

January 3, 2018

REGIONAL MEMORANDUM

No. 003.2018

**TO:** Schools Division Superintendents  
 Chief Education Supervisors, RO Functional Divisions  
 All Others Concerned


**RELEASED**  
 JAN 04 2018  
 DEPED-CAR Time: \_\_\_\_\_

**Conduct of the Fourth Quarter (October-December, 2017) Regional Monitoring, Evaluation and Adjustment (RMEA) Conference**

1. The 2017 Fourth Quarter (October-December) Regional Monitoring, Evaluation and Adjustment (RMEA) Conference will be conducted on January 11-12, 2018 here at the RNEAP Hall, Regional Office Compound, Wangal, La Trinidad, Benguet.
2. Following are the participants to this conference:

Regional Director	1
Asst. Regional Director	1
Chiefs, RO Functional Divisions	8
QAD personnel	5
RO Unit Heads (Legal, ICT and PAU)	3
Members of Regional Monitoring and Evaluation Team (RMET) aside from the Chiefs	6
Five (5) per SDO ( <del>SDS or</del> ASDS, SGOD & CID Chiefs, SEP-M&E & Planning Officer	40
<b>TOTAL</b>	<b>64</b>

3. Attached to this memorandum are the conference matrix and the reporting template for your reference.
4. SDOs are requested to bring with them hard and soft copies of their 2018 Work and Financial Plan (WFP).
5. Lodging for the evening of Day 0 and Day 1 of the participants from the SDOs except Divisions of Baguio City and Regional Office, meals and snacks of all participants shall be charged to Regional Funds while transportation and other incidental expenses incurred by the participants shall be charged against Local Funds subject to usual accounting and auditing rules. First meal is breakfast of Day 1 and last meal is Lunch of Day 2.
6. Please confirm participation on or before January 8, 2018.
7. For information and compliance of all concerned.

  
**MAY B. ECLAR, Ph.D., CESO V**  
 Officer-In-Charge  
 Office of the Regional Director

**4<sup>th</sup> Quarter Regional Monitoring, Evaluation and Adjustment(RMEA) Conference  
January 11-12, 2018  
RNEAP Hall, RO Compound, Wangal, La Trinidad, Benguet**

Conference Objectives:

- a. To assess the physical accomplishments of SDOs vis-à-vis targets indicated in their OPCRf, AIP/DEDP or other plans.
- b. To assess the fiscal accomplishments of SDOs vis-à-vis their targets reflected in their Work and Financial Plan (WFP)
- c. To identify gaps, cause/s of the gaps and possible solution to these gaps where Technical Assistance/s is/are necessary.
- d. To identify effective and replicable practices for benchmarking and policy recommendation.
- e. To view the SDO 2018 PPAs reflected in their Work and Financial plan.

**GENERAL MATRIX**

<b>Regional Monitoring, Evaluation and Adjustment (RMEA) Conference</b>		
<b>Time</b>	<b>Activities/Topics</b>	
	<b>Day 1</b>	<b>Day 2</b>
7:30-8:30 AM	Registration – QAD staff	
8:30-9:00 AM	Opening program – Clemente Bandao	MOL
8:30-10:00AM	SDO reports (achievements, ICP)	Presentation of SDO 2018 Work and Financial Plan (WFP)
10:00-10:20AM	Break	
10:20-11:20 AM	SDO reports (achievements, ICP)	
11:20- 12:00 NN		
12:00-1:00 PM	Lunch Break	Lunch Break
1:00-1:30 PM	SDO reports (achievements, ICP)	Continuation of Presentation
1:30-3:00PM		
3:00-3:20PM	Break	
3:20-4:30 PM	SDO reports (achievements, ICP)	
4:30-5:00 PM		Closing program (Daniel Gonayon)

Facilitators: Maksim Botilas – Day 1  
Florence Balictan – Day 2

Opening Program – Clemente Bandao  
Closing Program - Daniel Gonayon

Fourth Quarter (October-December, 2017) Regional Monitoring Evaluation and Adjustment (RMEA) Conference  
January 11-12, 2018, RNEAP Hall, Wangal, La Trinidad, Benguet

SCHOOLS DIVISION OFFICES REPORTING TEMPLATES

A) Physical Accomplishment within the Reporting Quarter (October-December, 2017)

A.1. Central Office and Regional Office Downloaded or Initiated Programs, Projects and Activities

Programs, Projects and Activities	Target (No. of activities/No. of Pax/Date)	Actual conduct/ Implementation (No. of activities/No. of Pax/Date)	Facilitating Factor/s (For high accomplishment)	Hindering Factor/s (for non or low accomplishment)	Remarks (Brief analysis/ recommendations)

A.2. Division Initiated Programs, Projects and Activities (from SDO OPCRF, DEDP/AIP, Catch-up Plans or other similar plans)

Programs, Projects and Activities	Target (No. of activities/No. of Pax/Date)	Actual conduct/ Implementation (No. of activities/No. of Pax/Date)	Facilitating Factor/s (For high accomplishment)	Hindering Factor/s (for non or low accomplishment)	Remarks (Brief analysis/ recommendations)

A.3. Performance Indicators (PIs)

A.3.1. School Leavers (who left the school within the quarter)

Grade Level	Male	Female	Total	Validated reason/s for leaving School
Elementary (K-6)				
Junior High School				
Senior High School				
<b>Total</b>				

A.3.2. Failures during the Second Grading Period

Subject Area	Elementary	Junior High	Senior High	Remarks

A.3.3. Private School - No. of students who left (dropped or transferred out) the school within the quarter.

Grade level	School Leaver/Dropped			Transferred Out			Remarks (Validated reasons for leaving school)
	Male	Female	Total	Male	Female	Total	
K-Grade 6							
Junior High School							
Senior High School							
<b>Total</b>							

B) Fiscal Accomplishment within the Reporting Quarter

B.1. Central and Regional Offices downloaded funds (NCA/NTA)

Programs, Projects and Activities	Downloaded Amount	Actual Disbursement	Difference between Downloaded and Actual Disbursement	Reason for the Difference	Remarks (Analysis/Recommendations)

B.2. Regular SDO Funds

Programs, Projects and Activities	Target/Budget	Actual Disbursement	Difference between Budget and Actual Disbursement	Reason for the Difference	Remarks (Analysis/Recommendations)

--	--	--	--	--	--	--

**B.3. Other Funds Received by SDO**

Utilization (Programs, Projects and Activities)	Source of Fund	Total amount received	Actual Amount disbursed	Difference in Total amount received and disbursed	Remarks

**C) Accomplishment on the Adjustment Plan made last 3<sup>rd</sup> Quarter RMEA**

Programs, Projects and Activities	Adjustment Target	Actual Accomplishment	Facilitating Factors	Hindering Factors	Remarks

**D) Commendable and Replicable Practices (Innovations, Research, Projects, Ideas, Concepts, etc.)**

Commendable and Replicable Practice	Author/Proponent (Individual, Group or Office)	School/Office/Division	Utilization of the Practice	Recommendation

**E) Issues, Concerns and Problems (ICPs) remained unresolved in the Division Level**

Nature of ICPs	Present status/situation	Nature of Technical Assistance Needed	Resources Needed	Recommendation/s

Note: For enhancement purposes, reports may be backed with photos and data or documents if deemed necessary. Detailed data however will not be reported instead kept and ready for reference if necessary.