

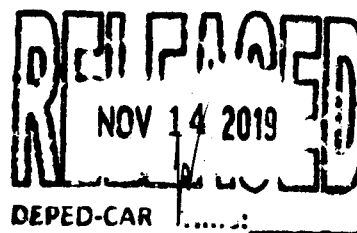


November 13, 2019

REGIONAL MEMORANDUM

416-2019

TO: Asst. Regional Director  
Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chiefs, Regional Office Functional Divisions  
All Concerned



**CONDUCT OF THE FOURTH QUARTER MONITORING, EVALUATION AND ADJUSTMENT (MEA) CONFERENCE**

1. This is to announce the conduct of the 2019 Fourth Quarter Monitoring, Evaluation and Adjustment (MEA) Conference on December 18-19, 2019 at the Stephen C. Capuyan (SNC) Hall from 8:00 AM to 5:00 PM.
2. The purpose of this conference is to provide forum for presenting the 2019 Fourth Quarter accomplishments of every SDO and the Regional Office Functional Divisions to identify issues, concerns, challenges, facilitating and hindering factors to achievements and making plan adjustments.
3. activity are the following:

	Regional Office		Schools Division Office	
1	RD May B. Eclar	RD	SDS/ASDS	1
2	Florante E. Vergara	ARD	Chiefs ( SGOD & CID)	2
3.	Edgardo T. Alos	Chief, AO	SMME (SEPS & EPS II)	2
4	Atty. Sebastian G. Tayaban	Chief, Finance	SDO Planning Officer	1
5	Pio D. Ecuán	Chief, PPRD		6
6	OIC, CLMD			
7	Elfred Dalang	OIC-Chief, FTAD		
8	Aida L. Payang	Chief, QAD		
9	Agustin B. Gumuwang	Chief, ESSD		
10	Carmel F. Meris	OIC, HRDD		
11	Florence E. Balictan	EPS, QAD		
12	Maksim A. Botilas	EPS, QAD		
13	Annie Rose B. Cayasen	EPS, QAD		
14	Jose Lorenzo C. Cobarrubias	ADAS		
	<b>TOTAL</b>	<b>14</b>	<b>5 participants x 8 divisions</b>	<b>48</b>
<b>Total Number of Participants ( 24 Males &amp; 37 Females)</b>			<b>61 Participants</b>	

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QuAD 422-5187  
COA 422-7434




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



4. For uniformity in reporting, the attached monitoring tool shall be followed and accomplished as applicable.
5. The arrival of Schools Division Office participants shall be in the afternoon of December 17, 2019. Accommodation and meals will be charged to Regional MOOE allotted for this activity. This covers the lodging of SDO participants in the evenings of October 17 and 18, 2019 including their breakfast and dinner, except for Baguio City and Benguet Divisions. Snacks and lunch will be provided to all participants. The first meal will be breakfast of December 18, 2019 and the last meal will be dinner December 18, 2019. For the Regional Office, the last meal will be PM snacks of December 19, 2019.
6. Travel expenses shall be charged to local funds subject to usual accounting and auditing rules and regulations.
7. Participants are advised to confirm attendance through this link: <http://deped.in/4thMEA>. Confirmation of participants should be on or before December 13, 2019 and should be followed strictly. Non-confirmation of attendance indicates that all identified participants are present during the activity.
8. For information, guidance and compliance of all concerned.

  
**MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



## Quality Form

### MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (MEA) MONITORING TOOL



Document Code: CAR-QF-QAD-\_\_\_\_\_  
Revision: 00  
Effectivity date: \_\_\_\_\_

Name of Office:  
**Quality Assurance Division  
(QAD)**

**FOR 1ST QUARTER (JANUARY TO MARCH) AND 2ND QUARTER ACCOMPLISHMENTS (APRIL - JUNE) ONLY**  
DIVISION: \_\_\_\_\_

#### 1. ENROLLMENT

##### 1A. Public

Enrollment of the Previous Year (1 <sup>st</sup> Quarter Jan-Mar)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
<b>TOTAL</b>				

##### 1B. Public

Enrollment of the Previous Year (1 <sup>st</sup> Quarter Jan-Mar)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
<b>TOTAL</b>				

##### 1C. Private

Enrollment of the Previous Year (Jun-Aug)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
<b>TOTAL</b>				

##### 1D. Private

Enrollment (Jun-Aug)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
<b>TOTAL</b>				



### Quality Form

#### MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (MEA) MONITORING TOOL



Document Code: CAR-QF-QAD-\_\_\_\_\_  
 Revision: 00  
 Effectivity date: \_\_\_\_\_  
 Name of Office:  
**Quality Assurance Division  
(QAD)**

**FOR 1ST QUARTER (JANUARY TO MARCH) AND 2ND QUARTER (APRIL - JUNE) ACCOMPLISHMENTS ONLY**  
**2. PERFORMANCE INDICATORS**

	Elementary		Secondary		ALS	SUCs
	Private	Public	Private	Public		
A. Failure Rate						
B. Dropout Rate						
C. Graduation Rate						
D. Promotion Rate						
E. Completion/ Moving up						

**Note: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate.)**  
**Example: (10/50)100 = 5%**

**2A. Data on Failure Rates with corresponding reasons (refer to SF4) (all quarters)**

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided
e.g. Teacher is always absent	0	1	

**2B. Data on Dropout Rates with corresponding reasons (all quarters)**

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided





**Quality Form**

**MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (MEA)  
MONITORING TOOL**



Document Code: CAR-OF-QAD-\_\_\_\_\_  
Revision: 00  
Effectivity date: \_\_\_\_\_  
Name of Office:  
**Quality Assurance Division  
(QAD)**

**2. PROGRAMS/ACTIVITIES/PROJECTS IMPLEMENTATION (PPAs) TO DATE  
ACCOMPLISHMENTS MUST BE CUMULATIVELY DONE.**

**2.a. CO DOWNLOADED FUNDS FOR CENTRALLY MANAGED ITEMS TO RO (EXCEPT FOR HOSTING)  
(\*SBFP, BEFF, PRP, HRTD, SBM, DRRM, Sports, Partnerships, MEP, TVL, ELLN, IPED, MG, Etc.)**

PPAs	Objective	Target Accomplishment		Actual Accomplishment		Hindering Factors	Facilitating Factors	Ways Forward
		Output	Participants	Output	Participants			

**2.b. MOOE AND WFP**

PPAs	Objective	Target Accomplishment		Actual Accomplishment		Hindering Factors	Facilitating Factors	Ways Forward
		Output	Participants	Output	Participants			