



24413

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-006

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 Specialist II, SMME
 All Concerned

Subject: **CONDUCT OF THE FOURTH QUARTER, FY 2024 RMEA-PIR AND YEAR-END CONFERENCE**

Date: January 6, 2025

Attached is Regional Memorandum No. QAD-2024-079 re: Conduct of the Fourth Quarter, FY 2024 RMEA-PIR and Year-End Conference and Regional Memorandum No. QAD-2025-004 re: Corrigendum to RM No. QAD-2024-079 re: Conduct of the Fourth Quarter, FY 2024 RMEA-PIR, and Year-End Conference, informing that the final schedule of the RMEA-PIR activities are the following:

| Activity | Final date |
|--|-------------------------|
| Conduct of RO-FDMEA and DMEA including Adjustment Plans | January 6-9, 2025 |
| Submission of Quarter 4 Accomplishment Report and FY 2024 Year-End Report by the SDO/RO-FDs In-Charge | January 9, 2025 |
| Data Validation of Quarter 4 Accomplishment Report and Year-End Report by the QAD Personnel and Finance Division | January 10 and 13, 2025 |
| Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for RO-FDs | January 14-15, 2025 |
| Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for SDOs | January 16-17, 2025 |

Moreover, all program owners are reminded to coordinate with the SGOD-SMME on submitting and encoding the fourth quarter MEA report on the enhanced MEA-PIR System on or before January 10, 2025.

Please be guided accordingly.

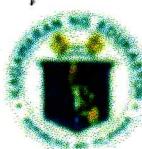
JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent

SGOD/ABA/

✓ ✓

RELEASED

JAN 08 2025



#43647

Republic of the Philippines
Department of Education
DAVAO REGION

January 3, 2025

REGIONAL MEMORANDUM
QAD-2025-004

**CORRIGENDUM TO RM-QAD-2024-079, CONDUCT OF THE FOURTH QUARTER,
FY2024 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 hereby modifies the hereunder schedule of activities for the Fourth Quarter of FY 2024 Regional Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) and Year-End Conference.

| Activity | Date | |
|--|---------------------|-------------------------|
| | From | To |
| Conduct of RO-FDMEA and DMEA including Adjustment of Plans | January 6-10, 2025 | January 6-9, 2025 |
| Submission of Quarter 4 Accomplishment Report and FY 2024 Year-End Report by the SDO/RO-FDs In-charge | January 13, 2025 | January 9, 2025 |
| Data Validation of Quarter 4 Accomplishment Report and Year-End Report by the QAD personnel and Finance Division | January 13-14, 2025 | January 10 and 13, 2025 |
| Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for RO-FDs | January 16-17, 2025 | January 14-15, 2025 |
| Presentation of Quarter 4 Accomplishment Report and FY 2024 Year-End Report for SDOs | January 21-22, 2025 | January 16-17, 2025 |

2. Further, lunch will be provided for Regional Office participants on January 14-17, 2025, chargeable against DepEd RO QAD funds.

3. All other provisions of Regional Memorandum QAD-2024-079 remain in effect.

4. For information, guidance and compliance of all concerned.

REBONFAMIL R. BAGUIO
Director III
Officer-in-Charge
Office of the Regional Director

ROQ5/ddi



Republic of the Philippines
Department of Education
DAVAO REGION

2A-13872

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 |



Republic of the Philippines
Department of Education
DAVAO REGION

| | | |
|---------------------|--|--|
| | |  |
| 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/O4FY24-MEA-PIR-SDOs  |
| January 24, 2025 | Post Conference via MS Teams | Through MS Teams Access Link: https://tinyurl.com/O4FY24-MEA-PIR-PostCon  |
| January 28, 2025 | Submission of the finalized accomplishment report and adjusted plans | Through the Enhanced MEA-PIR Online System |

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

DEPARTMENT OF EDUCATION - DAVAO REGION

RECORDS SECTION
RELEASED

By:
 Date: *Dec. 26, 2024*

REBONFAMIL R. BAGUIO

Director III
 Officer-in-Charge
 Office of the Regional Director

ROQ5/dll



Republic of the Philippines
Department of Education
DAVAO REGION

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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Announcements• Closing Prayer | Darly Lamentac EPS, QAD |



Republic of the Philippines
Department of Education
DAVAO REGION

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/04FY24-MEA-PIR-ROFDs>

January 16-17, 2024

| TIME | ACTIVITY | PERSON IN-CHARGE |
|--|---|---|
| DAY 1 8:30 AM to 4:00 PM | <p>Part I. Preliminaries</p> <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 and FY 2024 Year-End Report • Message • GAD Virtual Activity <p>Part II. Presentation of Accomplishments</p> <ul style="list-style-type: none"> • Education Support Services Division • Field Technical Assistance Division • Finance Division • Policy Planning and Research Division • Human Resource and Development Division • Administrative Division <p>Part III. Closure</p> <ul style="list-style-type: none"> • Announcements • Closing Prayer | <p>Pocholo Hernandez Unit Head, ICTU</p> <p><i>Members:</i> Jashua Wong Marisol Presores</p> |
| DAY 2 8:30 AM to 4:00 PM | <p>Part I. Preliminaries</p> <ul style="list-style-type: none"> • Nationalistic Song • Opening Prayer • Acknowledgement of Participants • Message <p>Part II. Presentation of Accomplishments</p> <ul style="list-style-type: none"> • Quality Assurance Division • Curriculum and Learning Management Division • Office of the Regional Director <p>Part III. Closure</p> <ul style="list-style-type: none"> • Commitment for Technical Assistance • RO-FDs Profile of Accomplishments • RO-FDs Technical Assistance Plan • MEA-PIR Future Directions • Closing Prayer | <p>Darly Lamentac EPS, QAD</p> <p>Pocholo Hernandez Unit Head, ICTU</p> <p><i>Members:</i> Jashua Wong Marisol Presores</p> <p>Darly Lamentac EPS, QAD</p> <p>-Chiefs of RO-FDs -QAD Chief -FTAD Chief -QAD Chief</p> |



Republic of the Philippines
Department of Education
DAVAO REGION

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 <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 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 <ul style="list-style-type: none"> Davao Occidental Davao del Sur Digos City Davao de Oro Davao Oriental Davao del Norte | Darly Lamentac EPS, QAD |
| | Part III. Closure <ul style="list-style-type: none"> Announcements Closing Prayer | |
| DAY 2 8:30 AM to 4:00 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"> Island Garden City of Samal Davao City Mati City Tagum City Panabo 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 | |



Republic of the Philippines
Department of Education
DAVAO REGION

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 <ul style="list-style-type: none">• 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 | |
| | Part III. Closure <ul style="list-style-type: none">• Announcements• Closing Prayer | Darly Lamentac EPS, QAD |



Republic of the Philippines
Department of Education
 DAVAO REGION

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 |



Republic of the Philippines
Department of Education
DAVAO REGION

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 |



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 6

PROCESS OBSERVERS

A. RMEA-PIR (RO-FDs)

| Functional Division | Process Observers |
|---|---|
| <i>Day 1-January 16, 2025</i> | |
| 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 |
| <i>Day 2- January 17, 2025</i> | |
| 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 |



Republic of the Philippines
Department of Education
DAVAO REGION

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 |



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 7

PROGRAM MANAGEMENT TEAM

| Committee | In-Charge | Terms of Reference |
|--|---|--|
| RQMT | <p>Chairperson: Allan G. Farnazo <i>Director IV</i></p> <p>Co-Chairperson: Rebonfamil R. Baguio <i>Director III</i></p> <p>Members:</p> <ul style="list-style-type: none"> -Schools Division Superintendents -Asst. Schools Division Superintendents -Chiefs of the Functional Divisions -QAD Education Program Supervisors | <ul style="list-style-type: none"> -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 | <p>-Top Management</p> <p>-Chiefs of the Functional Divisions</p> <p>-Program Owners</p> | <ul style="list-style-type: none"> -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 <i>Physical Accomplishment</i> | <p>Chairperson: Jenielito S. Attilo <i>Chief, QAD</i></p> <p>Co-Chairperson: Darly D. Lamentac <i>EPS, QAD</i></p> <p>Members:</p> <ul style="list-style-type: none"> Alfeo B. Ingay <i>EPS, QAD</i> Brenda S. Belonio <i>EPS, QAD</i> Ma Cristina B. Dionisio <i>EPS, QAD</i> Rubilyn Dee R. Ampong <i>EPS, QAD</i> | <ul style="list-style-type: none"> -Validates the accuracy, completeness, and reliability of data submitted by Regional Office Functional Divisions and Schools Division Offices. |
| Validators <i>Financial Accomplishment</i> | <p>Chairperson: Loradel L. Baricaua <i>Chief, Finance Division</i></p> <p>Co-Chairperson: Katherine I. Datoy <i>SAO, Finance Division</i></p> <p>Member: Julia R. Silagan</p> | <ul style="list-style-type: none"> -Validates the accuracy, completeness, and reliability of data submitted by Regional Office Functional Divisions and Schools Division Offices. |
| Program and Invitation | <p>Chairperson: Darly D. Lamentac <i>EPS, QAD</i></p> <p>Co-Chairperson: Brenda S. Belonio <i>EPS, QAD</i></p> <p>Member: Puriflor M. Limjuco</p> | <ul style="list-style-type: none"> -Develops the content and structure of the program. -Disseminates invitation to concerned parties. |



Republic of the Philippines
Department of Education
DAVAO REGION

| | | |
|----------------------|---|--|
| Certificates | <p><i>Administrative Aide, QAD</i></p> <p>Chairperson: Rubilyn Dee R. Ampong EPS, QAD</p> <p>Co-Chairperson: Ma Cristina B. Dionisio EPS, QAD</p> <p>Members: Aaron G. Cubelo <i>Administrative Assistant I, QAD</i></p> | <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 | <p>Chairperson: Ma Cristina B. Dionisio EPS, QAD</p> <p>Co-Chairperson: Rubilyn Dee R. Ampong EPS, QAD</p> <p>Members: Lea Jane Isleta EPS II, SDO Panabo City Mercy Paglinawan EPS II, SDO Mati City Patrick Peresores EPS II, SDO Davao del Sur</p> | <ul style="list-style-type: none"> -Takes detailed notes or minutes, capturing key points, decisions, and action items. |
| Technical | <p>Chairperson: Pocholo C. Hernandez <i>Unit Head, ICTU</i></p> <p>Co-Chairperson: Jashua L. Wong <i>Computer Programmer II, ICTU</i></p> <p>Members: Justin Brylle Villarias <i>Project Development Officer, PAU</i> Marisol C. Presores <i>Computer Maintenance Technologist I, ICTU</i></p> | <ul style="list-style-type: none"> -Manages MS Teams. -Records and runs the activity. -Provides troubleshooting support. |
| Secretariat | <p>Chairperson: Puriflor M. Limjuco <i>Administrative Aide, QAD</i></p> <p>Co-Chairperson: Aaron G. Cubelo <i>Administrative Assistant I, QAD</i></p> | <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. |