



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-544

To : Assistant Schools Division Superintendent
Sollie B. Oliver, JD, MATE - Chief ES-SGOD
Beverly S. Daugdaug - Chief ES-CID
Eleser D. Mateo – PSDS/DMEA-PIR Focal Person
Cecile C. Uy – EPSII-SMM&E
Cherrie Anne B. Bohol – EPS/SGOD FDMEA Focal Person
Zandria M. Sy – EPS/CID FDMEA Focal Person
Giselle D. Gonzales – ADAS III/OSDS FDMEA Focal Person

Subject : **AMENDMENT TO RM_QAD-2023-020 (MEA-PIR SCHEDULES AND ACTIVITIES FOR FY 2023) RE. CONDUCT OF THE THIRD QUARTER MEA-PIR**

Date : November 16, 2023

In reference to the enclosed Regional Memorandum - QAD No. 074, s.2023, the field is hereby informed of the changes in the terms of reference for the process observers, MEA-PIR Focal Persons of the SDO. Please refer to the aforementioned document for the specific tasks of the SDO MEA_PIR Focal Person, FDMEA Focal Persons and the SDO DMEA-PIR Process Observer or Document Evaluator.

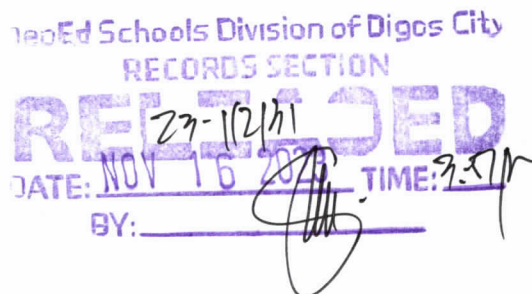
Copies of the modified Process Observation Analysis (POA) Toll, and the list of process observers or document evaluators (attachments of RM-QAD No. 072, s. 2023) is also attached for your reference.

For guidance and compliance.

For and in the absence of the SDS:


SOLLIE B. OLIVER, JD, MATE
Chief Education Program Supervisor - SGOD
Officer-in-Charge

Enclosed: As stated.
SGOD/smm&e/cuy



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

QAD-2023-074

To : Assistant Regional Director
Schools Division Superintendents
Chief Education Supervisors of the Functional Divisions-
(RO and SDOs)

Subject: **AMENDMENT TO RM-QAD-2023-020 (MONITORING, EVALUATION
AND ADJUSTMENT-PROGRAM IMPLEMENTATION REVIEW
SCHEDULES AND ACTIVITIES FOR FY 2023) RE: CONDUCT OF
THE THIRD QUARTER MEA-PIR**

Date : November 14, 2023

1. Pursuant to RM-QAD-2023-072 or the Third Quarter of FY 2023 Regional Monitoring, Evaluation and Adjustment-Program Implementation Review, the terms of reference of the process observers, MEA-PIR focal persons of the Schools Division Offices and the Regional Office is hereby amended as follows:

ACTIVITY: Conduct of DMEA-PIR for SDOs

DMEA-PIR Focal Person

1. **Facilitate** the conduct of DMEA-PIR convergence.
2. **Provide** copies of MEA-PIR reports of the functional divisions to the process observers.
3. **Provide** POA Tool to the process observers.
4. **Consolidate** the MEA-PIR report from the 3 functional divisions and ensure that the suggestions of the process observers are incorporated.
5. **Forward** the MEA-PIR report and accomplished Process Observation Tool to the RO MEA-PIR Focal Person through her email address, roxiquaddl@gmail.com

DMEA-PIR Process Observer/Document Evaluator

1. **Receive** from the DMEA-PIR focal person the MEA-PIR report and POA Tool.
2. **Process observe/Review** the MEA-PIR report. Incorporate remarks for each indicator in the POA tool and input your additional comments and feedback.
3. **Send** the accomplished POA Tool to the Division MEA-PIR focal person through his/her official email address within the given timeline.



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ACTIVITY: Conduct of RMEA-PIR RO-FDs and SDOs	
FDMEA Focal Person	
1. Ensure that the MEA-PIR report for the third quarter of FY 2023 is accomplished. 2. Ensure that the suggestions of the process observers which required editing of the report must be followed.	
RO MEA-PIR Focal Person	
1. Send a copy of the link for the accomplished MEA-PIR report from the 9 functional divisions and Process Observation Analysis (POA) Tool to the identified regional office process observers for the third quarter of FY 2023. 2. Facilitate the conduct of the MEA-PIR for RO-FDs document review.	
RMEA-PIR Process Observer/Document Evaluator	
1. Receive from the RO MEA-PIR focal person the MEA-PIR report and POA Tool. 2. Process observe/Review the MEA-PIR report. Incorporate remarks for each indicator in the POA tool and input your additional comments and feedback. 3. Send the accomplished POA Tool to the RO MEA-PIR focal person through her official email address, roxigadddl@gmail.com within the given timeline.	

2. Relative to the employment of changes in the conduct of the third quarter MEA-PIR as explicitly stipulated in RM-QAD-2023-072, the term process observer shall also mean document evaluator in consonance with their task.

3. Further, in view of the preceding paragraph, the process Observation Analysis (POA) Tool is also modified for the above-cited purpose. A copy of the same is attached as enclosure no. 1.

4. Herewith, as enclosure no. 2 and in consonance of RM-QAD-2023-072 are the document evaluators for the third quarter MEA-PIR.

5. For information and guidance of the concerned.

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

ROQ5/ddl

Nov. 15, 2023



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Department of Education
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Office of the Regional Director

Enclosure 2

**3rd Quarter, FY 2023 Regional Monitoring, Evaluation and Adjustment –
Program Implementation Review (MEA-PIR) RO-FDs**
November 16-17, 2023

Functional Division	Chief Education Supervisor/Focal Person	Process Observers/ Document Evaluators
Finance Division	Loradel L. Baricaua	Roy T. Enriquez, Chief, AD
Education Support Services Division	Warlito E. Hua	Mary Jeanne B. Aldeguer, Chief, CLMD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Policy Planning and Research Division	Marilyn B. Madrazo	Danilo M. Dohinog, EPS, CLMD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Field Technical Assistance Division	Aris B. Juanillo	John Arnel Villacorte, PDO II, ESSD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Human Resource and Development Division-NEAP	Nelma Lyn R. Barnija	Janice T. Gamalong, SAO, AD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Curriculum and Learning Management Division	Mary Jeanne B. Aldeguer	Roy T. Enriquez, Chief, AD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Quality Assurance Division	Jenielito S. Atilio	Isidra B. Despi, EPS, HRDD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Administrative Division	Roy T. Enriquez	Danilo M. Dohinog, EPS, CLMD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Office of the Regional Director	Gemima V. Galang	Janice T. Gamalong, SAO, AD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD



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Office of the Regional Director

REGIONAL MEMORANDUM
QAD-2023-072

To : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents

Subject: THIRD QUARTER OF FY 2023 REGIONAL MONITORING,
EVALUATION AND ADJUSTMENT - PROGRAM IMPLEMENTATION
REVIEW

Date : November 6, 2023

In compliance with DepEd Memorandum OUA-OUT-0 11023-010, informing the field on the adoption of Microsoft 365 starting February 1, 2023, this Regional Office through the Quality Assurance Division (QAD) announces the hereunder amended schedule of the 3rd Quarter RMEA-PIR due to system adjustments.

Dates	Activities	Mechanism	Output
November 9, 2023	Preparatory Meeting via Google Meet at 1:00-3:00 PM Meeting Code: bzo-owzn-kfb	Online <i>Participants:</i> MEA-PIR Focal Persons (RO and SDOs)	Minutes of the Meeting
November 14-15, 2023	Conduct of DMEA-PIR including Adjustments of Plans	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 Accomplished MEA-PIR POA Tool by the identified process observers (within the SDO)
November 16-17, 2023	Conduct of Regional Office FDs MEA-PIR including Adjustment of Plans	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 Accomplished MEA-PIR POA Tool by the identified process observers (within RO)
November 21, 2023	Submission of the reviewed RO-FDMEA & DMEA-PIR Reports	Online Submission	Accomplished MEA-PIR report and POA Tool



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	and accomplished MEA-PIR POA Tool	MEA-PIR POA Tool will be submitted through this email address: roxiquaddl@gmail.com	
November 23-24, 2023	Conduct of Regional MEA-PIR (RO-FDs and SDOs)	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 (reviewed report) Accomplished MEA-PIR POA Tool by the identified process observers (within RO)
November 28, 2023	MEA Post Conference	Face-to-Face at Durian Hall, DepEd RO XI	Minutes of the Meeting

All other provisions of Regional Memorandum QAD-2023-020, re: Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) schedules and activities for FY 2023 dated March 17, 2023 remain in effect.

Enclosed are the identified MEA-PIR process observers for the third quarter of Fiscal Year 2023 and copy of the Process Observation Analysis (POA) Tool for document review.

For information and guidance of the concerned.

ALLAN G. FARNAZO
Director IV

ROQ5/ddl



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Enclosure 1

**3rd Quarter, FY 2023 Regional Monitoring, Evaluation and Adjustment –
 Program Implementation Review (MEA-PIR) RO-FDs**
 November 16-17, 2023

Document Review In-charge		
Functional Division	Chief Education Supervisor/Focal Person	Process Observers (POs)
Finance Division	Loradel L. Baricaua	Roy T. Enriquez, Chief, AD
Education Support Services Division	Warlito E. Hua	Mary Jeanne B. Aldeguer, Chief, CLMD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Policy Planning and Research Division	Marilyn B. Madrazo	Danilo M. Dohinog, EPS, CLMD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Field Technical Assistance Division	Aris B. Juanillo	John Arnel Villacorte, PDO II, ESSD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Human Resource and Development Division-NEAP	Nelma Lyn R. Barnija	Janice T. Gamalong, SAO, AD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Curriculum and Learning Management Division	Mary Jeanne B. Aldeguer	Roy T. Enriquez, Chief, AD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Quality Assurance Division	Jenielito S. Atillo	Isidra B. Despi, EPS, HRDD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Administrative Division	Roy T. Enriquez	Danilo M. Dohinog, EPS, CLMD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Office of the Regional Director	Gemima V. Galang	Janice T. Gamalong, SAO, AD
		Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD



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Enclosure 2

**3rd Quarter, FY 2023 Regional Monitoring, Evaluation and Adjustment –
Program Implementation Review (MEA-PIR) RO-FDs-SDOs**
November 23-24, 2023

Document Review In-charge		
Schools Division Office (SDO)	Schools Division Superintendent	Process Observers (POs)
Davao Occidental	Rommel R. Jandayan, CESO VI	Cristy C. Epe, CESO V SDS, Davao de Oro Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Tagum City	Alona C. Uy, CESO V	Lorenzo A. Mendoza, CESO V SDS, Davao del Sur Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Mati City	Winnie E. Batoon, CESO VI	Danilo M. Dohinog, EPS, CLMD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Digos City	Melanie P. Estacio, CESO VI	Ronnie S. Mercado, EPS, FTAD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Davao del Norte	Reynaldo B. Mellorida, CESO V	Janice T. Gamalong, SAO, AD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Davao de Oro	Cristy C. Epe, CESO V	Warlito E. Hua, Chief, ESSD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Davao City	Reynante A. Solitario, CESO VI	Engr. Alim Maguindanao, PDO IV, ESSD Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD



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Document Review In-charge		
Schools Division Office (SDO)	Schools Division Superintendent	Process Observers (POs)
Panabo City	Jinky B. Firman, CESO VI	Maria Gina T. Flores, CID Chief, Mati City Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Davao del Sur	Lorenzo E. Mendoza, CESO V	Edward Amoguis, CID Chief, Davao Del Norte Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
Davao Oriental	Josephine L. Fadul, CESO V	Reynaldo Mellorida, CESO V SDS, Davao del Norte Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD
IGACOS	Nelson C. Lopez, CESO V	Josefina B. Palaca, SGOD Chief, Tagum City Loradel L. Baricaua, Chief, FD Katherine I. Datoy, SAO, FD



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Enclosure 3

MEA-PIR

PROCESS OBSERVATION ANALYSIS (POA) TOOL

Presenter _____ Date _____
SDO _____

Indicators	Response Options			Unique Features
	Yes	No	Remarks	
1. Format and Technology used is:				
Online Google Sheet				
standard dashboard				
standard templates				
Font size is readable				
2. Timeliness (Time-bound)				
3. Content				
organized				
comprehensive				
Data-driven				
substantial				
4. Accomplishments				
Utilization of the previous Quarter's MEA data				
Processing on the status and closure of the Previous Quarter's CIGPs (Commitment)				
Activities that generate gains are aligned with the Performance Indicators and not under-targeted.				
Physical and financial accomplishments are based on the planned targets.				
Value-added outputs, innovations/best practices are well established and go beyond office duties/functions.				
Reasons for gains and gaps are clearly stated.				
Alignment of goals, physical and financial targets with the plan				
FINANCIAL ACCOMPLISHMENTS				
Consistency of the Financial data				
Financial Accomplishment in the MEA-PIR must tally against the budget report				



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Additional Comments and Feedback

Process Observer
(Signature over Printed Name)



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