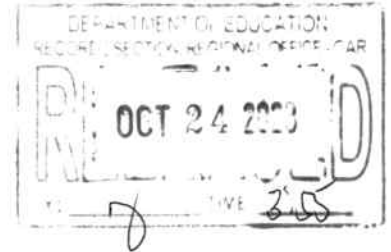




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



23 October 2023

**REGIONAL MEMORANDUM**  
No. 644.2023

**CONDUCT OF 2023 3<sup>rd</sup> QUARTER REGIONAL MONITORING, EVALUATION & ADJUSTMENT (RMEA) CONFERENCE**

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

1. This is to announce the conduct of the 3<sup>rd</sup> Quarter Virtual Regional Monitoring, Evaluation & Adjustment (RMEA) Conference on November 15, 2023, from 8:30 AM to 5:00 PM.
2. The objective of the conference is to monitor the financial and physical accomplishments of Schools Division Offices for the third quarter as bases for plan adjustment for the fourth quarter.
3. SDOs Accomplishment report shall be culled out from the updated SDO PMIS and are to be submitted on or before November 10, 2023.
4. Program flow, instructions, mechanics, guide questions, reporting templates (RMEA Forms) and participants are enclosed in this memorandum for your reference and guide.
5. The link for the conference will be sent to the participants' email address or through a messenger/group chat through a google link on November 14, 2023.
6. 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**
7. Immediate dissemination of and strict compliance with this memorandum is directed.

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

## **GUIDELINES IN THE CONDUCT OF 3<sup>RD</sup> QUARTER RMEA CONFERENCE**

### **November 15, 2023**

#### **PROGRAM FLOW:**

- A. Preliminaries (8:30 – 9:00)
- B. Conference Program (Presentation by QAD)
  1. Monitoring and Evaluation of Accomplishments for the Third Quarter of CY 2023 (July – September) 9:00 – 4:00
    - a. Summary of the accomplishments per SDOs
    - b. Presentation of Analysis of M&E data (Accomplishments vs. Targets as reflected in the AIP/WFP culled out in the PMIS)
  2. Synthesis (4:00 -4:30 PM)
    - What are the relevant evaluation data / information that should be used as inputs to the AIP?
    - 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?
  3. Next steps and Closure (4:30 – 5:00 PM)

#### **INSTRUCTIONS:**

The 3<sup>rd</sup> 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 4<sup>th</sup> Quarter of FY 2023. The objective for which the conference aims to achieve is to monitor financial and physical accomplishments of SDOs for the third quarter as bases for plan adjustment for the 4<sup>th</sup> quarter.

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

##### **A. Pre-Work**

1. Presentation & Evaluation of Accomplishments vs. Targets for the Third Quarter of FY 2023. Using the accomplished RMEA Form (Template), SGOD through the SMME in cooperation with the Planning Unit shall evaluate accomplishments of the Division vis-à-vis the targets set in the AIP/WFP. (GASS, PSF; Current and Continuing)

##### **GUIDE QUESTIONS:**

- 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 fourth quarter? (Catch up plan)
- What mechanisms should be put in place to facilitate the implementation of these PAPs?

##### **B. Presentation (RMEA Proper)**

1. The QAD shall present the summary and analysis of Physical and Financial Accomplishment for discussions of issues and concerns that may arise from the report/data.
2. Presentation of Analysis of M&E Data by the SDOs (Accomplishments vs. Targets as reflected in the AIP/WFP)
  - Presentation should be more focused on the results and evaluation of data and less on table reading.
  - Reactors will ask queries or give comments or recommendations.
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 to 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.



**2023 THIRD QUARTER ROMEA (HORIZONTAL) CONFERENCE CUM PIR**  
**October 25, 2023**

<b>PARTICIPANTS</b>	<b>NUMBER</b>
Regional Director • Estela P. Leon-Cariño	1
Assistant Regional Director • Ronald B. Castillo	1
Functional Division Chiefs	8
• Maksim A. Botilas	
• Rosita C. Agnasi	
• Edgar H. Madlaing	
• Atty. Sebastian G. Tayaban	
• Clemente D. Bandao Jr.	
• Jennifer P. Ande	
• Georgina C. Ducaiso	
• Ethielyn E. Taqued	
QAD Staff	5
• Ester L. Gallotan	
• Leonardo M. Aquino	
• Florence E. Balictan	
• Romulo B. Basa	
• Jose Lorenzo C. Cobarrubias	
Learning Resource Management Development System • Benjamin M. Dio-al	1
Information Communication Technology Unit • Jumar Yagoan	1
Indigenous Peoples Education Program Focal Person • Rosemarie A. Yangkin	1
Special Education Program Focal Person • Denia O. Tarnate	1
Muslim Education Program Focal Person • Corazon S. Alos	1
Education Facilities Section • Engr. Christopher B. Hadsan	1
Legal Unit • Atty. Vanessa B. Flora	1
Public Affairs Unit • Manilyn Botilas	1
Personnel Unit • Eleonora A. Albidas	1
Procurement Unit • Randolph Flynn B. Daculog	1
General Services Unit • Lilia A. Banawe	1
Asset Management Section • Vandolph B. Flora	1
Cash Section • Maritess A. Calica	1
Records Section • Daisy P. Eswat	1
Payroll Unit • Cornelia A. Dulnuan	1
Health & Sanitation Section • Dr. Angeline F. Calatan • Dianne B. Joaquin	2
Special Programs & Projects Section • May Claire A. Jimenez • Evangeline P. Malag	2
Finance Division • Cristina L. Paquit	1
<b>TOTAL</b>	<b>35</b>