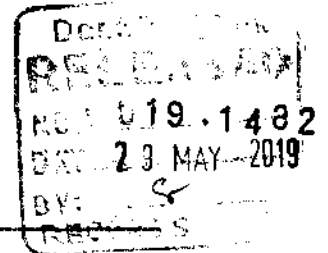




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



May 29, 2019

TRAVEL ORDER

NO. 615, s. 2019

TO : **DR. RACHEL B. PICARDAL**
Chief Education Supervisor
Schools Governance and Operations Division

MR. DENNIS CHARL F. ANDALAJAO
SEPS, M & E

MRS. DAE P. HABALO
SEPS, M & E

OFFICE : SGOD, Division of Negros Oriental

PURPOSE : To attend the Regional Monitoring, Evaluation, and Adjustment (RMEA)
Conference for Schools Divisions

DATE OF TRAVEL : May 30-31, 2019


VENUE/PLACE : 3rd Floor Conference Hall, DepEd Region VII, Sudlon, Lahug, Cebu City

ALLOWED/CHARGED TO: **Division MOOE funds, subject to the usual accounting
and auditing rules and regulations.**

: Transportation and other incidental expenses

: Accommodation

For the Schools Division Superintendent:


RACHEL B. PICARDAL, ED.D.
Chief Education Supervisor, SGOD
Office In-Charge
5/29/19



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAY 08 2019

REGIONAL MEMORANDUM

No. **0235** s. 2019

**CONDUCT OF REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)
CONFERENCE FOR SCHOOLS DIVISIONS**

To: Schools Division Superintendents

1. This Office announces the conduct of the Regional Monitoring, Evaluation, and Adjustment (RMEA) Conference for Schools Divisions on May 30-31, 2019 at the 3rd Floor Conference Hall, DepEd Region VII, Sudlon, Lahug, Cebu City.
2. The purpose of this activity is to track the delivery of basic education services to schools for the third quarter of the school year 2018-2019 and the organizational effectiveness in the implementation of the work and financial plans (WFP) of the Schools Division Offices (SGOD, CID, and Office of the SDS/ASDS, comprising units/sections) for the first quarter of calendar year 2019.
3. The participants to this activity are the SGOD Chiefs, CID chiefs, and Division M&E Coordinators (preferably SEPS M&E), all QAD and FTAD personnel and Regional Functional Division Chiefs or their authorized representatives.
4. The consolidated monitoring and evaluation (M&E) reports on the issues regarding the delivery of basic education services to schools shall be anchored on the RMEA framework using the template in Enclosure 1.
 - 4.1 Issues raised shall have sound bases from quantitative monitoring and evaluation of the progress of learners per grade level. That is, schools divisions must ensure that schools have religiously monitored quarterly the following: (1) Learners at Risk of Dropping Out (LARDOs), (2) Learners with Quarterly Failures (LQFs) by Subject, (3) Learners with Poor Nutrition (LPNs), (4) Learners with Reading Gaps (LRGs), (5) Learners with Numeracy Gaps (LNGs), (6) Status of the Teaching of Learning Competencies, and (7) Status of Education Resources (Classrooms, Teachers, Principals, Seats, Blackboards, Learning Materials or LMs, Teaching Guides or TGs, and Curriculum Guides or CGs)
 - 4.2 If the quantitative data aforementioned in 4.1 have not been tracked for reporting, it is advised that schools divisions ensure the re-tracking of these quantitative data starting the first quarter of school year 2019-2020.

Office of the Director (ORD): Tel. Nos. (032) 734-2443, 201-1399, 414-1199, 414-7328. Office of the Assistant Director: Tel. Nos. (032) 255-4542.
Field Technical Assistance Division (FTAD): Tel. Nos. (032) 4-7524. Curriculum Learning Management Division (CLMD): Tel. Nos. (032) 414-7120.
Quality Assurance Division (QAD): Tel. Nos. (032) 211-1071. Human Resource Development Division (HRDD): Tel. Nos. (032) 255-5239.
Education Support Services Division (ESSD): Tel. Nos. (032) 214-7160. Planning, Policy and Research Division (PPRD): Tel. Nos. (032) 211-6079,
414-2065. Administrative Division: Tel. Nos. (032) 414-7126, 414-4367, 414-7366, 414-7322, 414-4367.
Finance Division: Tel. Nos. (032) 214-2479, 253-8061, 414-7321.

"EPL 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"

5. The consolidated M&E reports on organizational effectiveness shall include the following:
 - 5.1 Utilization of Division MOOE as of March 31, 2019 (See Enclosure 2)
 - 5.2 Status Report on Human Resources as of March 31, 2019 (See Enclosure 3)
 - 5.3 Progress Report on WFP Implementation of SGOD for Q1 (January to March) of 2019 (See Enclosure 4)
 - 5.4 Progress Report on WFP Implementation of CID for Q1 (January to March) of 2019 (See Enclosure 5)
 - 5.5 Progress Report on WFP Implementation of Units under Office of SDS/ASDS for Q1 (January to March) 2019 (See Enclosure 6)

6. Each Schools Division is advised to prepare one M&E report that include filled-in templates described in enclosures 1 to 6.

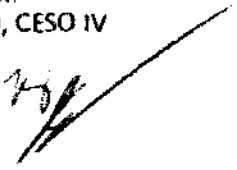
7. The order of reporting shall be based on the sequence of attendance manifested during arrival.

8. It is advised that all participants shall be in the venue at 8:00 AM on the first day to maximize time. The first meal is breakfast on the first day and dinner on the last day of activity.

9. All expenses related to the conduct of RMEA shall be charged against the Regional MOOE/Local Funds while transportation expenses of the participants will be charged to their Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

10. Immediate and wide dissemination of this Memorandum is directed.


SALUSTIANO Y. JIMENEZ, LL.B. CESO VI
DIRECTOR III

JULIET A. JERUTA, PhD, CESO IV
Director IV


Enclosure 1

TEMPLATE FOR RMEA

AREAS OF CONCERN	ISSUES	CAUSE OF OCCURRENCE	PROPOSED CORRECTIVE ACTION	TIME FRAME TO RESOLVE/ ADDRESS	PROPOSED PREVENTIVE MEASURE/S
1.0 Curriculum, Learning and Assessment					
1.1 Curriculum Management					
1.2 Learning Delivery					
1.3 Learning Resources					
1.4 Learning Assessment					
2.0 Governance and Accountability					
2.1 Division Financial Resources (MOOE, SARO, etc.)					
2.2 Crucial Resources					
2.3 PAPs with SARO					
2.4 GAD Activities					
2.5 Private Schools Permit and Recognition					
2.6 Linkages and Partnership					
2.7 SIP/AIP Concerns					
2.8 Division Initiated PAPs					
2.9 Senior High School (Program Offerings, Immersion, IDV, etc.)					
3.0 Division Performance Indicators					
3.1 Enrolment Rate					
3.2 Promotional Rate					
3.3 Numeracy Rate					
3.4 Reading Proficiency					
3.5 LARDOs					
3.6 Achievement Rate					
4.0 Personnel Management					
4.1 Learning/Training and Development					
4.2 Benefits/Welfare/ Retirement					
4.3 Personnel Action (Promotion/ERF, Appointment, Tardiness/ Habitual Absences, Leave of Absence)					

5.0 Division Best Practices (SBM practices related to any domain, PAPs, forging stakeholders especially for SHS programs, teacher made instructional materials or any activity to support quality instruction and improvement of school plant)

--	--

Status Report of the Utilization of Financial Resources
Utilization of Division MOOE as of March 31, 2019

Name of Expenses	Amount Utilized	% of Utilization
Training		
Travel		
Electricity		
Office Supplies		
Janitorial Services		
Communication (phone, mailing, cable, sat, telegraph)		
Labor and Wages		
Repair and Maintenance-Building		
Repair and Maintenance (IT, Office Equipment, Vehicles)		
Security Services		
<i>Others</i>		
TOTAL		

Division of _____

- DMEA-Organizational Effectiveness Q1 of CY 2019
- DMEA-Delivery of Basic Education Services Q3 of SY 2018-2019

Enclosure 3

Status Report on Human Resources as of March 31, 2019

DIVISION/SECTION/UNIT	NO. OF REQUIRED PERSONNEL	NO. OF HIRED PERSONNEL	NUMBER OF VACANCIES	TARGET MONTH TO FILL UP VACANCIES
SCDD Main				
SCDD M&E				
SCDD Planning				
SCDD Human Res. Dev't				
SCDD School Mt. & Networking				
SCDD DGRM				
SCDD School Health & Nutrition				
SCDD Education Facilities				
CD-Cret and EPSs				
CD-PSDs				
CD-AES				
CD-MT				
OSDS-WSDS Main				
OSDS-Administrative Services				
OSDS-Legal Services				
OSDS-Cash Services				
OSDS-Personnel Services				
OSDS-Property Management				
OSDS-Finance Services				
OSDS-Budget Management				
OSDS-Records Services				
OSDS-ICT Services				
TOTAL				

Progress Report on WFP Implementation of SGOD for Q1 of 2019

DIVISION/SECTION/ UNIT	KRAs	DELIVERABLES/ OUTPUTS	NO. OF TARGET OUTPUTS/ BENEFICIARIES	NO. OF ACTUAL OUTPUTS/ BENEFICIARIES	% OF ACCOMPLISHMENT
SGOD Chief and EPS	1	1			
		2			
		3			
	2	1			
		2			
		3			
SG/ENM&E					
SGOD-Planning					
SGOD-Human Resource and Development					
SGOD-School Mobilization and Networking					
SG/EN-DRRM					
SGOD-School Health & Nutrition					
SGOD-Education Facilities					
AVERAGE PERFORMANCE					

Enclosure 5

Progress Report on WFP Implementation of CID for Q1 of 2019

DIVISION/SECTION/ UNIT	KRAs	DELIVERABLES/ OUTPUTS	NO. OF TARGET OUTPUTS/ BENEFICIARIES	NO. OF ACTUAL OUTPUTS/ BENEFICIARIES	% OF ACCOMPLISHMENT
CID-Overall and EPSs	1	1 2 3			
	2	1 2 3			
CID-FSOs					
CID-MS					
CID-IRM					
AVERAGE PERFORMANCE					

Enclosure 6

Progress Report on WFP Implementation of Units under Office of SDS/ASDS for Q1 of 2019

DIVISION/SECTION/UNIT	KRAs	DELIVERABLES/OUTPUTS	NO. OF TARGET OUTPUTS/BENEFICIARIES	NO. OF ACTUAL OUTPUTS/BENEFICIARIES	% OF ACCOMPLISHMENT
OSDS-Administrative Services	1	1			
		2			
		3			
	2	1			
		2			
		3			
OSDS-Legal Services					
OSDS-Cash Services					
OSDS-Personnel Services					
OSDS-Property Management					
OSDS-Finance Services					
OSDS-Budget Management					
OSDS-Records Services					
OSDS-IT Services					
AVERAGE PERFORMANCE					