



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
**DIVISION MEMORANDUM**  
**No. 334, s. 2021**

June 11, 2021

**AMENDMENT TO R.M. 022, S 2021**  
**(Conduct of Online Quarterly RMEA-DMEA for FY 2021)**  
**AND CONDUCT OF QUARTER 2, QUARTER 3 AND QUARTER 4 VIRTUAL SMEA,**  
**DSMEA, FD-MEA AND DMEA FOR CY 2021**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors & Education Program Supervisors  
Schools Division Office Unit/Section Heads/Program Holders  
Elementary & Junior/Senior High School Heads  
School M&E Coordinators  
All Others Concerned

1. Pursuant to Regional Memorandum 043, s 2021 title *Amendment to R.M. 022, s 2021 (Conduct of Online Quarterly RMEA-DMEA for FY 2021)*, the field is hereby informed on the amendment in Item No.1 to include **uniform schedules for the conduct of DMEA by the Schools Division Offices, submission of RO FDs and SDO DMEA reports including its quality assurance, schedules of pre and post planning conferences, schedules of plan adjustment and the rescheduling of 3<sup>rd</sup> quarter RMEA dates of conduct.**

Hence, item no. 1 will now read as follows:

| Quarter         | Conduct of DMEA by SDOs including Adjustment of Plans | Submission of DMEA & RO-FDMEA Reports and QA of the submitted reports | Planning Conference | RMEA RO-FDs       | RMEA-DMEA            | RMEA Post Conference | Presentation of the Adjusted Plan |
|-----------------|-------------------------------------------------------|-----------------------------------------------------------------------|---------------------|-------------------|----------------------|----------------------|-----------------------------------|
| 2 <sup>nd</sup> | July 5-9, 2021                                        | July 12-14, 2021                                                      | July 16, 2021       | July 20, 2021     | July 22-23, 2021     | July 28, 2021        | August 18 & 20, 2021              |
| 3 <sup>rd</sup> | October 4-8, 2021                                     | October 11-15, 2021                                                   | October 15, 2021    | October 19, 2021  | October 28-29, 2021  | November 5, 2021     | November 17&19, 2021              |
| 4 <sup>th</sup> | December 15-17, 2021                                  | December 20-22, 2021                                                  | December 10, 2021   | December 27, 2021 | December 28-29, 2021 | January 7, 2022      | February 2 & 4, 2022              |



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- 1.1 The conduct of the DMEA including the submission of accomplishment reports shall be spearheaded by the DMEA focal person;
- 1.2 The Regional Office through the Quality Assurance Division will monitor the conduct of the SDO's DMEA including their plan adjustment for monitoring and provision of technical assistance.
2. In line with the above schedules, this Office further informs the field on the **schedules** of the conduct of **SMEA, DsMEA, FDMEA (SGOD, CID, OSDS) and DMEA**:

| Quarter         | Conduct of Virtual SMEA by the Schools | Conduct of Virtual DsMEA by the District Offices | Submission of SMEA & DsMEA Reports to the Division Office | Conduct of Virtual FD-MEA by the SGOD, CID & OSDS | Conduct of DMEA by SDOs including Adjustment of Plans | Presentation & Submission of the Adjusted Plan |
|-----------------|----------------------------------------|--------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|------------------------------------------------|
| 2 <sup>nd</sup> | June 24-25, 2021                       | June 29-30, 2021                                 | July 1, 2021                                              | July 1-2, 2021                                    | July 8, 2021                                          | July 15, 2021                                  |
| 3 <sup>rd</sup> | September 23-24, 2021                  | September 29-30, 2021                            | October 1, 2021                                           | October 4-5, 2021                                 | October 7, 2021                                       | October 14, 2021                               |
| 4 <sup>th</sup> | December 20-21, 2021                   | December 22-23, 2021                             | December 27, 2021                                         | December 14-15, 2021                              | December 17, 2021                                     | December 22, 2021                              |

2.1 The softcopy (excel file with electronic signatures) of the **SMEA and DsMEA Reports** shall be submitted on the dates indicated above thru [eleser.mateo001@deped.gov.ph](mailto:eleser.mateo001@deped.gov.ph), attn: Eleser D. Mateo, EPS II-SMM&E, while the hardcopy shall be submitted to the Division Office thru the Records Section.

2.2 SMEA and DsMEA Division Team shall participate and provide feedbacks/technical assistance during the quarterly presentation of the schools and districts. (*Refer to DM No. 153, s. 2021 on List of SMEA and DsMEA Division Team*)

2.3 In line with the COVID-19 Pandemic issues, all schools, districts, and division offices are encouraged to conduct the above-mentioned activities via online platform.

2.4 A **Planning Conference on the Conduct of FD-MEA and DMEA** will be conducted on **June 22, 2021, 1:00 PM to 5:00 PM** via google meet: [meet.google.com/ppp-nvkm-vca](https://meet.google.com/ppp-nvkm-vca). Participants are the Chiefs of CID & SGOD, Division Program Holders and Division Quality Management Team (DQMT).

### 3. **Division Quality Management Team (DQMT) members and their Terms of Reference (TOR)**

| DQMT                     | Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planning Officer</b>  | <ul style="list-style-type: none"> <li>Makes the consolidated adjusted plan per quarter DMEA taking into account the following:               <ol style="list-style-type: none"> <li>Compendium;</li> <li>SDO's Annual Implementation Plan and Work and Financial Plan;</li> <li>All the gaps and recommendations identified by the process observers in the SDO's Work and Financial Plan and Annual Implementation Plan;</li> <li>Strategic Objectives;</li> <li>Organization Outcomes; and</li> <li>Division Education Development Plan and Basic Education-Learning Continuity Plan</li> </ol> </li> </ul> |
| <b>Budget Officer</b>    | <ul style="list-style-type: none"> <li>Quality Assures the financial targets and accomplishments of the CID, SGOD;</li> <li>Provides technical assistance to the planning officer, DMEA Focal Person and the members of DQMT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DMEA Focal Person</b> | <ul style="list-style-type: none"> <li>Spearheads the conduct of the DMEA;</li> <li>Prepares the DMEA Accomplishment reports;</li> <li>Submits DMEA Reports to the Regional Office through the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>Quality Assurance Division;</p> <ul style="list-style-type: none"> <li>Assists the Planning Officer in crafting the adjusted plan taking into account the gaps and recommendations from the DMEA/ activities identified by the Process Observers;</li> <li>Checks the completeness of the adjusted plan in preparation of the conduct of the next quarter of DMEA/RMEA;</li> <li>Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA in preparation for the SDO DMEA;</li> <li>Provides technical assistance to the members of the DQMT; and</li> <li>Perform other related functions.</li> </ul> |
| <b>CID Chief</b>  | <ul style="list-style-type: none"> <li>Ensures the implementation of the CID MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the quality, accuracy and completeness of the quarterly MEA reports and the adjusted plan to be submitted to the DMEA focal person and planning officer of the SDO.</li> </ul>                                                                                                                                                                                                                                                                                      |
| <b>SGOD Chief</b> | <ul style="list-style-type: none"> <li>Ensures the implementation of the SGOD MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the accuracy and completeness of the quarterly DMEA reports and the adjusted plan to be submitted in the Regional Office via the Quality Assurance Division;</li> <li>Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA in preparation for the SDO DMEA; and</li> <li>Provides technical assistance to the members of the DQMT.</li> </ul>                                                                                                |

4. All provisions of RM 022, s 2021 remain in effect.

5. For information, guidance, and compliance.

  
**CRISTY C. EPE**  
 Schools Division Superintendent  
  
 11/06/2021



Encl: as stated

References: as stated

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE

M&E

DMEA



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

June 9, 2021

REGIONAL MEMORANDUM

No. 048, s. 2021

**AMENDMENT TO R.M. 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. Item No. 1 is hereby amended to include **uniform schedules for the conduct of DMEA by the Schools Division Offices, submission of RO FDs and SDO DMEA reports including its quality assurance, schedules of pre and post planning conferences, schedules of plan adjustments and the rescheduling of 3<sup>rd</sup> quarter RMEA dates of conduct.**

Hence, item no. 1 will now read as follows:

| Quarter         | Conduct of DMEA by SDOs including Adjustment of Plans | Submission of DMEA and RO-FDMEA Reports and QA of the submitted reports | Planning Conference | RMEA RO-FDs       | RMEA-DMEA            | RMEA Post Conference | Presentation of the Adjusted Plan |
|-----------------|-------------------------------------------------------|-------------------------------------------------------------------------|---------------------|-------------------|----------------------|----------------------|-----------------------------------|
| 2 <sup>nd</sup> | July 5-9, 2021                                        | July 12-14, 2021                                                        | July 16, 2021       | July 20, 2021     | July 22-23, 2021     | July 28, 2021        | August 18 & 20, 2021              |
| 3 <sup>rd</sup> | October 4-8, 2021                                     | October 11-15, 2021                                                     | October 15, 2021    | October 19, 2021  | October 28-29, 2021  | November 5, 2021     | November 17&19, 2021              |
| 4 <sup>th</sup> | December 15-17, 2021                                  | December 20-22, 2021                                                    | December 10, 2021   | December 27, 2021 | December 28-29, 2021 | January 7, 2022      | February 2 & 4, 2022              |

- 1.1 The conduct of the DMEA including the submission of accomplishment reports shall be spearheaded by the DMEA focal person;
- 1.2 This Regional Office through the Quality Assurance Division will monitor the conduct of the SDO's DMEA including their plan adjustments for monitoring and provision of technical assistance.



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**2. Division Quality Management Team (DQMT) members and their Terms of Reference (TOR)**

| DQMT                     | TERMS OF REFERENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planning Officer</b>  | <ul style="list-style-type: none"><li>• Makes the consolidated adjusted plan of the per quarter DMEA/RMEA taking into account the following:<ol style="list-style-type: none"><li>1. Compendium;</li><li>2. SDO's Annual Implementation Plan and Work and Financial Plan;</li><li>3. all the gaps and recommendations identified by the process observers in the SDO's Work and Financial Plan and Annual Implementation Plan;</li><li>4. Strategic Objectives;</li><li>5. Organization Outcomes; and</li><li>6. Division Education Development Plan and Basic Education –Learning Continuity Plan.</li></ol></li><li>• Provides technical assistance to all the members of the DQMT.</li><li>• Spearheads the adjustment of the plans of the CID, SGOD and OSDS during their respective MEAs.</li></ul> |
| <b>Budget Officer</b>    | <ul style="list-style-type: none"><li>• Quality assures the financial targets and accomplishments of the CID, SGOD;</li><li>• Provides technical assistance to the planning officer, DMEA focal person, and the members of DQMT.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DMEA Focal Person</b> | <ul style="list-style-type: none"><li>• Spearheads the conduct of the DMEA;</li><li>• Prepares the DMEA accomplishment reports;</li><li>• Submits DMEA reports to the Regional Office through the Quality Assurance Division;</li><li>• Assists the Planning Officer in crafting the adjusted plan taking into account the gaps and recommendations from the DMEA/RMEA activities identified by the Process Observers.</li><li>• Checks the completeness of the adjusted plan in preparation for the conduct of the next quarter of DMEA/RMEA;</li><li>• Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA in preparation for the SDO DMEA;</li></ul>                                                                                                                           |



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|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <ul style="list-style-type: none"> <li>Provides technical assistance to the members of the DQMT; and</li> <li>Perform other related functions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>CID Chief</b>  | <ul style="list-style-type: none"> <li>Ensures the implementation of the CID MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the quality, accuracy and completeness of the quarterly MEA reports and the adjusted plan to be submitted to the DMEA focal person and planning officer of the SDO.</li> </ul>                                                                                                                                                                                       |
| <b>SGOD Chief</b> | <ul style="list-style-type: none"> <li>Ensures the implementation of the SGOD MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the accuracy and completeness of the quarterly DMEA reports and the adjusted plan to be submitted in the Regional Office via the Quality Assurance Division;</li> <li>Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA in preparation for the SDO DMEA; and</li> <li>Provides technical assistance to the members of the DQMT.</li> </ul> |

3. RMEA/DMEA Technical Working Group (TWG):

|                      |                                 |
|----------------------|---------------------------------|
| Ivy M. Labog         | Bolton ES, Davao City           |
| Khristine Pamaylaon  | Bolton ES, Davao City           |
| Janice Abrea         | Tugbok CES, Davao City          |
| Ma. Lolita U. Buquia | Magallanes ES, Davao City       |
| Eugene Dorado        | Bernardo Carpio NHS, Davao City |
| Niño Lito R. Salvan  | Davao City NHS, Davao City      |
| Domingo B. Elladora  | Davao City NHS, Davao City      |

4. The following RO-Functional Divisions are directed to assist the Quality Assurance Division (QAD) in the conduct of RMEA and DMEA with their corresponding tasks:

| FUNCTIONAL DIVISIONS | TERMS OF REFERENCE                                                                                                              |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>PPRD</b>          | <ul style="list-style-type: none"> <li>Process observer for the physical accomplishments vis-a-vis planned targets.</li> </ul>  |
| <b>FD</b>            | <ul style="list-style-type: none"> <li>Process observer for the financial accomplishments vis-a-vis planned targets.</li> </ul> |



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|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FTAD</b>         | <ul style="list-style-type: none"><li>• Crafts a Regional Technical Assistance (TA) Plan based on the submitted RMEA and DMEA accomplishment reports.</li><li>• Submits the Regional TA plan to the QAD for quality assurance.</li><li>• Present the Regional TA Plan on the to the Functional Divisions and the SDOs after undergoing the required quality assurance process; and</li><li>• Implement the Regional TA plan.</li></ul> |
| <b>ASD and HRDD</b> | <ul style="list-style-type: none"><li>• Assist the QAD in The tabulation of results and in the preparation of documents for the rewards and recognition of RMEA-DMEA winners.</li></ul>                                                                                                                                                                                                                                                |

5. One (1) week after the conduct of RMEA/DMEA, all RO Functional Division Chiefs are required to submit to the QAD a list of their commitments for technical assistance, policy directions, etc. to respond to the concerns, issues, gaps and problems (CIGPs) identified and enumerated by the SDOs and the Functional Divisions using the hereunder template.

| SDO/FD | Concerns, Issues, Gaps and Problems (CIGPs) | Commitment for Technical Assistance (TA), Policy Directions, etc. | Target Date/s |
|--------|---------------------------------------------|-------------------------------------------------------------------|---------------|
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |
|        |                                             |                                                                   |               |

(Functional Division)  
Chief  
DepEd RO XI

6. All other provisions of RM 022, s. 2021 remain in effect.
7. For information, guidance and compliance.



FBI:   
**ALLAN G. FARNAZO**  
Director IV

ROQ4/bsb



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