



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

March 14, 2023

DIVISION MEMORANDUM

No. 055 s. 2023

**MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM
IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND ACTIVITIES
FOR FY 2023**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
Division Program Holder
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School M&E Coordinators of Public Elementary and Secondary Schools

1. Pursuant to Regional Memorandum QAD-2023-020, the Regional Office XI through the Quality Assurance Division announces the hereunder FY 2023 Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) Schedules and activities:

A. Regional and Division MEA-PIR:

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
1 st	March 30, 2023	April 3-4, 2023	April 5, 2023	April 12-13, 2023	April 18-19, 2023	April 21, 2023	April 28, 2023
2 nd	June 23, 2023	July 3-4, 2023	July 5, 2023	July 6-7, 2023	July 11-12, 2023	July 14, 2023	July 21, 2023
3 rd	September 28, 2023	October 3-4, 2023	October 6, 2023	October 10-11, 2023	October 17-18, 2023	October 20, 2023	October 30, 2023

B. District and School MEA-PIR:

Quarter	Dates	Presentation of the Consolidated DisMEA-PIR Reports to SDO	Submission of DisMEA-PIR Reports to the Division Office
1 st	March 30-31, 2023	the same schedule with the conduct of DMEA-PIR	April 4, 2023
2 nd	June 29-30, 2023		July 4, 2023
3 rd	September 29 & October 2, 2023		October 5, 2023

2. Other details are provided in the attached Regional Memorandum for reference of all concerned personnel.
3. In line with these, each SDO Functional Divisions (CID, SGOD, and OSDS) shall assign personnel as **FD MEA-PIR Focal Person**. The roles of the said personnel are the following:
- Assist the Chiefs (CID & SGOD) or AO V for OSDS in the consolidation and preparation of FD MEA PIR Quarterly Report;
 - Coordinate with the Division Quality Management Team (DQMT) on matters needing technical assistance; and



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- c. Provide technical assistance to co-program holders in accomplishing the quarterly MEA PIR Report.
4. Further, each Schools Districts shall submit an updated list of **District Quality Management Team (DisQMT)** which will serve as District MEA-PIR Team, and for the Schools, Public Elementary and Secondary, shall also submit an updated list of **School Quality Management Team** which will serve as SMEA-PIR Team to the Division MEA-PIR Focal Person, Eleser D. Mateo, through this email address: eleser.mateo001@deped.gov.ph on or before **March 31, 2023**. (Refer to Enclosures G & H for the terms of reference.)
5. Immediate and wide dissemination of this Memorandum is highly desired.


CRISTY C. EPE

Schools Division Superintendent

Enclosed: As stated.

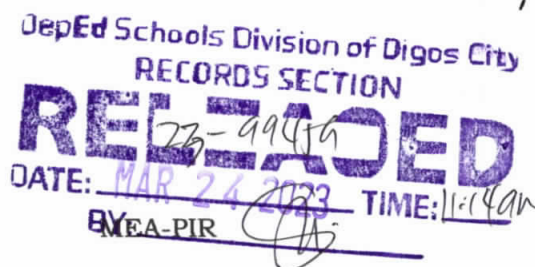
Reference: As stated.

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

SGOD

MEMO

SGOD/SMM&E/edm





Republic of the Philippines
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DAVAO REGION



REGIONAL MEMORANDUM
QAD-2023-020

To : Assistant Regional Director
Schools Division Superintendents
RO Chiefs of Functional Divisions

Subject: MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM
IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND
ACTIVITIES FOR FY 2023

Date : March 17, 2023

1. This Regional Office through the Quality Assurance Division (QAD) announces the hereunder FY 2023 Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) schedules and activities:

A. Regional and Division MEA-PIR:

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
1 st	March 30, 2023	April 3-4, 2023	April 5, 2023	April 12-13, 2023	April 18-19, 2023	April 21, 2023	April 28, 2023
2 nd	June 23, 2023	July 3-4, 2023	July 5, 2023	July 6-7, 2023	July 11-12, 2023	July 14, 2023	July 21, 2023
3 rd	September 28, 2023	October 3-4, 2023	October 6, 2023	October 10-11, 2023	October 17-18, 2023	October 20, 2023	October 30, 2023

B. District and School MEA-PIR:

Quarter	Dates	Presentation of the Consolidated DisMEA-PIR Reports to SDO
1 st	March 30-31, 2023	the same schedule with the conduct of DMEA-PIR
2 nd	June 29-30, 2023	
3 rd	September 29 & October 2, 2023	

2. The Quality Assurance Division is directed to monitor the conduct of the Division, District and School MEA-PIR activities via online modality only. Likewise, Schools Division Offices are also required to monitor the conduct of the MEA-PIR activities of their concerned district and schools. The SDOs are given the prerogative



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as to determine the mode of modality they will utilize to monitor their district or school MEA-PIR activity

3. In its monitoring task of the SDO's MEA- PIR activity, the QAD shall not only provide technical assistance but also look into the SDO's adjustments in their monitoring and evaluation plans.
4. The SMEA and DisMEA PIRs shall be monitored by the SDO through its concerned SMEA and DisMEA monitors.
5. Pre-MEA-PIR activities of the RO Functional Divisions, Schools Division Offices, districts and schools, shall have been conducted prior to their respective scheduled MEA-PIR. Post Conferences and Post MEA-PIR activities shall be conducted across governance levels for the utilization of the MEA-PIR results.
6. The conduct of the SDO MEA-PIR including the submission of accomplishment reports shall be spearheaded by the MEA-PIR focal person;
7. The Policy, Planning and Research Division (PPRD) through the Regional and Division Planning Officers shall spearhead the conduct of the Quarterly Operational Plan Adjustments in the RO and the SDOs respectively.
8. To ensure the institutionalization of standards in the implementation of the MEA-PIR across governance levels, RQMT through Quality Assurance Division and the Division MEA-PIR Team/DQMT shall provide Technical Assistance to schools and districts during their identified pre and post MEA-PIR activities.
9. During the conduct of the SDO MEA-PIR, the accomplishments of the OSDS, CID, SGOD and the **consolidated DisMEA-PIR report** of the PSDSs shall be presented.
10. The activity Process Observers/reactors, Monitoring Teams, Quality Management Team and their Terms of Reference (TOR), list of participants in the Regional MEA-PIR both for ROFDs and SDOs, Planning Conferences (pre and post), and the Guidelines, Mechanics on the Presentation of the Adjusted Plans, Technical Working Group, online links and templates are in the herein enclosures;
11. All quarterly Division MEA-PIR and Regional Office-FDMEA-PIR accomplishment reports and the adjusted plans shall be encoded in the MEA-PIR Online System on the designated schedules.



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12. The Quarterly **Organizational Outcome Report** shall be reported through our MEA-PIR Online System **on or before the following dates:**

Quarter	Date
1 st	March 30, 2023
2 nd	June 29, 2023
3 rd	September 28, 2023
4 th	December 29, 2023

13. **RO XI Finance Division** is requested to provide the RO FDs a copy of their **Quarterly Obligated and Utilized Funds** (MOOE -regular and downloaded funds) and their **Financial Status based on their current appropriations and continuing appropriations (allocated, obligated, and utilized funds) of the Programs and Projects**. Aforementioned information shall be used as bases of their financial accomplishments for the MEA-PIR **on or before the following schedules:**

Quarter	Date
1 st Quarter	March 30, 2023
2 nd Quarter	June 30, 2023
3 rd Quarter	September 29, 2023
4 th Quarter	January 3, 2024

13.1. The **Finance Units of the SDOs** are also requested to provide a copy of the following:

a. **amount of obligation and utilization** of regular and downloaded funds, SEF and other sources of funds of the functional divisions of the SDO (SGOD, CID, OSDs); and the

b. **financial status of the SDO functional divisions relative to the current and continuing appropriations (allocated, obligated and utilized) of programs and projects**. Aforementioned information shall be used as bases of their financial accomplishments for the MEA-PIR.

14. A planning conference spearheaded by the QAD with the members of the Technical Working Group (TWG) shall be conducted **via Google Meet on March 31, 2023 at 2:00 in the afternoon.**

15. The following RO-Functional Divisions are directed to engage the Quality Assurance Division (QAD) in the conduct of Regional MEA-PIR with their corresponding tasks:

FD	TERMS OF REFERENCE
PPRD	Spearhead and Provide Technical Assistance on the adjustment of the quarterly operational plans of RO-FDs and SDOs.



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FD	• Provide data on the Financial Status of the Functional Divisions and PAPs for PIR both current appropriations and continuing appropriations; • Process Observer (PO) for the financial accomplishments vis-a-vis planned targets and provide technical assistance to RO-FDs and SDOs
FTAD	• Crafts a Regional Technical Assistance (TA) Plan based on the submitted and reported MEA-PIR accomplishment reports of RO-FDs and SDOs; • Submits the Regional TA plan to the QAD for quality assurance; • Present the Regional TA Plan to the Functional Divisions and SDOs after undergoing the required quality assurance process; and implement the Regional TA plan; and • Present the quarterly TA status of RO-FDs and SDOs during the conduct of the quarterly MEA-PIR.
All FDs	• Present the quarterly Functional Division TA commitment and policy direction, and status of own FD's concerns, issues, gaps, problems and bottlenecks (CIGPBs).

16. Three (3) days after the MEA-PIR, 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, Problems, and Bottlenecks (CIGPBs)	Commitment for Technical Assistance (TA), Policy Directions, etc.	Target Date/s

(Functional Division)
Chief, _____
DepEd RO XI

17. Food (2 snacks and lunch) will be served to the identified participants. Budget of which including materials, travel expenses for monitoring and TA provision, and other incidental expenses incurred for the above-mentioned activities shall be charged against DepEd Regional Office Funds (QAD Funds), subject to the usual accounting and auditing rules and regulations.



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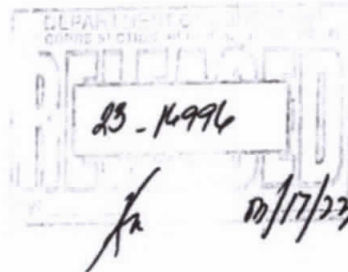


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18. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

ALLAN G. FARNAZO
Director IV

ROQ4/bsb



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Enclosure to Regional Memorandum QAD-2023-020

Enclosure A. Participants:

A.1. Regional Office-Functional Divisions (RO-FDs) MEA-PIR:

OFFICE	PARTICIPANTS
RD&ARD	2
Chiefs of FDs	8
Heads of Units and Sections	9
EPSs, Process Observers, and Program owners	15
RQMT	5
RO FDMEA-PIR Focal Persons	9
ICTU Staff	2
Total Number of Participants	50

A.2. Regional MEA-PIR (RO-FDs & SDOs)

OFFICE	PARTICIPANTS
Regional Office (RO)	
RD&ARD	2
Chiefs of FDs	8
RQMT	5
ICTU Head and Staff	3
EPSs, Process Observers, and Program Owners	10
QAD Staff	2
Sub-Total	30
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
SDO MEA-PIR Focal Person and SMME Unit personnel	22
Budget Officers	11
Planning Officers and SEPS PR	22
QAD Staff	2
Sub-Total	90
Total Number of Participants	120



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Enclosure B: Process Observers and Reactors:

B.1. Regional MEA-PIR: RO-FDs & SDOs

Quarter	Regional MEA-PIR (RO-FDs)	Regional MEA-PIR (RO-FDs & SDOs)	
1st Quarter	Loradel L. Baricaua Katherine L. Datoy Roy T. Enriquez, EdD Mary Jeanne B. Aldeguer, EdD Ma. Cielo Estrada Maria Liza I. Berandoy, EdD Janice D. Gamalong	Winnie E. Batoon, CESO VI Reynante A. Solitario, CESO VI Phobie Gay L. Refamonte, EdD Antonio P. Delos Reyes, EdD Janette G. Veloso, EdD Arlyn Lim, EdD Christine C. Bagacay, EdD Janwario Yamota	Jesus Q. Lascuña Jay Nang Roy T. Enriquez, EdD Mary Jeanne B. Aldeguer, EdD Loradel L. Baricaua Katherine L. Datoy
2nd Quarter	Mary Jeanne B. Aldeguer, EdD Loradel L. Baricaua Katherine L. Datoy Nelma Lyn R. Barnija Analiza C. Almazan Maricel S. Langahid, EdD Pedelina Huevos, EdD Ronnie Mercado	Josephine L. Fadul, CESO V Nelson C. Lopez, CESO V Rebecca C. Sagot, EdD Josie T. Bolofer, EdD Ramil Pilo, EdD Alma Cifra, EdD Beverly Daugdaug, EdD	Nelma Lyn R. Barnija Roy T. Enriquez, EdD Janice D. Gamalong Danilo M. Dohinog, EdD Mary Jeanne B. Aldeguer, EdD Loradel L. Baricaua Katherine L. Datoy
3rd Quarter	Roy T. Enriquez, EdD Janice D. Gamalong Loradel L. Baricaua Katherine L. Datoy Isidra B. Despi Mary Jeanne B. Aldeguer, EdD Danilo M. Dohinog, EdD John Arnel Villacorte	Cristy C. Epe Reynaldo B. Mellorida, CESO V Lorenzo E. Mendoza, CESO VI Maria Gina T. Flores, EdD Cheerylyn A. Cometa, EdD Eduard Amoguis, EdD Josefina B. Palaca, EdD	Danilo M. Dohinog, EdD Ronnie Mercado Janice D. Gamalong Loradel L. Baricaua Katherine L. Datoy Warlito E. Hua, EdD Engr. Alim Maguindanao
4th Quarter	Mary Jeanne B. Aldeguer, EdD Loradel L. Baricaua Katherine L. Datoy Mary Jane B. Mejorada, EdD Analiza C. Almazan Ma. Cielo Estrada, EdD Maria Liza I. Berandoy, EdD Maria Gemima V. Galang, EdD	Alona C. Uy, CESO VI Rommel R. Jandayan, EdD Winnie E. Batoon, CESO VI Melanie P. Estacio, EdD Marilyn V. Deduyo Sollie B. Oliver Ailene Anonuevo, EdD Christine C. Bagacay, EdD	Loradel L. Baricaua Katherine L. Datoy Roy T. Enriquez, EdD Mary Jeanne B. Aldeguer, EdD Janice D. Gamalong Analiza C. Almazan Maria Liza I. Berandoy, EdD Herminia Bantiding, PhD



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B.2. DisMEA and SMEA

Quarter	DisMEA	SMEA
1 st Quarter	*principal/school head with SBM level 3 of practice	*master teachers *School MEA-PIR Coordinator/ Focal Person
2 nd Quarter	*District MEA-PIR Coordinator/Focal Person *District Learning Area consultants	*Learning Area coordinators *Grade Head/Head Teacher
3 rd Quarter	*District SBM Consultant and coordinator *District ICT Coordinator	*SBM Coordinator *ICT coordinator
4 th Quarter	*District MEA-PIR Team/DQMT Overall Lead/process owner: PSDS	Overall Lead/process owner: School Head/School principal

**Enclosure C: Guidelines and Mechanics on the Presentation of the
Quarterly MEA-PIR Accomplishment Reports, FY 2023:**

C.1. Regional Office Functional Divisions (RO-FDs):

- Pre-MEA-PIR activities of the Functional Divisions of the Regional Office shall have been conducted prior to the scheduled MEA-PIR for RO-FDs.
- FDs are required to use the MEA-PIR Online system for the presentation.
- FD accomplishment report will be presented by the Chief and must designate a partner for the navigation of the online system.
- Time allotment for presentation is 30 mins.
- Digital timer will be used to determine the time consumption of the reporter/presenter
- Each Process Observer (PO) gives feedback to the presenter using the POA Tool for a maximum of 5 minutes. Time allotment for the whole process is 15 minutes. After PO delivers his/her piece, other offices/reactors who are interested in the presentation will be given the opportunity to ask or ventilate their views, opinions or suggestions.
- Process Observers are the Chiefs, Education Program Supervisors and program owners of DepEd ROXI.
- E copy/printed copy of the PO report shall be submitted to RQMT at the end the activity @ roxiqadbsb@gmail.com



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C.2. Schools Division Offices (SDOs):

- SDOs are required to use the MEA-PIR Online system for the presentation.
- Accomplishment report will be presented by the SDS/ASDS. A colleague shall be designated to assist in the presentation and navigation of the online system.
- Maximum time allotment for presentation is 40 mins.
- Digital timer will be used to determine the time consumption of the reporter/presenter.
- Each Process Observer (PO) gives feedback to the presenter using the POA Tool for a maximum of 5 minutes. Time allotment for the whole process is 10 minutes. After PO delivers his/her piece, other offices/reactors who are interested in the presentation will be given the opportunity to ask or ventilate their views, opinions or suggestions.
- Process Observers are the SDSs, Chiefs, Education Program Supervisors and program owners of DepEd ROXI.
- E copy/printed copy of the PO report shall be submitted to RQMT at the end the activity @ roxiqadbsb@gmail.com

Enclosure D: Guidelines and Mechanics of the Presentation of the Quarterly Adjusted M&E/MEA-PIR Plans aligned with BEMEF, FY 2023:

D.1. Mechanics:

- a. all ROFDs and SDOs are enrolled into 5 classes with facilitators and POA in-charge in each class;
- b. QAD Education Program Supervisors will serve as the facilitator during the presentation of activities and targets of M&E, FY 2023;
- c. presentation of MEA-PIR activities and targets shall be done by the chief of Functional Division;
- d. Each presenter will utilize and navigate the standard template using the link of the online Google sheet provided by the QAD;
- e. Time allotment for each presentation is up to a maximum of 30 minutes only;
- c. d. RXI Top Management and QAD chief will join the activity from one presenter to the other; and
- E. 10 minutes time allocation is given for the processing of the presentation using a POA tool.



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D.2. Activity Matrix: Plenary and Break-out Activity

TIME		ACTIVITY		CONCERNED RO-FD/ SDO	
8:30-9:10A.M.		Plenary Activity		QAD and ORD-ICTU	
Break-out Activities					
Time	Class 1 Facilitator: Brenda S. Belonio	Class 2 Facilitator: Maflor J. Dingal	Class 3 Facilitator: Alfeo B. Ingay	Class 4 Facilitator: Darly Lamentac	Class 5 Facilitator: Cristina Dionisio
9:10-10:05	Digos City	Davao Del Sur	Davao De Oro	Tagum City	IGACOS
10:10-11:05	Davao Occidental	Davao Del Norte	Davao Oriental	Panabo City	Mati City
11:10-12:00	Davao City				
POA In-charge	Roy T. Enriquez-CAO, ASD	Nelma Lyn Barnija Chief, HRDD	Warlito E. Hua Chief, ESSD	Mary Jeanne B. Aldeguer Chief, CLMD	Aris Juanillo Chief, FTAD
12:00-1:00	Lunch Break				
Time	Class 1 Facilitator: Brenda S. Belonio	Class 2 Facilitator: Maflor J. Dingal	Class 3 Facilitator: Alfeo B. Ingay	Class 4 Facilitator: Darly Lamentac	Class 5 Facilitator: Cristina Dionisio
1:00-2:05	CLMD	PPRD	FTAD	ESSD	FD
2:10-3:05	ASD	ORD	QAD	HRDD	
POA In-charge	Brenda S. Belonio EPS, QAD	Maflor J. Dingal EPS, QAD	Alfeo B. Ingay EPS, QAD	Darly Lamentac EPS, QAD	Cristina Dionisio EPS, QAD
Note: Closing activity will be done per class					

Note: Closing activity will be done per class

D.3. Meeting Links

Activity	RO/SDO	Link:
Plenary:	All ROFDs & SDOs	meet.google.com/nka-copj-kdc
Break-out Activity		
Class	SDO/RO-FD	Link:
Class 1	Digos City	meet.google.com/xrv-xfct-pri
	Davao Occidental	
	Davao City	
	CLMD	
	ASD	
Class 2	Davao Del Sur	meet.google.com/dzx-kccd-chn
	Davao Del Norte	
	PPRD	
	ORD	
Class 3	Davao De Or	meet.google.com/ziv-yumk-jhs
	Davao Oriental	
	FTAD	
	QAD	



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Class	SDO/RO-FD	Link:
Class 4	Tagum City	meet.google.com/fuv-uhaa-ado
	Panabo City	
	ESSD	
	HRDD	
Class 5	IGACOS	meet.google.com/bgd-uuvn-bia
	Mati City	
	Finance Division	

Enclosure E: Monitoring Teams and the Provision of Technical Assistance (TA):

E.1. SDO Functional Division MEA:

Regional Office XI: Quality Management Team (RQMT)	Jenielito S. Atillo QAD Chief
	Brenda S. Belonio, EdD EPS, QAD/Regional MEA-PIR Focal Person
	Maflor J. Dingal, EdD EPS, QAD
	Alfeo B. Ingay, EdD EPS, QAD
	Darly D. Lamentac EPS, QAD
	Maria Cristina B. Dionisio EPS, QAD
Schools Division Office: MEA-PIR and Division Quality Management Team (DQMT)	Schools Division Superintendent
	Assistant Schools Division Superintendent
	SGOD Chief
	CID Chief
	Division MEA-PIR Focal Person
	SMME Staff/EPS2/SEPS
	Budget Officer
	Planning SEPS
	Planning Officer



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E.2. DisMEA-PIR and SMEA-PIR

DisMEA-PIR	Schools Division Superintendent
	Assistant Schools Division Superintendent
	SGOD Chief and Program owners
	CID Chief and Education Program Supervisors
	Division MEA-PIR Focal Person and EPS2 M&E
	SMME Staff/EPS2/SEPS
	Budget Officer and Accountant
	Planning SEPS and Planning Officer
	Public School District Supervisor
	Principal/school head with SBM level 3 of practice
	District MEA-PIR Coordinator/Focal Person
	District Learning Area consultants
	District SBM Consultant and coordinator
	District ICT Coordinator
MEA-PIR Core Team for DisMEA-PIR and SMEA-PIR	Capacitated MEA Advocates and served as Learning facilitators during the Division Rollout of the Contextualized DisMEA and SMEA
SMEA-PIR	District Supervisor
	School principal
	SMEA-PIR Coordinator/ Focal Person
	principal/school head with SBM level 3 of practice
	District MEA-PIR Quality Management Team
MEA-PIR Core Team for DisMEA-PIR and SMEA-PIR	Capacitated MEA Advocates and served as Learning facilitators during the Division Rollout of the Contextualized DisMEA and SMEA
Grade Level MEA-PIR	Master Teachers
	School MEA-PIR Focal Person
	School Subject Area Coordinators
	Grade Head/Head Teacher
	School SBM Coordinator
	School ICT coordinator



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Enclosure F: Division MEA-PIR and Division Quality Management Team (DQMT) members and their Terms of Reference (TOR):

DMEA-PIR/QMT Member	TERMS OF REFERENCE
DMEA-PIR Focal Person	• Spearheads the conduct of the DMEA-PIR; • Prepares the DMEA-PIR accomplishment reports; • Submits approved quarterly DMEA-PIR reports and M&E Adjusted Plan aligned with BEMEF, BEDP 2030, MATATAG Agenda, Compendium and OPCR to the Regional Office attention: Quality Assurance Division; • Assists the Planning SEPS and the Planning Officer in crafting the adjusted operational plan taking into account the gaps and recommendations from the Division and Regional MEA-PIR activities identified by the Process Observers and inputs of the Top Management • Checks the completeness of the adjusted plan in the preparation for the conduct of the next quarter of DMEA-PIR/RMEA-PIR; • Provides technical assistance in the conduct of Monitoring Evaluation and Adjustment-Program Implementation Review (MEA-PIR) in all levels of governance (SMEA-PIR, DisMEA-PIR and DMEA-PIR proper including the requisite functional, pre and post MEA activities) • Coordinates with the Regional Monitoring Team/RQMT and the DMEA-PIR/DQMT for the quarterly monitoring of DisMEA-PIR and SMEA-PIR; and • Perform other related functions.
Senior Education Program Specialist (SEPS) in Planning	• Makes the consolidated adjusted operational plan of the per quarter Division and Regional MEA-PIR taking into account the following: 1. Basic Education Development Plan (BEDP) 2030 and MATATAG Agenda; 2. Compendium; 3. SDO's Annual Implementation Plan and Work and Financial Plan; 4. all the gaps and recommendations identified by the Process Observers in the SDO's Work and Financial Plan and Annual Implementation Plan; 5. Strategic Objectives; and 6. Organization Outcomes.



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DMEA-PIR/QMT Member	TERMS OF REFERENCE
	• Spearheads the adjustment of plans of the CID, SGOD and OSDS during their respective Monitoring, Evaluation and Adjustment; and • Provides technical assistance to all members of the DMEA-PIR/DQMT, DisMEA-PIR QMT/DisMEA-PIR QMT, and SMEA-PIR/SQMT.
Planning Officer	• Assists the Planning SEPS in the making of the consolidated adjusted plan of the per quarter MEA-PIR. • Assists the Planning SEPS in the adjustment of plans of the CID, SGOD and OSDS during their respective MEA-PIR. • Provides technical assistance to all members of the DQMT.
Budget Officer	• Quality assures the financial accomplishments of MEA-PIR of the CID, SGOD and the OSDS. • Provides technical assistance to the SEPS for Planning, Planning Officer, DMEA-PIR Focal Person and the members of the DQMT.
ASDS	• Ensures the implementation of the OSDS MEA-PIR prior to the conduct of the scheduled DMEA-PIR of the SDO; • Checks the quality, accuracy and completeness of the quarterly MEA-PIR reports and the adjusted plans both operational plan and M&E plan to be submitted to the DMEA-PIR focal person and planning officer of the SDO; and • Spearheads the quarterly provision of technical assistance with all units under the OSDS and during DisMEA-PIR.
CID Chief	• Ensures the implementation of the CID MEA-PIR prior to the conduct of the scheduled DMEA-PIR of the SDO; • Checks the quality, accuracy and completeness of the quarterly MEA-PIR reports and the adjusted plans both operational plan and M&E plan to be submitted to the DMEA-PIR focal person and planning officer of the SDO; and • Spearheads the quarterly provision of technical assistance with all learning areas' EPSs on curriculum implementation and proficiency level of learners to all schools during District and School MEA-PIR.



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DMEA-PIR/QMT Member	TERMS OF REFERENCE
SGOD Chief	- Ensures the implementation of the SGOD MEA-PIR prior to the conduct of the scheduled DMEA-PIR of the SDO; - Checks the accuracy and completeness of the quarterly DMEA-PIR reports and the adjusted plans both operational plan and M&E plan aligned with BEDP 2030, MATATAG Agenda and BEMEF to be submitted in the Regional Office via the Quality Assurance Division; - Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA-PIR in preparation for the SDO DMEA-PIR; and - Monitors and provides technical assistance in the implementation of the quarterly DisMEA-PIR and SMEA-PIR

Enclosure G: District Quality Management Team (DisQMT) members and their Terms of Reference (TOR):

DisMEA-PIR Team/DisQMT	TERMS OF REFERENCE
PSDS/ Coordinating School Principal	- Spearheads the conduct of the DisMEA-PIR/Cluster MEA-PIR; - Provides inputs/technical assistance in the implementation of DisMEA-PIR/Cluster MEA-PIR; - Coordinates with the DMEA-PIR Team/DQMT and RQMT for the provision of technical assistance during quarterly DisMEA-PIR/Cluster MEA-PIR; - Monitors and Provides inputs/technical assistance to schools in the implementation of SMEA-PIR and members of DisMEA-PIR/Cluster MEA-PIR, and SMEA-PIR; - Ensures implementation of SMEA-PIR to all schools in the district and the utilization of results; and - Checks the accuracy and completeness of the quarterly DisMEA-PIR/Cluster MEA-PIR reports and the adjusted plan to be submitted in the Division Office via DMEA Focal Person in the SGOD.



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DisMEA-PIR Team/DisQMT	TERMS OF REFERENCE
DisMEA-PIR Coordinator/ Cluster MEA-PIR Coordinator	- Assists and coordinates with the PSDS on the conduct of the quarterly DisMEA-PIR/Cluster MEA-PIR; - Prepares the DisMEA-PIR/Cluster MEA-PIR accomplishment reports, for approval of the PSDS; - Submits approved DisMEA-PIR/Cluster MEA-PIR reports to the Division Office via DMEA-PIR Focal Person in the SGOD; - Provides technical assistance to the conduct of the School Monitoring, Evaluation and Adjustment (SMEA)-Program Implementation Review (PIR) in preparation for the DisMEA-PIR/Cluster MEA-PIR; - Provides technical assistance to the members of the DisMEA-PIR Team/DisQMT/Cluster MEA-PIR; and - Perform other related functions.
principal/school head with SBM level 3 of practice	- Served as the process observer during the quarterly DisMEA-PIR/Cluster MEA-PIR; and - Provides technical assistance in the conduct of DisMEA-PIR/Cluster MEA-PIR and to all members DisMEA-PIR/Cluster MEA-PIR Team
District Learning Area consultants	- Served as the process observer during the quarterly DisMEA-PIR/Cluster MEA-PIR; and - Provides technical assistance in the conduct of DisMEA-PIR/Cluster MEA-PIR and to all members DisMEA-PIR/Cluster MEA-PIR Team
District Coordinator	ICT - Assist in the conduct DisMEA-PIR/Cluster MEA-PIR and in preparation of the DisMEA-PIR/Cluster MEA-PIR reports; and - Provide technical assistance to all members of DisMEA-PIR team/DQMT/Cluster MEA-PIR;



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Enclosure H: School Quality Management Team (SQMT) members and their Terms of Reference (TOR):

SMEA-PIR Team/SQMT	TERMS OF REFERENCE
School Head/School principal	• Spearheads the conduct of the SMEA-PIR; • Provides inputs/technical assistance in the implementation of SMEA-PIR; • Coordinates with the SMEA-PIR Team/SQMT and DisQMT for the provision of technical assistance during quarterly SMEA-PIR; • Monitors and Provides inputs/technical assistance to schools in the implementation of SMEA-PIR and members of the SMEA-PIR; • Ensures implementation of SMEA-PIR to all grade levels in school and the utilization of results; and • Checks the accuracy and completeness of the quarterly SMEA-PIR reports and the adjusted plan to be submitted in the Division Office via DMEA-PIR Focal Person in the SGOD.
SMEA-PIR Coordinator	• Assists and coordinates with the school head/school principal on the conduct of the quarterly SMEA-PIR; • Prepares the SMEA-PIR accomplishment reports, for approval of the school head/school principal; • Submits approved SMEA-PIR reports to the Office of the PSDS/Cluster Head via DisMEA-PIR Focal Person; • Provides technical assistance to the conduct of the School Monitoring, Evaluation and Adjustment (SMEA)-PIR in preparation for the DisMEA-PIR/Cluster MEA-PIR; • Provides technical assistance to the members of the SMEA-PIR Team/SQMT; and • Perform other related functions.
Master Teachers	• Served as the process observer during the quarterly SMEA-PIR; and • Provides technical assistance in the conduct of SMEA-PIR and to all members of SMEA-PIR Team; and • Perform other related functions.
School Learning area coordinators	• Served as the process observer during the quarterly SMEA-PIR; • Provides technical assistance in the conduct of SMEA-PIR and to all members of SMEA-PIR Team; and • Perform other related functions.



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SMEA-PIR Team/SQMT	TERMS OF REFERENCE
Grade Head/Head Teacher	• Spearheads the pre- SMEA-PIR activity in the grade level/department • Served as the process observer during the quarterly SMEA-PIR; and • Provides technical assistance in the conduct of SMEA and to all members of SMEA-PIR Team • Perform other related functions.
ICT coordinator	• Assist in the conduct of SMEA-PIR and preparation of SMEA-PIR reports; and • Provide technical assistance to all members of SMEA-PIR team/SQMT

Enclosure I: Regional Quality Management Team to Quality Assure RO-FDMEA-PIR and DMEA-PIR Accomplishment Reports:

Jenielito S. Atillo QAD Chief	Brenda S. Belonio, EdD EPS, QAD/RMEA-PIR Focal Person
Maflor J. Dingal, EdD EPS, QAD	Alfeo B. Ingay, EdD EPS, QAD
Darly D. Lamentac EPS, QAD	Maria Cristina B. Dionisio EPS, QAD

Enclosure J: Executive Committee & Technical Working Group (TWG):

Executive Committee:	
Chair:	Allan G. Farnazo Director IV
Co-chair:	Maria Ines C. Asuncion, CESO IV Asst. Regional Director
Program Manager:	Jenielito S. Atillo Chief, Quality Assurance Division, Region XI
Members:	SDSs, ASDSs, RQMT, RO-FD Chiefs, SDO Chiefs of SGOD and CID, FDMEA-PIR Teams, and DMEA-PIR Teams



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Technical Working Group (TWG)		
Committee	Name of M&E Personnel	Terms of Reference:
MEA-PIR Online System Management Committee	<i>Chair:</i> Brenda S. Belonio, EdD EPS, QAD/RXI MEA-PIR Focal Person MEA-PIR Online System Developer <i>Co-chair:</i> Liesel C. Padua SEPS SMME, Mati City MEA-PIR Online System Developer <i>Member:</i> Alan Limbadan SEPS SMME, Davao Oriental	Provides Technical Assistance to all RO-FDs and SDOs MEA-PIR Focal persons in encoding the data and navigating the MEA-PIR Online System. Troubleshoot the problem/s encountered in the MEA-PIR Online System.
IT Management and Online Program Flow Committee:	<i>Chair:</i> Ricardo Guinto Head, ICTU <i>Members:</i> Joshua Wong Pocholo Hernandez	*Assists QAD in the conduct of the MEA-PIR Activities especially in the preliminaries and closing activity *Presents virtually the slide decks of the program flow *Provides TA on ICT related concerns.
Program and Invitation:	<i>Chair:</i> Darly D. Lamentac EPS, QAD <i>Co-chair:</i> Brenda S. Belonio EPS, QAD/RXI MEA-PIR Focal Person <i>Members:</i> All SDOs MEA-PIR Focal Persons	*Prepares and design the program and invitation for the activity. *Communicate the invitations to the concerned personnel in the region and SDOs.
Attendance and Food Committee:	Puriflor M. Limjuco Staff, QAD Josephine Alaba Staff, QAD	Ensures 100% of attendance of the participants and distribution of food to the concerned participants
Certificates Committee	Brenda S. Belonio, EdD EPS, QAD/RXI MEA-PIR Focal Person Puriflor M. Limjuco Josephine Alaba Staffs, QAD	*Prepares certificate of participation, certificate of appearance, certificate of recognition for the participants, process observers, and TWG



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Committee	Name of M&E Personnel	Terms of Reference:
Documentation Committee	<i>Chair:</i> Maria Christina B. Dionisio EPS, QAD <i>Co-Chair:</i> Darly D. Lamentac EPS, QAD <i>Members:</i> Maria Gemima V. Galang Head, PAU Cecile Uy EPS2 M&E, Digos City Febbie Kirstin Ibita EPS2 M&E, Tagum City Leah C. Saavedra EPS2 M&E, Davao City	Prepares and submits minutes of the meetings/conferences during pre and post MEA-PIR activities; and the proceedings during the conduct of the quarterly MEA-PIR activities to the Regional MEA-PIR Focal Person five (5) working days after the conduct of said activities.
	Brenda S. Belonio Darly D. Lamentac Maria Cristina B. Dionisio EPSs, QAD Liesel C. Padua Alan Limbadan Eleser Mateo Marnely Jane Bernal SEPSs, SMME	Prepares quarterly MEA-PIR narrative accomplishment reports
Activity Manager:	Brenda S. Belonio, EdD EPS, QAD/RXI MEA-PIR Focal Person	Plans and prepares the program/activity flow, process, POA tools, guidelines and mechanics of the pre, during and post MEA-PIR activities. Ensures that the implementation of the quarterly MEA-PIR is implemented as planned. Coordinates with the process observers, technical working group, RQMT, and top management. Submits quarterly MEA-PIR accomplishment report.



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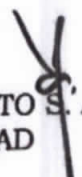
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Committee	Name of M&E Personnel	Terms of Reference:
Certificates Committee	Brenda S. Belonio, EdD EPS, QAD/RXI MEA-PIR Focal Person Puriflor M. Limjuco Josephine Alaba Staffs, QAD	*Prepares certificate of participation, certificate of appearance, certificate of recognition for the participants, process observers, and TWG
Attendance and Food Committee:	Puriflor M. Limjuco Staff, QAD Josephine Alaba Staff, QAD	Ensures 100% of attendance of the participants and distribution of food to the concerned participants

Prepared by:


BRENDA S. BELONIO, EdD
EPS, QAD/MEA-PIR Focal Person, RXI

Noted:


JENIELITO S. ATILLO
Chief, QAD

ROQ4/bsb



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