



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



August 24, 2016

REGIONAL MEMORANDUM
 NO. **243-2016**

RELEASED
 SEP 06 2016
 DEPED-CAR Time: _____

WORKSHOP ON THE PREPARATION OF MONITORING AND EVALUATION TOOLS AND FORMAT FOR QUARTERLY MONITORING, EVALUATION AND ADJUSTMENT (MEA) CONFERENCE

To: Schools Division Superintendent
 All Divisions

1. The conduct of Workshop on the Preparation of Monitoring and Evaluation Tools and Format for the Quarterly Monitoring, Evaluation and Adjustment (MEA) Conference shall be at the SNC Hall, DepEd- CAR, Regional Office, Wangal, La Trinidad, Benguet on September 21-22, 2016.
2. The activity aims to:
 - a. Orient participants on the Monitoring and Evaluation System, Monitoring, Evaluation and Adjustment (MEA) Technology and on the preparation of complete staff work.
 - b. Prepare M & E guidelines/tools and format for MEA conferences.
3. The participants to the two-day activity are the following:

SDO SGOD Chiefs	8	
SDO CID Chiefs	8	ICT - MA
PSDS, 1 per SDO	8	
Regional Office Division Chiefs	8	ECSD - MA
PPRD, 1 EPS	1	FINANCE - ✓
FTAD, 1 EPS	1	ADMIN - ✓
Regional Director	1	HRDD - ✓
Asst. Regional Director	1	
Legal Unit Head	1	
Support Staff (QAD)	5	
TOTAL	42	

4. Travel expenses of participants shall be charged against local funds while supplies and materials, lodging (except for the divisions of Baguio city and Benguet, RO participants), Hall rental, and meals and snacks shall be charged against regional funds subject to existing rules and regulation. The first meal shall be breakfast to be served on September 21 and last meal shall be dinner of September 22, 2016.
5. Wide dissemination of this memorandum is desired.

BEATRIZ G. TORNO, Ph.D., CESO IV
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

QAD/fceb

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
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Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434