



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

April 5, 2021

DIVISION MEMORANDUM
No. 207, s. 2021

CONDUCT OF ONLINE QUARTERLY RMEA/DMEA FOR CY 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
M&E Focal Person/DMEA Focal Person
Budget Officer
Planning Officer

1. Pursuant to Regional Memorandum No. 022, s. 2021, the Regional Office through the Quality Assurance Division (QAD) will conduct via Google Meet the **Online Quarterly Regional Monitoring, Evaluation and Adjustment and Division Monitoring, Evaluation and Adjustment (RMEA and DMEA)** activities following the hereunder schedules:

Quarter	RO-FDs and DOs
1 st Quarter	May 6 & 7, 2021
2 nd Quarter	July 22 & 23, 2021
3 rd Quarter	October 14 & 15, 2021
4 th Quarter	December 28 & 29, 2021

2. RMEA and DMEA aim to:
- Provide the information fir regional management, technical/functional divisions and schools division offices on the implementation and achievement of programs, adjust approaches and strategies that will ensure proper allocation and equitable distribution, easy access, affective and optimal use of educational resources to improve organizational performance; and
 - Promote the participation of the various RO functional divisions, administrative units and the division/units of SDOs in all the M&E processes with the end-point of obtaining information for top management in the RO and SDO to make decisions on adjusting its work plans and strategies.
3. Pre-DMEA activities of the Schools Division Offices shall have been conducted prior to the scheduled RMEA-DMEA.
4. The participants are the following:

Personnel/Office	# of Participant
Cristy C. Epe (Schools Division Superintendent)	1
Basilio P. Mana-ay Jr., EdD (Assistant Schools Division Superintendent)	1





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Sollie B. Oliver, JD, MATE (SGOD Chief)	1
Beverly S. Daugdaug, EdD (CID Chief)	1
Eleser D. Mateo (M&E Focal Person/DMEA Focal Person)	1
Neptune L. Tambilawan (Budget Officer)	1
Airon M. Alejandro (Planning Officer)	1
TOTAL	7

5. All presentation of accomplishments, slide decks and the RMEA reports must utilize the official templates and are to be submitted at roxigadbsb@gmail.com **attention: Brenda S. Belonio, EdD, seven (7) days BEFORE the conduct of the activity**, for the consolidation of reports
6. A planning meeting will be conducted by the Quality Assurance Division for all SGOD Chiefs, DMEA Focal Persons and concerned parties, **one week before** the scheduled activities through the Google Meet Platform.
7. Immediate dissemination and appropriate action of this Memorandum is desired.

CRISTY C. EPE
Schools Division Superintendent

[Signature]
April 5, 2021





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

March 31, 2021

REGIONAL MEMORANDUM

No. 022, s. 2021

CONDUCT OF ONLINE QUARTERLY RMEA/DMEA for FY 2021

To : Assistant Regional Director
Schools Division Superintendents
RO Chiefs of Functional Divisions
RO Heads of Sections/Units
This Region

1. This Regional Office through the Quality Assurance Division (QAD) will conduct via Google Meet the **Online Quarterly Regional Monitoring, Evaluation and Adjustment and Division Monitoring, Evaluation and Adjustment (RMEA and DMEA)** activities following the hereunder schedules:

Quarter	Dates	
	RO-FDs	RO-FDs & SDOs
1 st Quarter	May 4, 2021	May 6 & 7, 2021
2 nd Quarter	July 20, 2021	July 22 & 23, 2021
3 rd Quarter	October 12, 2021	October 14 & 15, 2021
4 th Quarter and Year-End	December 27, 2021	December 28 & 29, 2021

2. RMEA and DMEA aims to:

- Provide information for regional management, technical/functional divisions and schools division offices on the implementation and achievement of programs, adjust approaches and strategies that will ensure proper allocation and equitable distribution, easy access, effective and optimal use of educational resources to improve organizational performance; and
- promote the participation of the various RO functional divisions, administrative units and the divisions/units of SDOs in all the M & E processes with the end-point of obtaining information for top management in the RO and SDO to make decisions on adjusting its work plans and strategies.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





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3. Pre-RMEA and Pre- DMEA activities of the RO Functional Divisions and Schools Division Offices respectively, shall have been conducted prior to the scheduled RMEA-DMEA.
4. The participants are the following:

4.1. RMEA Regional Office - Functional Divisions (RO-FDs)

OFFICE	PARTICIPANTS
Regional Director and Assistant Regional Director	2
Chiefs of the Functional Divisions	8
Heads of Units and Sections	9
Regional Quality Management Team (RQMT):	5
RMEA Focal Person of Functional Divisions	9
ICTU Staff	2
SUB- TOTAL NO. OF PARTICIPANTS	35

4.2. RMEA-DMEA (RO-SDOs)

OFFICE	PARTICIPANTS
Regional Office (RO)	
Regional Director and Assistant Regional Director	2
Chiefs of the Functional Divisions	8
Regional Quality Management Team (RQMT):	5
ICTU Head and Staff	3
Schools Division Offices (SDOs)	
Schools Division Superintendents (SDSs)	11
Assistant Schools Division Superintendents (ASDSs)	12
School Governance and Organization Division (SGOD) Chiefs	11
Curriculum Instruction Division (CID) Chiefs	11
M&E Focal Persons/RMEA Focal Persons	11
Budget Officers	11
Planning Officers	11
OVERALL NUMBER OF PARTICIPANTS	96

5. All presentation of accomplishments, slide decks and the RMEA reports must utilize the official templates and are to be submitted at roxigadbsb@gmail.com attention: **Brenda S. Belonio, EdD**, **seven (7) days BEFORE the conduct of the activity**, for the consolidation of reports.



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6. **RO XI Finance Division** is requested to provide a copy of the **Utilized Funds** of every ROXI Functional Division, Unit and Sections both on the utilization of MOOE and downloaded funds as bases of their Financial accomplishments on or before the following schedules:

Quarter	Date
1 st Quarter	April 23, 2021
2 nd Quarter	July 9, 2021
3 rd Quarter	October 5, 2021
4 th Quarter	December 15, 2021

7. A planning meeting will be conducted by the Quality Assurance Division for all SGOD chiefs, DMEA Focal Persons and concerned parties, **one week before** the scheduled activities through the Google Meet platform.

7. Food (2 snacks and lunch) will be served for the participants having their on-site duties in the Regional Office. Budget of which including materials and other incidental expenses incurred for the above-mentioned activity shall be charged against DepEd Regional Office Funds (QAD Funds), subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

ALLAN G. FARNAZO
Director IV

ROQ4/bsb



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