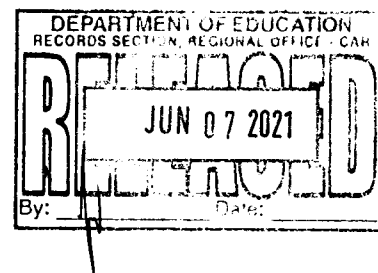




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



REGIONAL MEMORANDUM

No. 229-2021

**GUIDELINES ON THE CONDUCT OF THE REGIONAL OFFICE
QUARTERLY MONITORING, EVALUATION, AND ADJUSTMENT (MEA)
CONFERENCE cum PROGRAM IMPLEMENTATION REVIEW (PIR)**

To: Assistant Regional Director
Schools Division Superintendents
Chiefs, Functional Divisions
All others concerned

1. The regional level consistent with the national educational policies, leads in the monitoring, evaluating and assessing regional learning outcomes (RA 9155 Section 7.B.4 Section 5.a) by ensuring compliance with standards in the performance of roles and functions towards achieving outputs by assessing, assuring quality, and monitoring and evaluating performance.
2. This Monitoring, Evaluation, and Adjustment (MEA) mechanism generally aims to obtain accurate, timely, and relevant information that serves as basis for decision-making and continuous improvement in the delivery of basic education services. Specifically, it provides for the establishment of a process for conducting the quarterly Monitoring, Evaluation, and Adjustment (MEA) conference cum Program Implementation Review (PIR). It covers the mechanism and procedures on the monitoring of accomplishments vis-à-vis targets and plans of the units/offices/divisions of the regional office.
3. This guideline shall take effect upon its approval.
4. For more information, kindly contact the **Quality Assurance Division (QAD), DepEd-CAR** at **Tel. No 422 - 1318 (loc 1201)** or email us at: quad.depedcar@gmail.com.
5. Immediate dissemination of this memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV / Regional Director

QAD/MAB/052521



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ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

**GUIDELINES ON THE CONDUCT OF THE REGIONAL OFFICE
QUARTERLY MONITORING, EVALUATION, AND ADJUSTMENT (MEA)
CONFERENCE cum PROGRAM IMPLEMENTATION REVIEW (PIR)**

I. Rationale

The principle of shared governance (Section 5.a, RA 9155) recognizes that every unit in the education bureaucracy has a particular role, task and responsibility inherent in the office and for which it is principally accountable for outcomes. Thus, the regional level consistent with the national educational policies, leads in the monitoring, evaluating and assessing regional learning outcomes (Section 7.B.4).

To promote and protect accountability and transparency in the Region in the delivery of basic education services is by ensuring compliance with standards in the performance of roles and functions towards achieving outputs by assessing, assuring quality, and monitoring and evaluating performance to obtain accurate, timely, and relevant information that serves as basis for decision-making and policy formulation.

Monitoring and evaluation contributes to sound governance through 1) support in policy making especially in terms decision-making, performance budgeting, and national planning; 2) policy development and analysis; 3) management of activities; and, 4) enhancement of transparency and support accountability relationships by revealing the extent to which the government has attained its desired objectives (World Bank, 2007).

With the foregoing, the need to implement Monitoring, Evaluation and Adjustment (MEA) mechanism is relevant in order to determine the status, progress and results of the delivery of basic education services relative to access, quality, efficiency, governance and support services which contributes to the achievement of the Department's goal for Filipino learners to become holistic and responsible citizens.

Further, tracking the implementation of Programs, Projects and Activities (PPAs) of the Region serves as a venue in identifying issues, concerns, challenges, facilitating and hindering factors for continual improvement. It provides real-time response to address the operational bottlenecks in order to ascertain alignment of PPAs across governance levels in the region.

DepEd - CAR aims to institutionalize the implementation of this mechanism in all governance levels of the region to ensure compliance of PPAs implementation to statutory and regulatory requirements.

II. Scope

This guideline provides for the establishment of a process for conducting the quarterly MEA conference cum PIR within the governance levels of the region. It covers the mechanism and procedures on the monitoring of accomplishments vis-à-vis targets and plans of the units/offices/divisions.

III. Operational Definition of Terms

For the purpose of this guideline, the following terms are defined as follows:

- a. Monitoring, Evaluation and Adjustment (MEA) Conference** refers to a process or strategy to track the status of implementation of the programs, projects, and activities. It is but not limited to presentation of accomplishments vis-à-vis the targets, discussion of issues, concerns, and challenges affecting the implementation of programs, projects, and activities.
- b. Program Implementation Review (PIR)** refers to the review of implementation status of the different DepEd Major PAPs.
- c. Programs, Projects and Activities (PPAs)** refers to operational tasks implemented by each governance levels in the region.
- d. Program Expenditure Classification (PREXC)** refers to the grouping all recurring activities as well as projects under the different programs or key strategies being pursued by the agency to meet its objectives and mandates.
- e. Complete Staff Work (CSW)** refers to the preparation of the needed tools or data as part of the Pre-MEPA implementation.
- f. Managing Program Implementation (MPI)** refers to the actual conduct of the conference. It covers the presentation of physical and financial accomplishments, tracking of status of PPAs and identifying operational bottlenecks.
- g. Post Program Implementation (PPI)** refers to the end of conference activity that includes the adjustment of plans, provision of technical assistance report writing and policy recommendation.

IV. Policy Statement

The DepEd-CAR hereby establishes the development process described in this guideline on the conduct of the quarterly MEA conference cum PIR. This guideline is based on the Monitoring, Evaluation and Plan Adjustment (MEPA) Technology which when implemented, should ensure that in the monitoring of PPAs, each governance levels were able to:

- a. track inputs and outputs and compares them to plan;
- b. identifies and addresses problems;
- c. ensures effective use of resources;
- d. ensures quality and learning to improve services;
- e. determines program effectiveness and impact;
- f. strengthens financial responsibility and accountability;
- g. promotes a culture of learning focused on continual improvement; and,
- h. promotes replication of successful interventions.

V. The MEA Mechanism

Monitoring, Evaluation and Adjustment (MEA) mechanism is a process or strategy to track the implementation of PPAS across all governance levels in the region.

1. DepEd Major Programs, Activities and Projects (PAPs)

The DepEd Major PAPs reflected in the Program Expenditure Classification (PREXC). The PREXC contains the restructured agency's budget grouping all recurring activities as well as projects under the different programs or key strategies being pursued by the agency to meet its objectives and mandates.

a. Education Policy Development Program

- i. Regional Policies Reviewed and Issued
- ii. Education Researches Completed: Basic Education Research Fund (BERF) or action researches.

b. Basic Education Inputs Program

- i. Basic Education Facilities (BEF)
 - Construction of School Buildings
 - Provision of School Furniture
 - Classroom Repair and Rehabilitation
 - Construction of Workshop and Laboratory Buildings
 - Upgrading of School Electrical Connections
- ii. Textbooks and Other Instructional Materials
 - Manuscripts procured
 - Textbooks and other IMs procured for printing and delivery
 - Textbooks and other IMs printed and delivered
 - Review and evaluation of LRs
- iii. Science and Math Equipment (LTE-SME)
- iv. Technical-Vocational Equipment (LTE-TVL)
- v. DepEd Computerization Program
- vi. Filled-up Positions

c. Inclusive Education Program

- i. Multigrade Education Program
- ii. Special Education Program
- iii. Madrasah Education Program
- iv. Indigenous People’s Education Program
- v. Flexible Learning Options (FLO)
 - Alternative Learning System
 - ALS-Education Skills and Training

d. Support to Schools and Learners Program

- i. School-based Feeding Program
- ii. Government Assistance and Subsidies Program
 - Education Service Contracting (ESC)
 - Teacher Salary Subsidy (TSS)
 - Senior High School Voucher Program (SHS VP)
 - Joint Delivery Voucher Program (JDVP)

e. Education Human Resource Development Program

- i. Human Resource Training for:
 - Teachers
 - Teaching-Related
 - Non-Teaching Personnel

2. Regional Targets

Through this mechanism, the quarterly interface focuses on physical accomplishments and fund utilization as reflected in the operational plans of the region: Regional Basic Education Plan (RBEP), Annual Implementation Plan (AIP), Work and Financial Plan (WFP) and other operational plans. It serves as a venue to discuss and resolve issues, concerns and challenges affecting the program delivery and operations. (see annex 2 for the sample monitoring tool)

VI. Procedures

The mechanism is designed to monitor the implementation of the PPAs on a quarterly basis.

1. Pre - MEPA

Complete Staff
Work

- Scoping Tools
- Data Collection Tools
- Analysis Tools
- Presentation Tools

2. Actual MEPA

Managing Program Implementation

- Presentation of Physical and Financial Accomplishments
- Status of PPAs
- Operational Bottlenecks

3. Post MEPA

Managing Program Implementation

- Plan Adjustment
- Catch-Up Plan (Technical Assistance)
- Report Writing
- Policy Recommendation

VII. Monitoring and Evaluation

The Regional Office through the Quality Assurance Division (QAD) shall continuously gather feedback on the implementation of this guideline from all concerned internal stakeholders. Part of the quarterly monitoring of accomplishments is the review of this guidelines to track and check its effectiveness.

VIII. References

1. Setting Up the M&E System: NEAP
2. RA 9155 - Governance of Basic Education Act of 2001
3. 2017 Office Charter: QAD Statement of Purpose
4. BERF – DO16, s. 2017
5. PREXC – www.btms.gov.ph

IX. Effectivity/Transitory Provision

All regional issuances, rules, regulations and provisions which are inconsistent with this guideline are hereby repealed, rescinded, or modified accordingly.

This guideline shall take effect upon its approval.

2020 REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) CONFERENCE

4th Quarter

December 28, 2020

RNEAP Hall, DepED-CAR Compound, Wangal, La Trinidad, Benguet

RMEA Documentation Template

(to be accomplished by the documenter)

Division: **REGIONAL OFFICE**

PPAs	Discussion Questions	Answers Raised	Agreements Finalized

Prepared by:

Documenter

2020 REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) CONFERENCE

4th Quarter

December 28, 2020

RNEAP Hall, DepED-CAR Compound, Wangal, La Trinidad, Benguet

RMEA Re-Entry Plan Template

(to be accomplished by the IMET)

Division: **REGIONAL OFFICE**

PPAs to be Re-Entered	Reason/s for Re-Entry	Target Date/Period of Implementation	Enhancement Process/Strategy/Activity <i>(if any)</i>

Prepared by:

IMET Members: _____

2020 REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) CONFERENCE

4th Quarter

December 28, 2020

RNEAP Hall, DepED-CAR Compound, Wangal, La Trinidad, Benguet

RMEA Synthesis Template

(to be accomplished by the synthesizer)

Division: **REGIONAL OFFICE**

PPAs	Issues/Concerns Raised	Hindering Factors	Facilitating Factors	Recommendations/Next Steps

Prepared by:

Synthesizer



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

May 26, 2021

APPROVAL SHEET

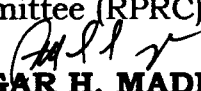
This approval sheet serves as certification that this Regional Memorandum No. _____, s. 2021 **“Guidelines on the Conduct of the Regional Office Quarterly Monitoring, Evaluation, and Adjustment (MEA) Conference cum Program Implementation Review (PIR)** has been reviewed by the committee concerned and therefore recommends its issuance upon the approval of the Regional Director.

Submitted by:


MAKSIM A. BOTILAS
OIC, QAD

Recommended by the Regional Policy Review Committee (RPRC):


EDGARDO T. ALOS
CAO, ADMIN – Member


EDGAR H. MADLAING
CES, ESSD – Member



CARMEL F. MERIS
CES, CLMD – Member

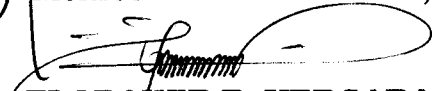

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OIC, Assistant Regional Director
Chairperson

Approved:


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

