



4238

Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0584

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum and Implementation Division
Senior Education Program Specialist, SMME
Education Program Specialists II, SMME
All Concerned

Subject: **CONDUCT OF THE THIRD QUARTER, FY 2024 REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT - PROGRAM IMPLEMENTATION REVIEW (MEA-PIR)**

Date: November 12, 2024

Attached is the Regional Memorandum No. QAD-2024-069 re: Conduct of the Third Quarter FY 2024 Regional Monitoring, Evaluation and Adjustment - Program Implementation Review with the activity schedules from November 4-29, 2024, respectively. Please see the attached memo for the schedule of activity and participants.

Moreover, please be informed that the schedule for the **Quarter 3 Accomplishment Report presentation for SDOs** shall be on **November 21-22, 2024**, via Microsoft Teams and the **Post Conference** shall be on **November 29, 2024, at DepEd ROXI, Durian Hall, Davao City.**

Travel and other incidental expenses relative to the said activity are chargeable against Division MOOE funds thus subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

SGOD/ABA/lji

RELEASED

NOV 13 2024

RECORDS SECTION SDO PANABO CITY
BY 



Schools Division Office of Panabo City
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DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Department of Education
DAVAO REGION

24-19238



October 28, 2024

REGIONAL MEMORANDUM
QAD-2024-069

CONDUCT OF THE THIRD QUARTER, FY 2024 REGIONAL MONITORING, EVALUATION,
AND ADJUSTMENT – PROGRAM IMPLEMENTATION REVIEW (RMEA-PIR)

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

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

Date	Activity	Modality
November 4-8, 2024	Conduct of RO-FDMEA and DMEA including Adjustment of Plans	Face-to-Face
November 11-12, 2024	Submission of Quarter 3 Accomplishment Report by the SDO/RO-FDs In-charge	Through the Enhanced MEA-PIR Online System
November 13-14, 2024	Data Validation of Quarter 3 Accomplishment Report by the QAD personnel and Finance Division	Through the Enhanced MEA-PIR Online System
November 19-20, 2024	Presentation of Quarter 3 Accomplishment Report for RO-FDs	Through MS Teams Access Link: https://tinyurl.com/Q3FY2024-RMEA-PIR-RO-FDs 
November 21-22, 2024	Presentation of Quarter 3 Accomplishment Report for SDOs	Through MS Teams Access Link: https://tinyurl.com/Q3FY2024-RMEA-PIR-SDOs 
November 29, 2024	Post Conference	Face-to-Face



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2. Lunch will be provided to Regional Office participants on November 19-22 while 2 snacks and lunch will be provided to the participants on November 29, 2024, chargeable against DepEd RO QAD funds.
3. Travel and other incidental expenses incurred by participants on November 29, 2024, shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
3. See attached enclosures for the details of the activities.
4. For information, guidance and compliance of all concerned.


Digitally signed by
Farnazo Allan Gabriel
Date: 2024.11.04
13:43:23 +08'00'
ALLAN G. FARNAZO
Director IV

ROQ5/ddl

DEPARTMENT OF EDUCATION
RECORDS SECTION

RELEASED

By: 
Date: Nov. 04, 2024
Time: 4:11:10



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Enclosure 1

ACTIVITY MATRIX

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

MS Teams <https://tinyurl.com/Q3FY2024-RMEA-PIR-RO-FDs>

November 19-20, 2024

November 19-20, 2024

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1		
8:30 AM to 3:00 PM	Part I. Preliminaries <ul style="list-style-type: none">National AnthemOpening PrayerRegional HymnRecitation of DepEd Quality PolicyAcknowledgement of ParticipantsWelcome MessageStatement of Purpose and Mechanics of the Presentation of AccomplishmentsMessageGAD Virtual Activity	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments <ul style="list-style-type: none">Finance DivisionField Technical Assistance DivisionEducation Support Services DivisionPolicy Planning and Research DivisionHuman Resource and Development Division-NEAPAdministrative Division	Darly Lamentac EPS, QAD
	Part III. Closure <ul style="list-style-type: none">AnnouncementsClosing Prayer	
Day 2		
8:30 AM to 3:00 PM	Part I. Preliminaries <ul style="list-style-type: none">Nationalistic SongOpening PrayerAcknowledgement of ParticipantsMessage	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments <ul style="list-style-type: none">Quality Assurance DivisionCurriculum and Learning Management DivisionOffice of the Regional Director	Darly Lamentac EPS, QAD
	Part III. Closure <ul style="list-style-type: none">Commitment for Technical AssistanceRO-FDs Profile of AccomplishmentsRO-FDs Technical Assistance PlanMEA-PIR Future DirectionsClosing Prayer	-Chiefs of RO-FDs -QAD Chief -FTAD Chief -QAD Chief



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Enclosure 2

ACTIVITY MATRIX

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

MS Teams <https://tinyurl.com/Q3FY2024-RMEA-PIR-SDOs>

November 21-22, 2024

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1		
8:30 AM to 3:00 PM	Part I. Preliminaries <ul style="list-style-type: none">• 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• Message• GAD Virtual Activity	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Presentation of Accomplishments <ul style="list-style-type: none">• Davao de Oro• Davao Oriental• Mati City• Davao del Norte• Tagum City• Panabo City• Island Garden City of Samal	Darly Lamentac EPS, QAD
	Part III. Closure <ul style="list-style-type: none">• Announcements• Closing Prayer	
Day 2		
8:30 AM to 3:00 PM	Part I. Preliminaries <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Davao Occidental• Davao del Sur• Digos City• Davao City	Darly Lamentac EPS, QAD
	Part III. Closure <ul style="list-style-type: none">• 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 3

ACTIVITY MATRIX

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

Venue: DepEd ROXI, Durian Hall
Date: November 29, 2024

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1		
8:30 AM to 3:00 PM	Part I. Preliminaries <ul style="list-style-type: none">National AnthemOpening PrayerRegional HymnRecitation of DepEd Quality PolicyAcknowledgement of ParticipantsWelcome Message	Pocholo Hernandez Unit Head, ICTU <i>Members:</i> Jashua Wong Marisol Presores
	Part II. Post Conference Proper	
	Part III. Closure <ul style="list-style-type: none">AnnouncementsClosing Prayer	Darly Lamentac EPS, QAD



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Enclosure 4

List of Participants

A. 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

B. 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

C. 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 5

PROCESS OBSERVERS

A. RMEA-PIR (RO-FDs)

Functional Division	Process Observers
Day 1-November 19, 2024	
Finance Division	Marilyn B. Madrazo, Chief, PPRD
Field Technical Assistance Division	Mary Jeanne B. Aldeguez, CES, CLMD Loradel L. Baricaua, Chief, FD
Education Support Services Division	Roy T. Enriquez, Chief, AD Katherine I. Datoy, SAO, FD
Policy Planning and Research Division	Aris B. Juanillo, Chief FTAD Loradel L. Baricaua, Chief, FD
Human Resource and Development Division-NEAP Administrative Division	Warlito E. Hua, Chief, ESSD Katherine I. Datoy, SAO, FD Cristy C. Epe, SDS Loradel L. Baricaua, Chief, FD
Day 2-November 20, 2024	
Quality Assurance Division	Nelma Lyn R. Barnija, EPS, HRDD Katherine I. Datoy, SAO, FD
Curriculum and Learning Management Division	Cristy C. Epe, SDS Loradel L. Baricaua, Chief, FD
Office of the Regional Director	Roy T. Enriquez, CES, AD Katherine I. Datoy, SAO, FD

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

Functional Division	Process Observers
Day 1-November 21, 2024	
Davao de Oro	-Gay Taguiran, ASDS, SDO IGACOS -RO Program Owners
Davao Oriental	-Basilio Manaay Jr., ASDS, SDO Panabo City -RO Program Owners
Mati City	-Neil Michael de Asis, ASDS, SDO Tagum City -RO Program Owners
Davao del Norte	-Antonio delos Reyes, ASDS, SDO Mati 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
IGACOS	-Christian Sango, OIC-ASDS, SDO Davao Oriental -RO Program Owners



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Functional Division	Process Observers
Day 2-November 22, 2024	
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 Holders
Davao City	-Marilyn Deduyo, ASDS, SDO Davao del Sur -RO Program Holders



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Enclosure 6

PROGRAM MANAGEMENT TEAM

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



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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	<ul style="list-style-type: none">-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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">-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	<ul style="list-style-type: none">-Manages the online attendance.-Ensures that the attendees in the Regional Office will be able to sign the attendance sheet.-Provides time updates.