Regional Office, Cordillera Administrative Region** at Telephone Number: **422 - 1318 (loc 1201)** or email us at: **car.qad@deped.gov.ph**
7. Compliance and immediate dissemination of this memorandum is desired.

Digitally signed by
Carino Estela Leon
Date: 2023.07.13
15:34:06 +08'00'

ESTELA P. LEON - CARINO EdD, CESO III
Director IV /Regional Director

QAD/CDBjr/rbb - RMEA PLANNING MEETING



Address: Wangal, La Trinidad, Benguet
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph

LIST OF PARTICIPANTS

**PLANNING MEETING IN PREPARATION FOR THE 2023
2nd QUARTER RMEA CONFERENCE CUM PIR**

July 17, 2023

PARTICIPANTS	NUMBER
Regional Director • Estela P. Leon-Cariño	1
Assistant Regional Director • Ronald B. Castillo	1
School Division Offices	32
SDS/ASDS	
SMME (SEPS/EPS II)	
Planning Officer	
Budget Officer	
QAD Staff	6
• Ester L. Gallotan	
• Clemente D. Bandao Jr.	
• Leonardo M. Aquino	
• Florence E. Balictan	
• Romulo B. Basa	
• Jose Lorenzo C. Cobarrubias	
TOTAL	40

PLANNING MEETING MATRIX

PLANNING MEETING IN PREPARATION FOR THE 2023 2nd QUARTER RMEA CONFERENCE CUM PIR

July 13, 2023

TIME	ACTIVITY
3:00 – 3:30	Opening Program <ul style="list-style-type: none">• Preliminaries<ul style="list-style-type: none">- Prayer- Nationalistic song- Cordillera Hymn- Reading the Quality Policy Statement• Roll Call• Opening Remarks• Orientation• Message
3:31 – 4:30	Meeting Proper Topics/Agenda <ul style="list-style-type: none">• Mechanics of the conference• Templates• Deadline of submission• Schedule of conference• Others
4:31- 5:00	Closing Program <ul style="list-style-type: none">• Ways forward• Acknowledgement• Closing Prayer

2nd Quarter Regional Monitoring, Evaluation and Adjustment (RMEA)

- I- Objectives: The 3rd quarter RMEA aims to:
 - A. determine priority improvements areas in the region and divisions through the analysis of performance indicators. (input to RO and SDO's Annual Implementation Plan for CY 2024)
 - B. monitor financial and physical accomplishments of SDOs for the first semester as bases for plan adjustment for the second semester.

- II- Program Flow
 - A. Preliminaries

 - B. Conference Proper
 - 1. Analysis of Key Performance Indicators (Results Evaluation)
 - a. Presentation of Analysis of KPIs of the region.
 - b. Presentation of Analysis of KPIs of SDOs.
 - 2. Monitoring and Evaluation of Accomplishments for the First Semester of CY 2023 (Jan-Jun)
 - a. Presentation of Analysis of M&E Data by the SDOs.
 - Accomplishments vs. targets as reflected in the AIP / WFP

 - 3. Synthesis
 - What are the relevant evaluation data/ information that should be used as inputs to the AIP of the RO and SDOs for 2024?
 - What are the emerging practices that show significant contributions to the improvement of performance?
 - What processes or mechanisms should be enhanced?
 - What are the corrective measures that should be put in place?
 - What are the lessons learned?

 - 4. Next steps

2nd Quarter Regional Monitoring, Evaluation and Adjustment (RMEA)

INSTRUCTIONS

The 2nd Quarter RMEA is designed to articulate evaluation data that serve as necessary inputs in the development of AIP for FY 2024 and catch up/ adjustment plans for the 3rd and 4th of FY 2023. The objectives for which the conference aims to achieve are the following:

- determine priority improvements areas in the RO and SDOs through the analysis of performance indicators. (input to RO and SDO's Annual Implementation Plan for CY 2024); and
- monitor financial and physical accomplishments of SDOs for the first semester as bases for plan adjustment for the second semester.

To ensure the attainment of the objectives, the following instructions must be considered:

A. Pre- Work

1. Analysis of Key Performance Indicators (Results Evaluation)

SGOD through the SMME Section and in cooperation with the Research and Planning Section shall analyze the KPIs for the last three years (SY 2019-2020, SY 2020-2021, 2021-2022) using the following methods: a) comparison of actual accomplishments vs. targets; b) historical or trend analysis; c) benchmarking.

Guide Questions:

- In what KPI did the SDO attain or surpass its targets? What PPAs are implemented vis-à-vis these accomplishments?
- What KPIs are below the targets set? What programs and projects are currently implemented to address these?
- Conduct **causal analysis** of the indicators and determine the **critical segments**.
 - e.g. high school leaver rate significantly contribute to low completion rate in Junior High Schools. They are most prevalent in schools A, B, C, D, E, F, etc.
- Historical Analysis: What trends are favorable? Alarming? Why? If these trends will continue, what will likely happen?
- Comparison with Benchmarks: How is the SDO performance compared with regional and national benchmarks?
- What are the priority improvement areas of the Division? What plan adjustments should be done?

2. Evaluation of accomplishments vs. targets for the First Semester of FY 2023.
Using the accomplished Table, SGOD through the SMME Unit shall evaluate accomplishments of the Division vis-à-vis the targets set in the AIP/ WFP. (GAS, PSF; current and continuing)
 - What targets are attained? (physical, financial and schedule.)
 - What are the gaps/ variances?
 - What are the operational concerns that contribute to these gaps? (competencies, resources, policy gaps, planning, evaluation and monitoring, controlling, rewarding, etc)
 - How can these gaps/ variances be addressed for the second semester? (Catch up plan)
 - What mechanisms should be put in place to facilitate the implementation of these PPAs?

B. PRESENTATION (RMEA Proper)

1. The ASDS or the SGOD Chief should do the presentation on behalf of the SDO.
2. There shall be 2 rounds of presentation with the following specifications:
 - a. Presentation of Analysis of KPIs of the region and SDOs
 - maximum of 10 slide decks (dashboard) to presented in 10 minutes
 - presentation should be more focused on the **results of analysis and evaluation of data** and less on table reading.
 - assigned panel of reactors (preferably SDS) will ask queries or give comments or recommendations – 10 minutes
 - b. Presentation of Analysis of M&E Data by the SDOs. (Accomplishments vs. targets as reflected in the AIP / WFP)
 - maximum of 10 slide decks (dashboard) to presented in 10 minutes
 - presentation should be more focused on the **results of analysis and evaluation of data** and less on table reading.
 - assigned panel of reactors (preferably SDS) will ask queries or give comments or recommendations – 10 minutes
3. Outputs of RMEA will serve as inputs to the planning process. Hence, Planning and Research Section of the SGOD are enjoined to attend the RMEA and they are expected collaborate with SMME Section in the preparation of DMEA reports.
4. RMEA and DMEA reports shall be compiled and consolidated to serve as reference for the planning workshops.

