



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
**No. 198, s. 2022**

April 6, 2022

**CONDUCT OF QUARTERLY RMEA, DMEA, DisMEA, AND  
SMEA PROGRAMS FOR FY 2022**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors & Education Program Supervisors  
Schools Division Office Unit/Section Heads/Program Holders  
School Heads of Public Elementary & Secondary Schools  
School M&E Coordinators  
All Others Concerned

1. The Regional Office, through the Quality Assurance Division (QAD), will conduct the **Quarterly Online Regional Monitoring, Evaluation, and Adjustment (RMEA)** and informs the field on their monitoring of the conduct of **Division, District, and School Monitoring, Evaluation, and Adjustment (DMEA, DisMEA, and SMEA)** via online/face-to-face/blended scheme.
2. The following are the schedules of SMEA, DisMEA, FDMEA, and DMEA for FY 2022:

Activity	Quarter			
	Q1	Q2	Q3	Q4
Conduct of Virtual SMEA by the Schools	March 31 - April 1, 2022	July 4-6, 2022	October 3-5, 2022	December 1-2, 2022 (including Year-End)
Conduct of Virtual DisMEA by the District Offices	April 5 - 6, 2022	July 7-8, 2022	October 6-7, 2022	December 5-6, 2022
Submission of SMEA, DsMEA, and School Operational Plan (SOP) Reports to the Division Office	April 12, 2022	July 12, 2022	October 11, 2022	December 8, 2022
Conduct of Virtual FD-MEA by the CID, SGOD & OSDS	April 7-8, 2022	July 11-12, 2022	October 10-11, 2022	December 7-8, 2022
Conduct of Virtual DMEA	April 13 (AM Only)	July 14, 2022	October 13, 2022	December 13, 2022
Submission of the Adjusted Plan to PRME	April 22, 2022	July 22, 2022	October 21, 2022	December 16, 2022
Submission of DMEA Reports to ROXI-QAD and QA of submitted reports	April 19-22, 2022	July 18-22, 2022	October 17-21, 2022	December 12-16, 2022
Planning Conference (ROXI)	April 18, 2022	July 19, 2022	October 17, 2022	December 12, 2022
RMEA-DMEA (RO-FDs & SDOs)	May 3-5, 2022	August 2-4, 2022	October 25-27, 2022	December 27-29, 2022





Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

2.1 The softcopy (excel file with electronic signatures) of the **SMEA, DisMEA, FDMEA, and Adjusted Plan Reports** shall be submitted on the dates indicated above via email at [eleser.mateo001@deped.gov.ph](mailto:eleser.mateo001@deped.gov.ph), attn: Eleser D. Mateo, SEPS-SMM&E.

2.2 In line with the COVID-19 public health standards, all schools, districts, and division offices are encouraged to conduct the above-mentioned activities via an online platform.

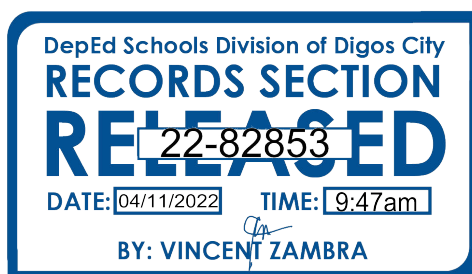
2.3 The District Monitoring and Evaluation Team (DisMET) and Division Quality Management Team DQMT are encouraged to participate in the DisMEA Activity to provide feedback/technical assistance to schools.

2.4 Templates (Excel and Slide Decks) for the SMEA, DiSMEA, FDMEA, and DMEA can be downloaded from the DepEd Digos City Website (<http://www.depeddigoscity.org/downloads> - MEA Templates CY 2022 (SMEA, DisMEA, FDMEA, DMEA)) or through this link: <https://tinyurl.com/MEA-Templates-DigosCity-2022>

2.5 Participants in the RMEA-DMEA activities are the following:

Schools Division Superintendent	Cristy C. Epe
Assistant Schools Division Superintendent	Basilio P. Mana-ay, Jr.
SGOD Chief	Sollie B. Olive, JD, MATE
CID Chief	Beverly S. Daugdaug, EdD
M&E Focal Person/DMEA Focal Person	Eleser D. Mateo
Budget Officer	Neptune Tambilawan
Planning Officer	Airon Alejandro
SEPS-Planning & Research	Xavier S. Fuentes

- Expenses by the Schools Division Offices, schools, schools districts, and the Division Quality Management Team (DQMT) for the conduct of the MEA activities, shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- Attached is the Regional Memorandum No. 023, s. 2022 on the Conduct of Quarterly RMEA, DMEA, DisMEA, and SMEA Programs for SY 2022.
- For information, guidance, and compliance.



  
**CRISTY C. EPE**  2022-04-4  
 Schools Division Superintendent

Encl: as stated  
 References: as stated  
 To be indicated in the Perpetual Index under the following subjects:  
 GOVERNANCE      M&E      DMEA





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

March 29, 2022

REGIONAL MEMORANDUM  
 No. 023, s. 2022

CONDUCT OF QUARTERLY RMEA, DMEA, DisMEA and SMEA  
 PROGRAMS FOR FY 2022

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

1. This Regional Office through the Quality Assurance Division (QAD) will conduct the **Quarterly Online Regional Monitoring, Evaluation and Adjustment (RMEA)** and monitor the conduct of **Division, District, and School Monitoring, Evaluation and Adjustment (DMEA, DisMEA, and SMEA)** via online/face-to-face/blended scheme following the hereunder schedules:

**A. RMEA and DMEA (Table No. 1)**

Quarter	Conduct of RO-FDMEA including Adjustment of Plans	Conduct of SDO - FDMEA by including Adjustment of Plans	Submission of DMEA and RO-MEA Reports and QA of the submitted reports	Planning Conference	RMEA (RO-FDs)	RMEA-DMEA (RO-FDs & SDOs)	RMEA Post Conference	Submission of the Adjusted Plans by RO-FDs and SDOs
1 <sup>st</sup>	April 4-8, 2022	April 11, 12, 13&18, 2022	April 11-13, 2022 (ROFDs) April 19-22, 2022 (SDOs)	April 19, 2022	April 20-21, 2022	May 3-5, 2022	May 11, 2022	May 17-18, 2022
2 <sup>nd</sup>	July 4-8, 2022	July 11-15, 2022	July 11-15, 2022 (ROFDs) July 18-22, 2022 (SDOs)	July 19, 2022	July 27-28, 2022	August 2-4, 2022	August 10, 2022	August 16-17, 2022
3 <sup>rd</sup>	October 3-7, 2022	October 10-14, 2022	October 10-14, 2022 (ROFDs) October 17-21, 2022 (SDOs)	October 17, 2022	October 19-20, 2022	October 25-27, 2022	October 31, 2022	November 9-10, 2022
4 <sup>th</sup> & Year-End	December 14-16, 2022	December 5-9, 2022	December 15-16, 2022 (RO-FDs) December 12-16, 2022 (SDOs)	Dec. 12, 2022	December 19-20, 2022	December 27-29, 2022	January 5, 2023	January 18-19, 2023



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**B. DisMEA and SMEA (Table No. 2)**

Quarter	SMEA and DisMEA	Presentation of the Consolidated DisMEA Reports during the SDO - FDMEA
1 <sup>st</sup>	April 4-8, 2022	The same schedule with the conduct of SDO-FDMEA as presented in <b>Table No. 1.</b>
2 <sup>nd</sup>	July 4-8, 2022	
3 <sup>rd</sup>	October 3-7, 2022	
4 <sup>th</sup> and Year-End	December 1-2, 2022	

B.1. Consolidated DisMEA report refers to the combined and summarized SMEA reports of a schools-district.

2. **Objectives of RMEA, DMEA, DisMEA and SMEA:**

- Provide information to the top managements of the RO and the SDOs with respect to the implementation and achievement of programs, adjustment of approaches and strategies for proper allocation, equitable distribution and optimal use of educational resources;
- promote the participation of the various RO and SDO functional divisions, including their respective units and sections, school districts and the schools in all the MEA processes;
- institutionalize the check and balance of physical and financial accomplishments versus targets across all governance levels of DepEd Region XI in the delivery and access of educational services and performance as an organization;
- monitor and evaluate the implementation of MEA system from the school, to the school districts, to the schools-division offices and up to the Regional Office; and
- increase the active involvement of program owners and stakeholders in monitoring and evaluation activities via shared responsibility and accountability.

3. Pre-MEA activities of the RO Functional Divisions, Schools Division Offices, districts and schools shall have been conducted prior to the scheduled RMEA/DMEA/DisMEA and SMEA. Post Conferences and Post MEA activities shall also be conducted.



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

4. The participants are the following:

**4.1. RMEA Regional Office - Functional Divisions (RO-FDs):**

OFFICE	PARTICIPANTS
Regional Director and Assistant Regional Director	2
Chiefs of the Functional Divisions	8
EPS and Program owners	30
Heads of Units and Sections	9
Regional Quality Management Team (RQMT):	5
RMEA Focal Person of Functional Divisions	9
ICTU Staff	2
<b>SUB- TOTAL NO. OF PARTICIPANTS</b>	<b>65</b>

**4.2. RMEA-DMEA (RO-SDOs)**

OFFICE	PARTICIPANTS
<b>Regional Office (RO)</b>	
Regional Director and Assistant Regional Director	2
Chiefs of the Functional Divisions	8
Regional Quality Management Team (RQMT):	5
ICTU Head and Staff	3
EPS and Program Owners	10
<b>Schools Division Offices (SDOs)</b>	
Schools Division Superintendents (SDSs)	11
Assistant Schools Division Superintendents (ASDSs)	12
School Governance and Organization Division (SGOD) Chiefs	11
Curriculum Instruction Division (CID) Chiefs	11
M&E Focal Persons/RMEA Focal Persons	11
Budget Officers	11
Planning Officers and SEPS PR	22
<b>TOTAL NUMBER OF PARTICIPANTS</b>	<b>117</b>

5. The conduct of the DMEA including the submission of accomplishment reports shall be spearheaded by the DMEA focal person;

6. This Regional Office through the Quality Assurance Division is directed to monitor the conduct of the SDO's DMEA activities including their plan adjustments for monitoring and provision of technical assistance.



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

7. To ensure the institutionalization of standards in the implementation of SMEA and DisMEA, the RQMT through the Quality Assurance Division and the Division Quality Management Team (DQMT) shall provide technical assistance to the schools and the school districts during their scheduled MEA activities.
8. During the conduct of the SDO FDMEA, the consolidated DisMEA report shall be presented.
9. The list of Process Observers/reactors, Monitoring Teams, Quality Management Team, participants to the pre and post planning conferences and presentation of the adjusted plans, Technical Working Group, and templates are in the herein enclosures.
10. All quarterly DMEA and RO-FDMEA accomplishment reports and the adjusted plans shall use the standard MEA templates and slide decks and shall be submitted to this Regional Office via [roxiqadbsb@gmail.com](mailto:roxiqadbsb@gmail.com) attention: **Brenda S. Belonio, EdD**. Said reports will undergo the quality assurance process by the QAD.
11. **The RO XI Finance Division** is directed to provide a copy of the **Utilized Funds** of every ROXI Functional Division, Unit and Sections both on the utilization of MOOE and downloaded funds as bases of their Financial accomplishments **on or before the following dates:**

Quarter	Date
1 <sup>st</sup> Quarter	April 4, 2022
2 <sup>nd</sup> Quarter	July 4, 2022
3 <sup>rd</sup> Quarter	October 3, 2022
4 <sup>th</sup> Quarter	December 14, 2022

- 11.1 **Finance units of the SDOs** shall provide the SGOD, CID and OSDs, a copy of their **utilized funds** (regular and downloaded funds, special education funds, etc.) to be used as basis for their financial accomplishments **a week before the scheduled DMEA activity.**
12. A planning conference spearheaded by the QAD with the members of the technical working group (TWG) shall be conducted **via Google Meet on April 11, 2022 at 2:00 in the afternoon.**
13. MEA and PIR Templates, slide decks, and other references relative to the implementation of institutionalized M&E System of this region can be accessed through this link: **[tinyurl.com/MEAPIRtemplates2022](http://tinyurl.com/MEAPIRtemplates2022)**.



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

14. The following RO-Functional Divisions are directed to assist the Quality Assurance Division (QAD) in the conduct of RMEA and DMEA with their corresponding tasks:

FD	TERMS OF REFERENCE
PPRD	<ul style="list-style-type: none"><li>Provision of Technical Assistance on the adjustment of plans</li></ul>
FD	<ul style="list-style-type: none"><li>Process observer for the financial accomplishments vis-a-vis planned targets and provide technical assistance to RO-FDs and SDOs</li></ul>
FTAD	<ul style="list-style-type: none"><li>Crafts a Regional Technical Assistance (TA) Plan based on the submitted RMEA and DMEA accomplishment reports.</li><li>Submits the Regional TA plan to the QAD for quality assurance.</li><li>Present the Regional TA Plan on the to the Functional Divisions and the SDOs after undergoing the required quality assurance process; and Implement the Regional TA plan.</li></ul>
ASD and HRDD	<ul style="list-style-type: none"><li>Assist the QAD in The tabulation of results and in the preparation of documents for the rewards and recognition of RMEA-DMEA winners.</li></ul>

15. Five (5) working days after RMEA-DMEA, all RO Functional Division Chiefs are required to submit to the QAD a list of their commitments for technical assistance, policy directions, etc. to respond to the concerns, issues, gaps and problems (CIGPs) identified and enumerated by the SDOs and the Functional Divisions using the hereunder template.

SDO/FD	Concerns, Issues, Gaps and Problems (CIGPs)	Commitment for Technical Assistance (TA), Policy Directions, etc.	Target Date/s

Name \_\_\_\_\_  
Chief, Functional Division

16. For Regional Office participants to the 1<sup>st</sup> to the 4<sup>th</sup> Quarter RMEA-DMEA (dates of activity are stipulated in the above Table No. 1), food (2 snacks and lunch) will be served. Budget of which shall be charged against DepEd Regional Office Funds (QAD funds), subject to the usual accounting and auditing rules and regulations.

17. Budget for materials, travel expenses for monitoring and TA provision and other incidental expenses incurred by the Regional Quality Management Team (RQMT), shall be charged against DepEd Regional Office Funds (QAD funds), subject to the usual accounting and auditing rules and regulations.



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

18. Expenses by the Schools Division Offices, schools, school districts and the Division Quality Management Team (DQMT) for the conduct of their MEA activities, shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
19. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

*[Handwritten Signature]*  
**ALLAN G. FARNAZO**  
Director IV

ROQ4/bsb

DEPARTMENT OF EDUCATION DCR  
RECORDS SECTION  
**RELEASED**

*[Handwritten]*  
6302-1100  
14-02-11



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA19-0257





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

Enclosures to Regional Memorandum No. 023, s. 2022

Enclosure A: Process Observers and Reactors:

**A.1. RMEA RO-FDs and RMEA-DMEA (RO-FDs & SDOs)**

Quarter	RMEA (RO-FDs)	RMEA-DMEA (RO-FDs & SDOs)	
1 <sup>st</sup> Quarter	Loradel L. Baricaua Katherine L. Datoy Roy T. Enriquez, EdD Warlito E. Hua, EdD Ma. Cielo Estrada, EdD Danilo M. Canda	Winnie E. Batoon, CESO VI Reynante A. Solitario, CESO VI Dee D. Silva, CESO V Loradel L. Baricaua Roy T. Enriquez, EdD Nelmalyn Barnija	Mary Jeanne B. Aldeguer, EdD Analiza C. Almazan Maria Liza I. Berandoy, EdD Marra Medrano Reisa Tidoy
2 <sup>nd</sup> Quarter	Mary Jeanne B. Aldeguer, EdD Loradel L. Baricaua Katherine L. Datoy George Wong, EdD	Josephine L. Fadul, CESO V Reynaldo M. Guillena, CESO V Nelson C. Lopez, CESO V Loradel L. Baricaua Marilyn B. Madrazo, EdD	Danilo M. Canda, EdD Maricel S. Langahid, EdD Engr. Alim Maguindanao Pedelina Huevos, EdD Atty. Benigno, Jr. B. Masungcad Warlito Hua, Ed.D.
3 <sup>rd</sup> Quarter	Roy T. Enriquez, EdD Janice D. Gamalong Loradel L. Baricaua Katherine L. Datoy Isidra B. Despi Jeselyn B. Dela Cuesta	Cristy C. Epe Reynaldo B. Mellorida, CESO V Lorenzo E. Mendoza, CESO VI Loradel L. Baricaua Warlito E. Hua, EdD	Danilo M. Dohinog, EdD Cherry B. Into Emmanuel P. Vallejo, EdD Ronnie Mercado Janice D. Gamalong
4 <sup>th</sup> Quarter	Mary Jeanne B. Aldeguer, EdD Atty. Benigno, Jr. B. Masungcad Loradel L. Baricaua Katherine L. Datoy Mary Jane B. Mejorada, EdD Marilyn B. Madrazo, EdD	Alona C. Uy, CESO VI Rommel R. Jandayan, EdD Winnie E. Batoon, CESO VI Jinky B. Firman, EdD Melanie P. Estacio, EdD Maria Genevieve Francisquette, EdD	Loradel L. Baricaua Roy T. Enriquez, EdD Mary Jeanne B. Aldeguer, EdD Analiza C. Almazan Ma. Cielo Estrada, EdD Maria Liza I. Berandoy, EdD

**A.2. DisMEA and SMEA**

Quarter	DisMEA	SMEA
1 <sup>st</sup> Quarter	*principal/school head with SBM level 3 of practice	*master teachers
2 <sup>nd</sup> Quarter	*District Learning Area consultants	*coordinators
3 <sup>rd</sup> Quarter	*District SBM Consultant and coordinator	*Grade Head/Head Teacher
4 <sup>th</sup> Quarter	*District ICT Coordinator *DMEA Team/DQMT Overall Lead/process owner: PSDS	*SBM Coordinator *ICT coordinator  Overall Lead/process owner: School Head/School principal



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

**Enclosure B: Monitoring Teams and the Provision of Technical Assistance (TA):**

**B.1. SDO Functional Division MEA:**

<b>Regional Office XI</b>  <b>Quality Management Team (RQMT)</b>	Jenielito S. Atillo QAD Chief
	Brenda S. Belonio, EdD EPS, QAD/RMEA Focal Person
	Maflor J. Dingal, EdD EPS, QAD
	Alfeo B. Ingay, EdD EPS, QAD
	Herminia A. Bantiding, PhD EPS, QAD
	Darly D. Lamentac EPS, QAD
<b>Schools Division Office</b>  <b>DMEA and Division Quality Management Team (DQMT)</b>	Schools Division Superintendent
	Assistant Schools Division Superintendent
	SGOD Chief
	CID Chief
	DMEA Focal Person
	Budget Officer
	Planning SEPS
Planning Officer	

**B.2. DisMEA and SMEA**

<b>Regional Office XI</b>  <b>Quality Management Team (RQMT)</b>	Jenielito S. Atillo QAD Chief
	Brenda S. Belonio, EdD EPS, QAD/RMEA Focal Person
	Maflor J. Dingal, EdD EPS, QAD
	Alfeo B. Ingay, EdD EPS, QAD
	Herminia A. Bantiding, PhD EPS, QAD
	Darly D. Lamentac EPS, QAD
<b>Schools Division Office</b>  <b>DMEA and Quality Management Team</b>	Schools Division Superintendent
	Assistant Schools Division Superintendent
	SGOD Chief and Program owners
	CID Chief and Education Program Supervisors
	DMEA Focal Person and EPS2 M&E
	Budget Officer and Accountant
Planning SEPS and Planning Officer	
<b>MEA Core Team for DisMEA and SMEA:</b>	Capacitated MEA Advocates and served as Learning facilitators during the Division Rollout of the Contextualized DisMEA and SMEA



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

Enclosure C: DMEA and Division Quality Management Team (DQMT) members and their Terms of Reference (TOR):

DMEA/QMT Member	TERMS OF REFERENCE
<b>DMEA Focal Person</b>	<ul style="list-style-type: none"><li>• Spearheads the conduct of the DMEA;</li><li>• Prepares the DMEA accomplishment reports;</li><li>• Submits approved DMEA reports to the Regional Office <b>attention:</b> Quality Assurance Division;</li><li>• Assists the Planning SEPS and the Planning Officer in crafting the adjusted plan taking into account the gaps and recommendations from the DMEA/RMEA activities identified by the Process Observers <b>and inputs of the Top Management</b></li><li>• Checks the completeness of the adjusted plan in the preparation for the conduct of the next quarter of DMEA/RMEA;</li><li>• <b>Provides technical assistance in the conduct of Monitoring Evaluation and Adjustment in all levels of governance (SMEA, DisMEA and DMEA proper including the requisite functional, pre and post MEA activities)</b></li><li>• Coordinates with the Regional Monitoring Team/RQMT and the DMEA/DQMT for the quarterly monitoring of DisMEA and SMEA; and</li><li>• Perform other related functions.</li></ul>
<b>Senior Education Program Specialist (SEPS) in Planning</b>	<ul style="list-style-type: none"><li>• Makes the consolidated adjusted plan of the per quarter DMEA/RMEA taking into account the following:<ol style="list-style-type: none"><li>1. Compendium;</li><li>2. SDO's Annual Implementation Plan and Work and Financial Plan;</li><li>3. all the gaps and recommendations identified by the Process Observers in the SDO's Work and Financial Plan and Annual Implementation Plan;</li><li>4. Strategic Objectives,</li><li>5. Organization Outcomes; and</li><li>6. Division Education Development Plan and Basic Education.</li></ol></li><li>• Spearheads the adjustment of plans of the CID, SGOD and OSDS during their respective Monitoring, Evaluation and Adjustment; and</li><li>• Provides technical assistance to all members of the DMEA/DQMT, DisMEA/DisQMT, and SMEA/SQMT.</li></ul>
<b>Planning Officer</b>	<ul style="list-style-type: none"><li>• Assists the Planning SEPS in the making of the consolidated adjusted plan of the per quarter DMEA/RMEA.</li><li>• Assists the Planning SEPS in the adjustment of plans of the CID, SGOD and OSDS during their respective Monitoring, Evaluation and Adjustment.</li><li>• Provides technical assistance to all members of the DQMT.</li></ul>
<b>Budget Officer</b>	<ul style="list-style-type: none"><li>• <b>Quality assures the financial accomplishments of the CID, SGOD and the OSDS.</b></li><li>• Provides technical assistance to the <b>SEPS for Planning</b>, Planning Officer, DMEA Focal Person and the members of the DQMT.</li></ul>



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

<b>ASDS</b>	<ul style="list-style-type: none"> <li>Ensures the implementation of the OSDS MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the quality, accuracy and completeness of the quarterly MEA reports and the adjusted plan to be submitted to the DMEA focal person and planning officer of the SDO; and</li> <li>Spearheads the quarterly provision of technical assistance with all units under the OSDS during DisMEA.</li> </ul>
<b>CID Chief</b>	<ul style="list-style-type: none"> <li>Ensures the implementation of the CID MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the quality, accuracy and completeness of the quarterly MEA reports and the adjusted plan to be submitted to the DMEA focal person and planning officer of the SDO; and</li> <li>Spearheads the quarterly provision of technical assistance with all learning areas' EPSs on curriculum implementation and proficiency level of learners to all schools during DisMEA.</li> </ul>
<b>SGOD Chief</b>	<ul style="list-style-type: none"> <li>Ensures the implementation of the SGOD MEA prior to the conduct of the scheduled DMEA of the SDO;</li> <li>Checks the accuracy and completeness of the quarterly DMEA reports and the adjusted plan to be submitted in the Regional Office via the Quality Assurance Division;</li> <li>Provides technical assistance to the conduct of the CID, SGOD and OSDS MEA in preparation for the SDO DMEA; and</li> <li>Monitors and provides technical assistance in the implementation of the quarterly DisMEA and SMEA</li> </ul>

**Enclosure D: District Quality Management Team (DisQMT) members and their Terms of Reference (TOR):**

DisQMT	TERMS OF REFERENCE
PSDS/ Coordinating School Principal	<ul style="list-style-type: none"> <li>Spearheads the conduct of the DisMEA/Cluster MEA;</li> <li>Provides inputs/technical assistance in the implementation of DisMEA/Cluster MEA;</li> <li>Coordinates with the DMEA Team/DQMT and RQMT for the provision of technical assistance during quarterly DisMEA/Cluster MEA;</li> <li>Monitors and Provides inputs/technical assistance to schools in the implementation of SMEA and members of DisMEA/ Cluster MEA, and SMEA;</li> <li>Ensures implementation of SMEA to all schools in the district and the utilization of results; and</li> <li>Checks the accuracy and completeness of the quarterly DisMEA/ Cluster MEA reports and the adjusted plan to be submitted in the Division Office via DMEA Focal Person in the SGOD.</li> </ul>
DisMEA Coordinator	<ul style="list-style-type: none"> <li>Assists and coordinates with the PSDS on the conduct of the quarterly DisMEA/Cluster MEA;</li> </ul>



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA19-0237



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

Cluster MEA Coordinator	<ul style="list-style-type: none"> <li>• Prepares the DisMEA/Cluster MEA accomplishment reports, for approval of the PSDS;</li> <li>• Submits approved DisMEA/Cluster MEA reports to the Division Office via DMEA Focal Person in the SGOD;</li> <li>• Provides technical assistance to the conduct of the School Monitoring, Evaluation and Adjustment (SMEA) in preparation for the DisMEA/Cluster MEA;</li> <li>• Provides technical assistance to the members of the DisMEA Team/DisQMT/Cluster MEA; and</li> <li>• Perform other related functions.</li> </ul>
principal/school head with SBM level 3 of practice	<ul style="list-style-type: none"> <li>• Served as the process observer during the quarterly DisMEA/Cluster MEA; and</li> <li>• Provides technical assistance in the conduct of DisMEA/ Cluster MEA and to all members DisMEA/Cluster MEA Team</li> </ul>
District Learning Area consultants	<ul style="list-style-type: none"> <li>• Served as the process observer during the quarterly DisMEA/ Cluster MEA; and</li> <li>• Provides technical assistance in the conduct of DisMEA/Cluster MEA and to all members DisMEA Team</li> </ul>
District ICT Coordinator	<ul style="list-style-type: none"> <li>• Assist in the conduct of DisMEA/Cluster MEA and in preparation of the DisMEA/Cluster MEA reports; and</li> <li>• Provide technical assistance to all members of DisMEA team/DQMT/Cluster MEA;</li> </ul>

**Enclosure E: School Quality Management Team (SQMT) members and their Terms of Reference (TOR):**

SQMT	TERMS OF REFERENCE
School Head/School principal	<ul style="list-style-type: none"> <li>• Spearheads the conduct of the SMEA;</li> <li>• Provides inputs/technical assistance in the implementation of SMEA;</li> <li>• Coordinates with the SMEA Team/SQMT and RQMT for the provision of technical assistance during quarterly SMEA;</li> <li>• Monitors and Provides inputs/technical assistance to schools in the implementation of SMEA and members of the SMEA;</li> <li>• Ensures implementation of SMEA to all schools in the district and the utilization of results; and</li> <li>• Checks the accuracy and completeness of the quarterly SMEA reports and the adjusted plan to be submitted in the Division Office via DMEA Focal Person in the SGOD.</li> </ul>
SMEA Coordinator	<ul style="list-style-type: none"> <li>• Assists and coordinates with the school head/school principal on the conduct of the quarterly SMEA;</li> <li>• Prepares the SMEA accomplishment reports, for approval of the school head/school principal;</li> <li>• Submits approved SMEA reports to the Office of the PSDS/Cluster Head via DisMEA Focal Person;</li> </ul>



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

	<ul style="list-style-type: none"><li>• Provides technical assistance to the conduct of the School Monitoring, Evaluation and Adjustment (SMEA) in preparation for the DisMEA/Cluster MEA;</li><li>• Provides technical assistance to the members of the SMEA Team/SQMT; and</li><li>• Perform other related functions.</li></ul>
Master Teachers	<ul style="list-style-type: none"><li>• Served as the process observer during the quarterly SMEA; and</li><li>• Provides technical assistance in the conduct of SMEA and to all members SMEA Team</li></ul>
School Learning area coordinators	<ul style="list-style-type: none"><li>• Served as the process observer during the quarterly DisMEA; and</li><li>• Provides technical assistance in the conduct of SMEA and to all members SMEA Team</li></ul>
Grade Head/Head Teacher	<ul style="list-style-type: none"><li>• Spearheads the pre-SMEA activity in the grade level/department</li><li>• Served as the process observer during the quarterly SMEA; and</li><li>• Provides technical assistance in the conduct of SMEA and to all members SMEA Team</li></ul>
ICT coordinator	<ul style="list-style-type: none"><li>• Assist in the conduct of SMEA and preparation of SMEA reports; and</li><li>• Provide technical assistance to all members of SMEA team/SQMT</li></ul>

**Enclosure F: Regional Quality Management Team to Quality Assure RO-FDMEA and DMEA Accomplishment Reports:**

Jeniellito S. Atillo QAD Chief
Brenda S. Belonio, EdD EPS, QAD/RMEA Focal Person
Maflor J. Dingal, EdD EPS, QAD
Alfeo B. Ingay, EdD EPS, QAD
Herminia A. Bantiding, PhD EPS, QAD
Darly D. Lamentac EPS, QAD



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

Enclosure G: Regional Technical Working Group (RTWG):

Name of Personnel	Designation
Brenda S. Belonio, EdD	EPS, QAD/RMEA Focal Person
Maflor J. Dingal, EdD	EPS, QAD
Alfeo B. Ingay, EdD	EPS, QAD
Herminia A. Bantiding, PhD	EPS, QAD
Darly D. Lamentac	EPS, QAD
Ricardo C. Guinto	Head, ICTU
Pocholo Hernandez	Staff, ICTU
Jashua Wong	Staff, ICTU
Puriflor M. Limjuco	Staff, QAD
Josephine P. Alaba	Staff, QAD
Ivy M. Labog	Bolton ES, Davao City
Khristine Pamaylaon	Bolton ES, Davao City
Janice Abrea	Tugbok CES, Davao City
Ma. Lolita U. Buquia	Magallanes ES, Davao City
Dan Ray M. Diaz	Magallanes ES, Davao City
Eugene Dorado	Bernardo Carpio NHS, Davao City
Jose Carlos C. Hernandez	Cabantian NHS, Davao City
Niño Lito R. Salvan	Davao City NHS, Davao City
Kelvin S. Guerta	Davao City NHS, Davao City
Jayson P. Dela Baryo	Davao City NHS, Davao City



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT  
DIVISION MEMORANDUM  
No. 177, s. 2022

March 23, 2022

**CONDUCT OF QUARTER 1 VIRTUAL SCHOOL MONITORING, EVALUATION AND ADJUSTMENT (SMEA), DISTRICT MONITORING, EVALUATION AND ADJUSTMENT (DISMEA), AND DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) FOR CY 2022**

- To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors & Education Program Supervisors  
Schools Division Office Unit/Section Heads/Program Holders  
Elementary & Junior/Senior High School Heads  
School M&E Coordinators  
All Others Concerned
- Pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System in Governance", amended through Executive Order No. 605 "Institutionalizing the Structure Mechanisms and Standards to Implement Quality Management Program", this Office informs the field on the schedule of the **Conduct of 1<sup>st</sup> Quarter School Monitoring, Evaluation and Adjustment (SMEA), District Monitoring, Evaluation and Adjustment (DisMEA), and Division Monitoring, Evaluation and Adjustment (DMEA) for CY 2022.**
  - The objectives of the activity are as follows:
    - To present the targets and accomplishments of the different Programs, Projects, and activities (PPAs);
    - To identify the concerns, issues, gaps, and problems (CIGPs) of PPAs aligned in the Division Basic Education Development Plan;
    - To present plans and adjustments to solve the CIGPs;
    - To track progress and measure the effectiveness of the PPAs.
  - The following are the schedules of SMEA, DisMEA, FDMEA, and DMEA for Q1 CY 2022:

Quarter	Conduct of Virtual SMEA by the Schools	Conduct of Virtual DisMEA by the District Offices	Submission of SMEA, DisMEA, and School Operational Plan (SOP) Reports to the Division Office)	Conduct of Virtual FD-MEA by the CID, SGOD & OSDS	Conduct of DMEA	Submission of the Adjusted Plan
1 <sup>st</sup>	March 31 - April 1, 2022	April 5 - 6, 2022	April 12, 2022	April 7-8, 2022	April 13 (AM Only)	April 22, 2022




Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



- 1.1 The softcopy (excel file with electronic signatures) of the **SMEA and DisMEA Reports** shall be submitted on the dates indicated above thru [eleser.mateo001@deped.gov.ph](mailto:eleser.mateo001@deped.gov.ph), attn: Eleser D. Mateo, SEPS-SMM&E.
- 1.2 In line with the COVID-19 Pandemic issues, all schools, districts, and division offices are encouraged to conduct the above-mentioned activities via an online platform.
- 1.3 The District Monitoring and Evaluation Team (DisMET) and Division Quality Management Team DQMT are encouraged to participate in the DisMEA Activity to provide feedback/technical assistance to schools.
- 1.4 Templates (Excel and Slide Decks) for the SMEA, DiSMEA, FDMEA, and DMEA can be downloaded from the DepEd Digos City Website (<http://www.depeddigoscity.org/downloads> - MEA Templates CY 2022 (SMEA, DisMEA, FDMEA, DMEA)) or through this link: <https://tinyurl.com/MEA-Templates-DigosCity-2022>
4. For information, guidance, and compliance.

  
**CRISTY C. EPE** 2022-03-22  
Schools Division Superintendent

DepEd Schools Division Office - Digos  
RECORDS SECTION  
**RECEIVED** 82907  
DATE: 31 MAR 2022 TIME: 10:52 AM  
BY: 

Encl: as stated  
References: as stated  
To be indicated in the Perpetual Index under the following subjects:  
GOVERNANCE      M&E      DMEA