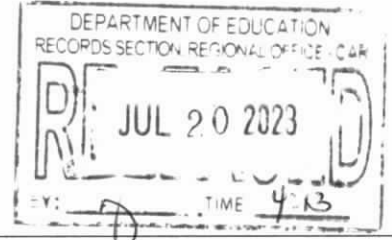




Republic of the Philippines
Department of Education
Cordillera Administrative Region



20 July 2023

REGIONAL MEMORANDUM

No. 385-2023

CONDUCT OF 2023 2nd QUARTER REGIONAL MONITORING, EVALUATION & ADJUSTMENT (RMEA) CONFERENCE CUM PROGRAM IMPLEMENTATION REVIEW (PIR)

To: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. This is to announce the conduct of the 2nd Quarter Virtual Regional Monitoring, Evaluation & Adjustment (RMEA) Conference cum Program Implementation Review (PIR) on July 27, 2023 from 8:30 AM to 5:00 PM.
2. The objectives of the conference are the following:
 - 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); and
 - b) monitor financial and physical accomplishments of SDOs for the first semester as bases for plan adjustment for the second semester.
3. Participants are the Regional Director, Assistant Regional Director, Schools Division Superintendents (SDSs) and/ or Assistant Schools Division Superintendents (ASDSs), Chiefs of Functional Divisions (FDs), SGOD Chiefs, SEPS-SMME, EPS-SMME, SEPS- Policy Planning and Research, Planning Officer II and QAD Personnel.
3. The link for the conference will be sent to the participants' email address or through the messenger/group chat through a google link on July 26, 2023.
4. Program flow, instructions, mechanics and the reporting templates (RMEA Forms) are enclosed in this memorandum for your reference and guide.
5. For more information, please contact the **Quality Assurance Division (QAD), DepEd – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 1318 (loc 1201)** or email us at: **car.qad@deped.gov.ph**
6. Immediate dissemination of and compliance with this memorandum is desired.

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

For the Regional Director:

RONALD B. CASTILLO, CESO V
Assistant Regional Director



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

- I- Objectives: The 2nd 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 third semester.

- II- Program Flow
 - A. Preliminaries (8:30-9:00)

 - B. Conference Proper
 - 1. Analysis of Key Performance Indicators (Results Evaluation)
9:00 AM -12:00 NN
 - 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) – 1:00-4:00 PM
 - a. Presentation of Analysis of M&E Data by the SDOs.
- Accomplishments vs. targets as reflected in the AIP/WFP
 - 3. Synthesis -4:00-4:30 PM
 - 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 and Closure – 4:30-5:00 PM

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 quarter 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 (Intermediate Outcomes)

- Please refer to RMEA Form 1

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 RMEA Form 2, SGOD through the SMME in cooperation with Planning 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 QAD shall present the RO KPIs and summary of Physical and Financial accomplishments for discussions of issues and concerns that may arise from the report/data. The SDOs (ASDS or the SGOD Chief) shall present SDO KPIs and PPAs accomplishment with analysis.
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.

