



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025- 002

To : Chief Education Supervisors (CID&SGOD)
Senior Education Program Specialist – SMM&E
Education Program Specialist II – SMM&E
Division Planning Officer
Division Budget Officer
Division Program Holders

Subject : CONDUCT OF THE FOURTH QUARTER, FY 2024 REGIONAL
MONITORING, EVALUATION, AND ADJUSTMENT – PROGRAM
IMPLEMENTATION REVIEW (RMEA-PIR) AND YEAR-END
CONFERENCE

Date : January 2, 2025

In reference to Regional Memorandum QAD-2024-079, this Office informs the above-mentioned personnel the schedule of the Fourth Quarter, FY 2024 Regional Monitoring, Evaluation, and Adjustment-Program Implementation Review (MEA-PIR) and Year-End Conference.

Date	Activity	Modality
January 3, 2025	Planning Conference via MS Teams	Through MS Teams Access Link: https://tinyurl.com/Q4FY2024-MEA-PIR-PlanningCons
January 6-10, 2025	Conduct of RO-FDMEA and DMEA including Adjustment of Plans	Face-to-Face (Per Division/Office/SDO)
January 13, 2025	Submission of Quarter 4 Accomplishment Report and FY 2024 Year-End Report by the SDO/RO-FDs In-Charge	Through the Enhanced MEA-PIR Online System
January 13-15, 2025	Data Validation of Quarter 4 Accomplishment Report and Year-End Report by the QAD personnel and Finance Division	Through the Enhanced MEA-PIR Online System
January 16-17, 2025	Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for RO-FDs	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-ROFDs
January 21-22, 2025	Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for SDOs	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-SDOs



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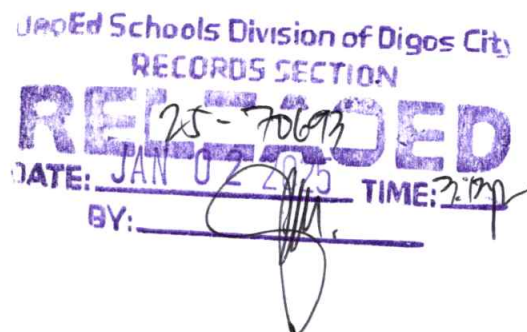
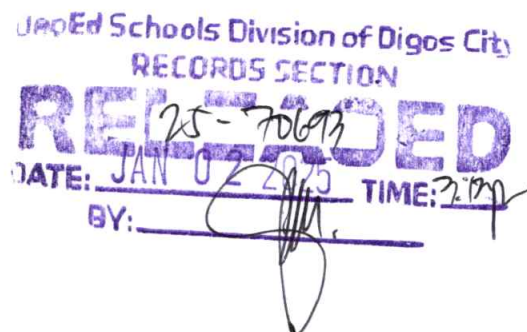
Office of the Schools Division Superintendent

January 24, 2025	Post Conference via MS Teams	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-PostCons
January 28, 2025	Submission of the finalized accomplishment report and adjusted plans	Through the Enhanced MEA-PIR Online System

For information and compliance.

For and in the absence of the
Schools Division Superintendent:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge



Enclosed: As stated.
SGOD/rom



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Republic of the Philippines
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DAVAO REGION

December 23, 2024

REGIONAL MEMORANDUM
QAD-2024-079

CONDUCT OF THE FOURTH QUARTER, FY 2024 REGIONAL MONITORING, EVALUATION,
AND ADJUSTMENT-PROGRAM IMPLEMENTATION REVIEW (RMEA-PIR)
AND YEAR-END CONFERENCE

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

1. The Regional Office through the Quality Assurance Division announces the adjustments of the schedule of activities for the Fourth Quarter of FY 2024 Regional Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) and Year-End Conference.

Date	Activity	Modality
January 3, 2024 from December 20, 2024 Reference: RM-QAD-2024-052	Planning Conference via MS Teams	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-PlanningCon 
January 6-10, 2025	Conduct of RO-FDMEA and DMEA including Adjustment of Plans	Face-to-Face (Per Division/ Office/ SDO)
January 13, 2025	Submission of Quarter 4 Accomplishment Report and FY 2024 Year-End Report by the SDO/RO-FDs In-charge	Through the Enhanced MEA-PIR Online System
January 13-14, 2025	Data Validation of Quarter 4 Accomplishment Report and Year-End Report by the QAD personnel and Finance Division	Through the Enhanced MEA-PIR Online System
January 16-17, 2025	Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for RO-FDs	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-ROFDs



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January 21-22, 2025	Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for SDOs	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-SDOs 
January 24, 2025	Post Conference via MS Teams	Through MS Teams Access Link: https://tinyurl.com/Q4FY24-MEA-PIR-PostCon 
January 28, 2025	Submission of the finalized accomplishment report and adjusted plans	Through the Enhanced MEA-PIR Online System

- Lunch will be provided for Regional Office participants on January 16, 17, 21, 22, and 24, 2025, chargeable against QAD funds.
- Template for the FY 2024 Year-End Report will be presented during the planning conference.
- See enclosures for the details of the activities.
- For information, guidance and compliance of all concerned.

DEPARTMENT OF EDUCATION - DAVA

RECORDS SECTION

RELEASED

By:

Total

Dec. 26, 2024

REBONFAMIL R. BAGUIO

Director III

Officer-in-Charge

Office of the Regional Director

ROQ5/ddl



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Enclosure 1

ACTIVITY MATRIX

**Conduct of the Fourth Quarter FY 2024 Regional Monitoring, Evaluation,
and Adjustment- Program Implementation Review (RMEA-PIR)
PLANNING CONFERENCE**

MS Teams <https://tinyurl.com/Q4FY24-MEA-PIR-PostCon>
January 3, 2025

TIME	ACTIVITY	PERSON IN-CHARGE
9:30 AM to 11:30 AM	Part I. Preliminaries - National Anthem - Opening Prayer - Regional Hymn - Recitation of DepEd Quality Policy - Acknowledgement of Participants - Welcome Message	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Conference Proper	
	Part III. Closure - Announcements - Closing Prayer	Darly Lamentac EPS, QAD



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Enclosure 2

ACTIVITY MATRIX

Conduct of the Fourth Quarter FY 2024 Regional Monitoring, Evaluation, and Adjustment- Program Implementation Review (RMEA-PIR) for RO-FDs

MS Teams <https://tinyurl.com/Q4FY24-MEA-PIR-ROFDs>

January 16-17, 2024

TIME	ACTIVITY	PERSON IN-CHARGE
DAY 1 8:30 AM to 4:00 PM	Part I. Preliminaries - National Anthem - Opening Prayer - Regional Hymn - Recitation of DepEd Quality Policy - Acknowledgement of Participants - Welcome Message - Statement of Purpose and Mechanics of the Presentation of Accomplishments and FY 2024 Year-End Report - Message - GAD Virtual Activity	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments - Education Support Services Division - Field Technical Assistance Division - Finance Division - Policy Planning and Research Division - Human Resource and Development Division - Administrative Division	Darly Lamentac EPS, QAD
	Part III. Closure - Announcements - Closing Prayer	
DAY 2 8:30 AM to 4:00 PM	Part I. Preliminaries - Nationalistic Song - Opening Prayer - Acknowledgement of Participants - Message	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments - Quality Assurance Division - Curriculum and Learning Management Division - Office of the Regional Director	Darly Lamentac EPS, QAD
	Part III. Closure - Commitment for Technical Assistance - RO-FDs Profile of Accomplishments - RO-FDs Technical Assistance Plan - MEA-PIR Future Directions - Closing Prayer	-Chiefs of RO-FDs -QAD Chief -FTAD Chief -QAD Chief



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Enclosure 3

ACTIVITY MATRIX

Conduct of the Fourth Quarter FY 2024 Regional Monitoring, Evaluation, and Adjustment- Program Implementation Review (RMEA-PIR) for RO-FDs-SDOs

MS Teams <https://tinyurl.com/Q4FY24-MEA-PIR-SDOs>

January 21-22, 2025

TIME	ACTIVITY	PERSON IN-CHARGE
DAY 1 8:30 AM to 4:00 PM	Part I. Preliminaries - National Anthem - Opening Prayer - Regional Hymn - Recitation of DepEd Quality Policy - Acknowledgement of Participants - Welcome Message - Statement of Purpose and Mechanics of the Presentation of Accomplishments and FY 2024 Year-End Report - Message - GAD Virtual Activity - Presentation of FY 2024 Financial Accomplishment for SDOs	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments - Davao Occidental - Davao del Sur - Digos City - Davao de Oro - Davao Oriental - Davao del Norte	Darly Lamentac EPS, QAD
	Part III. Closure - Announcements - Closing Prayer	
DAY 2 8:30 AM to 4:00 PM	Part I. Preliminaries - Nationalistic Song - Opening Prayer - Acknowledgement of Participants - Message	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments - Island Garden City of Samal - Davao City - Mati City - Tagum City - Panabo City	Darly Lamentac EPS, QAD
	Part III. Closure - Commitment for Technical Assistance - SDOs Profile of Accomplishments - SDOs Technical Assistance Plan - MEA-PIR Future Directions - Closing Prayer	-Chiefs of RO-FDs -QAD Chief -FTAD Chief -QAD Chief



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Enclosure 4

ACTIVITY MATRIX

**Conduct of the Fourth Quarter FY 2024 Regional Monitoring, Evaluation,
and Adjustment- Program Implementation Review (RMEA-PIR)
POST CONFERENCE**

MS Teams <https://tinyurl.com/Q4FY24-MEA-PIR-PostCon>
January 24, 2025

TIME	ACTIVITY	PERSON IN-CHARGE
9:30 AM to 2:30 PM	Part I. Preliminaries - National Anthem - Opening Prayer - Regional Hymn - Recitation of DepEd Quality Policy - Acknowledgement of Participants - Welcome Message	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Post Conference Proper	Darly Lamentac EPS, QAD
	Part III. Closure - Announcements - Closing Prayer	



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Enclosure 5

List of Participants

A. Planning Conference

OFFICE	PARTICIPANTS
RO Chiefs of the Functional Divisions	8
RQMT	7
RO FDMEA-PIR Focal Persons	10
SDO SMME Unit Personnel	21
SDO Budget Officers	11
QAD Staff	2
Total Number of Participants	79

B. Regional Office Functional Divisions (RO-FDs) MEA-PIR

OFFICE	PARTICIPANTS
RD and ARD	2
Chiefs of Functional Divisions	8
Heads of Units and Sections	9
Process Observers and Program Owners	12
RQMT	5
RO FDMEA-PIR Focal Persons	9
ICTU Staff	3
QAD Staff	2
Total Number of Participants	50

C. Regional MEA-PIR (RO-FDs and SDOs)

OFFICE	PARTICIPANTS
Regional Office	
RD and ARD	2
Chiefs of Functional Divisions	8
EPSs, Process Observers, and Program Owners	15
RQMT	5
ICTU Head and Staff	2
QAD Staff	1
Sub-Total	33
Schools Division Offices (SDOs)	
SDSs and ASDSs	23
SGOD and CID Chiefs	22
SDO MEA-PIR Focal Persons and SMME Unit Personnel	22
Budget Officers	11
Planning Officers and SEPS PR	22
Program Owners	100
Sub-Total	200
Total Number of Participants	233



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D. Post Conference

OFFICE	PARTICIPANTS
Chief, QAD	1
RQMT	7
RO FDMEA-PIR Focal Persons	10
SDO SMME Unit Personnel	21
QAD Staff	1
Total Number of Participants	40



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Enclosure 6

PROCESS OBSERVERS

A. RMEA-PIR (RO-FDs)

Functional Division	Process Observers
Day 1-January 16, 2025	
Education Support Services Division	Roy T. Enriquez Chief Administrative Officer Administrative Division
Field Technical Assistance Division	Michael S. Añoda Education Program Supervisor Curriculum Learning and Management Division
Finance Division	Marilyn B. Madrazo Chief Education Supervisor Policy Planning and Research Division
Policy Planning and Research Division	Aris B. Juanillo Chief Education Supervisor Field Technical Assistance Division
Human Resource and Development Division-NEAP	Warlito E. Hua Chief Education Supervisor Education Support Service Division
Administrative Division	Cristy C. Epe Schools Division Superintendent
Day 2- January 17, 2025	
Quality Assurance Division	Nelma Lyn R. Barnija Chief Education Supervisor Human Resource and Development Division
Curriculum and Learning Management Division	Cristy C. Epe Schools Division Superintendent
Office of the Regional Director	Roy T. Enriquez Chief Administrative Officer Administrative Division



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B. RMEA-PIR (RO-FDs and SDOs)

Functional Division	Process Observers
Day 1- January 21, 2025	
Davao Occidental	-Rebecca Sagot, ASDS, SDO Davao City -RO Program Owners
Davao del Sur	-Emma Camporedondo, ASDS, SDO Davao de Oro -RO Program Owners
Digos City	-Janette Veloso, ASDS, SDO Davao del Norte -RO Program Owners
Davao de Oro	-Gay Taguiran, ASDS, SDO IGACOS -RO Program Owners
Davao Oriental	-Basilio Manaay Jr., ASDS, SDO Panabo City -RO Program Owners
Davao del Norte	-Antonio delos Reyes, ASDS, SDO Mati City -RO Program Owners
Day 2- January 22, 2025	
IGACOS	-Christian Sango, OIC-ASDS, SDO Davao Oriental -RO Program Owners
Davao City	-Marilyn Deduyo, ASDS, SDO Davao del Sur -RO Program Owners
Mati City	-Neil Michael de Asis, ASDS, SDO Tagum City -RO Program Owners
Tagum City	-Genevieve Francisquete, ASDS, SDO Digos City -RO Program Owners
Panabo City	-Ramel Pilo, ASDS, SDO Davao Occidental -RO Program Owners



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Enclosure 7

PROGRAM MANAGEMENT TEAM

Committee	In-Charge	Terms of Reference
RQMT	Chairperson: Allan G. Farnazo Director IV Co-Chairperson: Rebonfamil R. Baguio Director III Members: - Schools Division Superintendents - Asst. Schools Division Superintendents - Chiefs of the Functional Divisions - QAD Education Program Supervisors	- Provides guidance and support to the Functional Divisions and Schools Division Offices. - Identifies the trends and best practices - Promotes continuous improvement by recommending strategies and adjustments
Process Observers	- Top Management - Chiefs of the Functional Divisions - Program Owners	- Provides immediate feedback - Ensures that the participants adhere to the guidelines - Guides in the adjustments to improve efficiency and effectiveness of the different Programs, Projects, and Activities (PPAs)
Validators Physical Accomplishment	Chairperson: Jenielito S. Atillo Chief, QAD Co-Chairperson: Darly D. Lamentac EPS, QAD Members: Alfeo B. Ingay EPS, QAD Brenda S. Belonio EPS, QAD Ma Cristina B. Dionisio EPS, QAD Rubilyn Dee R. Ampong EPS, QAD	- Validates the accuracy, completeness, and reliability of data submitted by Regional Office Functional Divisions and Schools Division Offices.
Validators Financial Accomplishment	Chairperson: Loradel L. Baricaua Chief, Finance Division Co-Chairperson: Katherine I. Datoy SAO, Finance Division Member: Julia R. Silagan	- Validates the accuracy, completeness, and reliability of data submitted by Regional Office Functional Divisions and Schools Division Offices.
Program and Invitation	Chairperson: Darly D. Lamentac EPS, QAD Co-Chairperson: Brenda S. Belonio EPS, QAD Member: Puriflor M. Limjuco	- Develops the content and structure of the program. - Disseminates invitation to concerned parties.



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Certificates	<i>Administrative Aide, QAD</i> Chairperson: Rubilyn Dee R. Ampong EPS, QAD Co-Chairperson: Ma Cristina B. Dionisio EPS, QAD Members: Aaron G. Cubelo Administrative Assistant I, QAD	-In-charge of the preparation of certificates (Recognition, Participation, and Appearance) -Ensures that certificates are created in accordance with standards. -Ensures that the certificates are distributed in timely and organized manner.
Documentation	Chairperson: Ma Cristina B. Dionisio EPS, QAD Co-Chairperson: Rubilyn Dee R. Ampong EPS, QAD Members: Lea Jane Isleta EPS II, SDO Panabo City Mercy Paglinawan EPS II, SDO Mati City Patrick Peresores EPS II, SDO Davao del Sur	- Takes detailed notes or minutes, capturing key points, decisions, and action items.
Technical	Chairperson: Pocholo C. Hernandez Unit Head, ICTU Co-Chairperson: Jashua L. Wong Computer Programmer II, ICTU Members: Justin Brylle Villarias Project Development Officer, PAU Marisol C. Presores Computer Maintenance Technologist I, ICTU	-Manages MS Teams. -Records and runs the activity. -Provides troubleshooting support.
Secretariat	Chairperson: Puriflor M. Limjuco Administrative Aide, QAD Co-Chairperson: Aaron G. Cubelo Administrative Assistant I, QAD	-Manages the online attendance. -Ensures that the attendees in the Regional Office will be able to sign the attendance sheet. -Provides time updates.