



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

March 22, 2019

REGIONAL MEMORANDUM
 No. **035**, s. 2019

**FY 2019 QUARTERLY RMEA-DMEA SCHEDULE
 AND THE CONDUCT OF THE ACTIVITY**

To : Evelyn R. Fetalvero, EdD, CESO V
 OIC-ARD
 Schools Division Superintendents
 Chiefs of Functional Divisions, RO
 Heads of Sections/Units

1. Republic Act (R.A.) No. 9155 "Governance of the Basic Education Act of 2001," regionalized Education Governance for Quality Assurance of all operations in Programs, Activities, and Projects of the Basic Education Plan of Region XI in attaining good governance condition and compliant to the mandates of each Functional Division (FD) and Schools Division Offices (SDOs).

2. This Office through the Quality Assurance Division (QAD) will conduct a Quarterly Regional Monitoring, Evaluation and Adjustment (RMEA)-Division Monitoring, Evaluation and Adjustment (DMEA) in order to monitor and evaluate the progress of FDs and SDOs of Region XI in terms of delivery and access of educational services, and the performance of Region XI as an organization at DepEd ROXI Waling-waling Hall, F. Torres Street, Davao City every second week of the following month at the end of every quarter, to wit:

Schedule of RMEA-DMEA Activity	Date
1 st Quarter	April 15-16, 2018
2 nd Quarter	July 11-12, 2018
3 rd Quarter	October 10-11, 2018
4 th Quarter and Year-End	January 15-16, 2019

3. On the Conduct of the activity, Day 1 is intended to the RMEA of the Regional Office Functional Divisions (FDs), and Day 2 is for the interfacing of the RO FDs and SDOs, the RMEA-DMEA activity.

4. This activity aims to:

- determine the quarterly quantitative performance of every FD and SDO aligning to

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Strategic Objectives (SO), Office Performance Commitment Review (OPCR), and Regional Basic Education Plan (RBEP) Master Plan of Region XI;

- identify value-added outputs and reasons of accomplishments;
- identify implementation concerns, issues, gaps, and problems (CIGPs), proposed solutions and lessons learned;
- give recommendations for unaccomplished outputs for policy formulation, policy review, continuous improvement of services, and for future directions;
- monitor and evaluate the progress of the Regional Office Divisions and the Schools Division Offices in their delivery and access of educational services, and the performance of Region XI, as an organization; and
- promote the participation of the various functional divisions, units, sections of Region XI in all M & E processes in obtaining information for the regional management/REXECOM to make decisions on adjusting its work plans and strategies in achieving the desired outcomes of the Strategic Objectives.

5. The participants are the following:

5.1. RMEA of the Regional Office Functional Divisions (Day 1)

OFFICE	PAX	TOTAL
Regional Director	1	1
OIC-Assistant Regional Director	1	1
Chiefs of the Functional Divisions	8	8
Heads of Units and Sections	9	9
Regional Quality Management Team (RQMT): Education Program Supervisors of QAD	4	4
RMEA Focal Person of Functional Divisions	9	9
Secretariat	2	2
TOTAL		34

5.2. RMEA-DMEA (Day 2)

OFFICE	PAX	TOTAL
Regional Office (RO)		
Regional Director	1	1
OIC-Assistant Regional Director	1	1
Chiefs of the Functional Divisions	8	8
Regional Quality Management Team (RQMT): • Education Program Supervisors of QAD	4	4
Schools Division Offices (SDOs)		

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Schools Division Superintendents (SDSs)	11	11
Assistant Schools Division Superintendents (ASDSs)	12	12
School Governance and Organization Division (SGOD) Chiefs	11	11
Curriculum Instruction Division (CID) Chiefs	11	11
RMEA-DMEA Secretariat	3	3
OVERALL TOTAL NUMBER OF PAX		62

6. The following RO personnel are requested to serve as secretariat/documenters and present/submit report on the highlights and proceedings after the activity.

Team Leader –Dr. Maflor Dingal
 Members - Dr. Maria Gemima V. Galang
 Dr. Isidora Cermino
 Ms. Josephine Alaba

7. The DMEA shall be conducted **one week before the RMEA-DMEA schedule**. *Means of Verifications (MOVs)* will be presented, evaluated, and validated by the *Quality Management Team (QMT)* during the conduct of the activity. The same process will be done during the conduct of the RMEA-DMEA quarterly. The Regional QMT will conduct monitoring during DMEA of all SDOs.

8. For SDOs haven't submitted the DMEA Action Plan for FY 2019 which was agreed to be submitted on March 15, 2019 during the Training-Workshop on RMEA-DMEA last February 26-27, 2019 shall be submitted to the Quality Assurance Division (QAD) **on or before March 29, 2019**.

9. Approved *printed and e-copies of RMEA-DMEA Quarterly reports* shall be submitted in this Office at QAD, *Attention: Dr. Brenda S. Belonio, RMEA-DMEA Focal Person*, **four (4) days before the conduct of the activity** with the following documents in A4 size sheets: OPCR, WFP, MOVs of the Accomplishment Reports for the quarter, minutes/proceedings of the activity, and Accomplishment Reports with RMEA-DMEA templates. E-copies will be sent to: brenda.jacobo@deped.gov.ph

10. Process Observers (PO) of presenters during the presentation of accomplishments are the following:

REGIONAL OFFICE	PO	SDOs	PO
ORD/AORD	CLMD	<i>Davao City</i>	Davao Del Sur
*ORD/AORD Proper		*OSDS	
*PAU		*SGOD & CID	
*Legal			
*ICTU		<i>IGACOS</i>	Davao Del Norte

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*BAC		*OSDS,SGOD,CID	
CLMD	ORD/AORD	Davao Del Norte	Davao City
*CLMD Proper		*OSDS,SGOD,CID	
*LRMDC		Tagum City	Davao Occidental
FTAD	PPRD	*OSDS,SGOD,CID	
PPRD	ESSD	ComVal	Digos City
HRDD	FTAD	*OSDS,SGOD,CID	
*HRDD Proper		Mati City	Tagum City
*NEAP		*OSDS,SGOD,CID	
FD	ASD	Davao Oriental	ComVal
ASD Proper	QAD	*OSDS,SGOD,CID	
*Personnel		Digos City	Panabo City
*Records		*OSDS,SGOD,CID	
*GSU		Davao Del Sur	IGACOS
*Cash Section		*OSDS,SGOD,CID	
*PSU		Davao Occidental	Mati City
*Asset & Mgt. Section		*OSDS,SGOD,CID	
ESSD	HRDD	Panabo City	Davao Oriental
*Special Programs & Projects		*OSDS,SGOD,CID	
*Physical Facilities			
*Health and Nutrition Unit			
QAD	FD		

11. MEA Templates for this activity can be downloaded at this link:
<http://www.deped.in/rmea-dmea2019>

12. **Finance Division** is requested to provide a copy of the **Allocated and Utilized Funds** of every Functional Division quarterly both on the utilization of MOOE and Downloaded Funds as basis for the Financial accomplishments of the Functional Divisions/units/sections.

13. Food, Materials, travel expenses of the RQMT, and other expenses related to the conduct of this activity shall be charged against Regional Office Funds, while transportation of SDOs participants shall be charged against local Funds, subject to the usual accounting and auditing rules and regulations.

14. **Immediate dissemination and compliance** of this Memorandum is earnestly enjoined.

RECORDS SECTION
RELEASED

ATTY. ALBERTO T. ESCOBARTE, CESO IV
 Regional Director

By:
 Date: 03/27/19 Time: 11:40

ROQ4/bsb

1903-9393

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