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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-269

To : Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Section and Unit Heads  
Public Schools District Supervisors  
Division Program Holders  
All Others Concerned

Subject : AMENDMENT TO REGIONAL MEMORANDUM QAD-2023-020  
(MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM  
IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND  
ACTIVITIES FOR FY 2023)

Date : June 26, 2023

Pursuant to Regional Memorandum QAD-2023-040 entitled "Amendment to Regional Memorandum QAD-2023-020 (Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) Schedules and Activities For FY 2023", the field is hereby informed on the amended schedule of the second and third quarter activities in the **item no. 1 of RM No. 020, s. 2023 and item No. 1 of Division Memorandum No. 055, s. 2023**, as follows:

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
2nd	July 12, 2023	July 13-14, 2023	July 17, 2023	July 20-21, 2023	August 9, 2023	August 15, 2023	August 18, 2023
3rd	September 28, 2023	October 12-13, 2023	October 16, 2023	October 19-20, 2023	October 24-25, 2023	October 31, 2023	November 3, 2023

Likewise, **Item 13 of RM No. 020, s. 2023 shall now read as follows:**

Quarter	Date
2nd Quarter	July 10, 2023
3rd Quarter	October 9, 2023
4th Quarter	January 9, 2023



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**Office of the Schools Division Superintendent**

An **in-person post conference** with the hereunder M&E personnel regarding the First Quarter MEA-PIR utilization of results, plan and adjustments which are aligned with Version 3.0 of the Compendium and the adjustment of the MEA-PIR Online System shall be conducted at the **Durian Hall** on **July 11, 2023 at 9:00A.M.**

Schools Division Office	
Name	Position
Sollie B. Oliver, JD, MATE	SGOD Chief
Eleser D. Mateo	MEA-PIR Focal Persons

Travel and other incidental expenses of participants of the said conference shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

All other provision of RM 020, s. 2023 and Division Memorandum No. 055, s. 2023 not otherwise affected or amended by this memorandum, shall remain valid and effective.

Immediate and wide dissemination of this Memorandum is highly desired.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-102975  
DATE: JUN 29 2023 TIME: 1:58 PM  
BY: *[Signature]*

Enclosed: As stated.  
SGOD/smm&e/edm



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DepEd Schools Division of Digos City  
 RECORDS SECTION

RECEIVED  
 DATE: 21 JUN 2023  
 BY: [Signature]

103975  
 11:56

Office of the Regional Director

**REGIONAL MEMORANDUM**

QAD-2023-040

To : Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

Subject: AMENDMENT TO REGIONAL MEMORANDUM QAD-2023-020  
 (MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM  
 IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND  
 ACTIVITIES FOR FY 2023)

Date : June 19, 2023

1. In view of the conduct of activities by DepEd Central Office affecting the scheduled DepEd RO XI monitoring, evaluation and adjustment -program implementation review schedules and activities for FY 2023, **Item No. 1 of RM No. 020, s. 2023, specifically the second and third quarter activities and schedules are hereby amended as follows:**

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
2 <sup>nd</sup>	July 12, 2023	July 13-14, 2023	July 17, 2023	July 20-21, 2023	August 9-10, 2023	August 15, 2023	August 18, 2023
3 <sup>rd</sup>	September 28, 2023	October 12-13, 2023	October 16, 2023	October 19-20, 2023	October 24-25, 2023	October 31, 2023	November 3, 2023

2. Likewise, **Item 13 shall now read as follows:**

Quarter	Date
2 <sup>nd</sup> Quarter	July 10, 2023
3 <sup>rd</sup> Quarter	October 9, 2023
4 <sup>th</sup> Quarter	January 9, 2024

3. An **in-person post conference** with the hereunder M&E personnel regarding the First Quarter MEA-PIR utilization of results, plan adjustments which are aligned with Version 3.0 of the Compendium and the adjustment of the MEA-PIR



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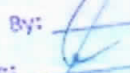
Online System shall be conducted at the **Durian Hall** on **July 11, 2023** at **9:00 A.M.**

<b>Regional Office</b>	<b>No. of Pax</b>
RO-FDs MEA-PIR focal persons	8
QAD Chief, EPSs and Staff	8
Sub-total:	16
<b>Schools Division Office</b>	
SGOD Chiefs	11
MEA-PIR Focal Persons	11
Sub-total:	22
<b>OVERALL TOTAL</b>	<b>38</b>

- All other provisions of RM 020, s. 2023 not otherwise affected or amended by this memorandum, shall remain valid and effective.
- For strict compliance.

ROQ4/bsb

DEPARTMENT OF EDUCATION - DAVAO REGION  
 RECORDS SECTION  
**RELEASED**

By:   
 Date: June 21, 2023  
 20551

**ALLAN G. FARNAZO**  
 Director IV

By the Authority of the Regional Director

  
**REBONFAMIL R. BAGUIO**  
 Director III

**21 JUN 2023**





Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

March 14, 2023

**DIVISION MEMORANDUM**

No. 055 s. 2023

**MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM  
 IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND ACTIVITIES  
 FOR FY 2023**

To : Assistant Schools Division Superintendents  
 SGOD and CID Chiefs  
 Division Program Holder  
 Public Schools District Supervisors  
 School Heads of Public Elementary and Secondary Schools  
 School M&E Coordinators of Public Elementary and Secondary Schools

- Pursuant to Regional Memorandum QAD-2023-020, the Regional Office XI through the Quality Assurance Division announces the hereunder FY 2023 Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) Schedules and activities:

A. Regional and Division MEA-PIR:

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
1 <sup>st</sup>	March 30, 2023	April 3-4, 2023	April 5, 2023	April 12-13, 2023	April 18-19, 2023	April 21, 2023	April 28, 2023
2 <sup>nd</sup>	June 23, 2023	July 3-4, 2023	July 5, 2023	July 6-7, 2023	July 11-12, 2023	July 14, 2023	July 21, 2023
3 <sup>rd</sup>	September 28, 2023	October 3-4, 2023	October 6, 2023	October 10-11, 2023	October 17-18, 2023	October 20, 2023	October 30, 2023

B. District and School MEA-PIR:

Quarter	Dates	Presentation of the Consolidated DisMEA-PIR Reports to SDO	Submission of DisMEA-PIR Reports to the Division Office
1 <sup>st</sup>	March 30-31, 2023	the same schedule with the conduct of DMEA-PIR	April 4, 2023
2 <sup>nd</sup>	June 29-30, 2023		July 4, 2023
3 <sup>rd</sup>	September 29 & October 2, 2023		October 5, 2023

- Other details are provided in the attached Regional Memorandum for reference of all concerned personnel.
- In line with these, each SDO Functional Divisions (CID, SGOD, and OSDS) shall assign personnel as **FD MEA-PIR Focal Person**. The roles of the said personnel are the following:
  - Assist the Chiefs (CID & SGOD) or AO V for OSDS in the consolidation and preparation of FD MEA PIR Quarterly Report;
  - Coordinate with the Division Quality Management Team (DQMT) on matters needing technical assistance; and



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- c. Provide technical assistance to co-program holders in accomplishing the quarterly MEA PIR Report.
4. Further, each Schools Districts shall submit an updated list of **District Quality Management Team (DisQMT)** which will serve as District MEA-PIR Team, and for the Schools, Public Elementary and Secondary, shall also submit an updated list of **School Quality Management Team** which will serve as SMEA-PIR Team to the Division MEA-PIR Focal Person, Eleser D. Mateo, through this email address: [eleser.mateo001@deped.gov.ph](mailto:eleser.mateo001@deped.gov.ph) on or before **March 31, 2023**. (Refer to Enclosures G & H for the terms of reference.)
5. Immediate and wide dissemination of this Memorandum is highly desired.

  
**CRISTY C. EPE**

Schools Division Superintendent

Enclosed: As stated.

Reference: As stated.

To be indicated in the Perpetual Index under the following subjects:

SGOD

MEMO

SGOD/SMM&E/edm

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
77-99496  
DATE: MAR 21 2023 TIME: 11:14am  
BY: EA-PIR



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 DAVAO REGION

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RECEIVED** 99459  
 DATE: 20 MAR 2023 TIME: 1:47pm  
 BY:

**REGIONAL MEMORANDUM**

QAD-2023-020

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

Subject: MONITORING, EVALUATION AND ADJUSTMENT-PROGRAM  
 IMPLEMENTATION REVIEW (MEA-PIR) SCHEDULES AND  
 ACTIVITIES FOR FY 2023

Date : March 17, 2023

1. This Regional Office through the Quality Assurance Division (QAD) announces the hereunder FY 2023 Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) schedules and activities:

**A. Regional and Division MEA-PIR:**

Quarter	Planning Conference	Conduct of RO-FDMEA-PIR & DMEA-PIR including Adjustment of Plans	Submission of RO FDMEA-PIR & DMEA-PIR Reports and QA of the submitted reports	Regional Office-FDs MEA-PIR	Regional MEA-PIR (RO-FDs & SDOs)	MEA Post Conference	Submission of the Adjusted Plans (Operational & M&E Plans)
1 <sup>st</sup>	March 30, 2023	April 3-4, 2023	April 5, 2023	April 12-13, 2023	April 18-19, 2023	April 21, 2023	April 28, 2023
2 <sup>nd</sup>	June 23, 2023	July 3-4, 2023	July 5, 2023	July 6-7, 2023	July 11-12, 2023	July 14, 2023	July 21, 2023
3 <sup>rd</sup>	September 28, 2023	October 3-4, 2023	October 6, 2023	October 10-11, 2023	October 17-18, 2023	October 20, 2023	October 30, 2023

**B. District and School MEA-PIR:**

Quarter	Dates	Presentation of the Consolidated DisMEA-PIR Reports to SDO
1 <sup>st</sup>	March 30-31, 2023	the same schedule with the conduct of DMEA-PIR
2 <sup>nd</sup>	June 29-30, 2023	
3 <sup>rd</sup>	September 29 & October 2, 2023	

2. The Quality Assurance Division is directed to monitor the conduct of the Division, District and School MEA-PIR activities via online modality only. Likewise, Schools Division Offices are also required to monitor the conduct of the MEA-PIR activities of their concerned district and schools. The SDOs are given the prerogative



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as to determine the mode of modality they will utilize to monitor their district or school MEA-PIR activity

3. In its monitoring task of the SDO's MEA- PIR activity, the QAD shall not only provide technical assistance but also look into the SDO's adjustments in their monitoring and evaluation plans.
4. The SMEA and DisMEA PIRs shall be monitored by the SDO through its concerned SMEA and DisMEA monitors.
5. Pre-MEA-PIR activities of the RO Functional Divisions, Schools Division Offices, districts and schools, shall have been conducted prior to their respective scheduled MEA-PIR. Post Conferences and Post MEA-PIR activities shall be conducted across governance levels for the utilization of the MEA-PIR results.
6. The conduct of the SDO MEA-PIR including the submission of accomplishment reports shall be spearheaded by the MEA-PIR focal person;
7. The Policy, Planning and Research Division (PPRD) through the Regional and Division Planning Officers shall spearhead the conduct of the Quarterly Operational Plan Adjustments in the RO and the SDOs respectively.
8. To ensure the institutionalization of standards in the implementation of the MEA-PIR across governance levels, RQMT through Quality Assurance Division and the Division MEA-PIR Team/DQMT shall provide Technical Assistance to schools and districts during their identified pre and post MEA-PIR activities.
9. During the conduct of the SDO MEA-PIR, the accomplishments of the OSDS, CID, SGOD and the **consolidated DisMEA-PIR report** of the PSDSs shall be presented.
10. The activity Process Observers/reactors, Monitoring Teams, Quality Management Team and their Terms of Reference (TOR), list of participants in the Regional MEA-PIR both for ROFDs and SDOs, Planning Conferences (pre and post), and the Guidelines, Mechanics on the Presentation of the Adjusted Plans, Technical Working Group, online links and templates are in the herein enclosures;
11. All quarterly Division MEA-PIR and Regional Office-FDMEA-PIR accomplishment reports and the adjusted plans shall be encoded in the MEA-PIR Online System on the designated schedules.



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12. The Quarterly **Organizational Outcome Report** shall be reported through our MEA-PIR Online System **on or before the following dates:**

Quarter	Date
1 <sup>st</sup>	March 30, 2023
2 <sup>nd</sup>	June 29, 2023
3 <sup>rd</sup>	September 28, 2023
4 <sup>th</sup>	December 29, 2023

13. **RO XI Finance Division** is requested to provide the RO FDs a copy of their **Quarterly Obligated and Utilized Funds** (MOOE -regular and downloaded funds) and their **Financial Status based on their current appropriations and continuing appropriations (allocated, obligated, and utilized funds) of the Programs and Projects**. Aforementioned information shall be used as bases of their financial accomplishments for the MEA-PIR **on or before the following schedules:**

Quarter	Date
1 <sup>st</sup> Quarter	March 30, 2023
2 <sup>nd</sup> Quarter	June 30, 2023
3 <sup>rd</sup> Quarter	September 29, 2023
4 <sup>th</sup> Quarter	January 3, 2024

13.1. The **Finance Units of the SDOs** are also requested to provide a copy of the following:

a. **amount of obligation and utilization** of regular and downloaded funds, SEF and other sources of funds of the functional divisions of the SDO (SGOD, CID, OSDs); and the

b. **financial status of the SDO functional divisions relative to the current and continuing appropriations (allocated, obligated and utilized) of programs and projects**. Aforementioned information shall be used as bases of their financial accomplishments for the MEA-PIR.

14. A planning conference spearheaded by the QAD with the members of the Technical Working Group (TWG) shall be conducted **via Google Meet on March 31, 2023 at 2:00 in the afternoon.**

15. The following RO-Functional Divisions are directed to engage the Quality Assurance Division (QAD) in the conduct of Regional MEA-PIR with their corresponding tasks:

FD	TERMS OF REFERENCE
PPRD	<ul style="list-style-type: none"><li>Spearhead and Provide Technical Assistance on the adjustment of the quarterly operational plans of RO-FDs and SDOs.</li></ul>



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<b>FD</b>	<ul style="list-style-type: none"><li>• Provide data on the Financial Status of the Functional Divisions and PAPs for PIR both current appropriations and continuing appropriations;</li><li>• Process Observer (PO) for the financial accomplishments vis-a-vis planned targets and provide technical assistance to RO-FDs and SDOs</li></ul>
<b>FTAD</b>	<ul style="list-style-type: none"><li>• Crafts a Regional Technical Assistance (TA) Plan based on the submitted and reported MEA-PIR accomplishment reports of RO-FDs and SDOs;</li><li>• Submits the Regional TA plan to the QAD for quality assurance;</li><li>• Present the Regional TA Plan to the Functional Divisions and SDOs after undergoing the required quality assurance process; and implement the Regional TA plan; and</li><li>• Present the quarterly TA status of RO-FDs and SDOs during the conduct of the quarterly MEA-PIR.</li></ul>
<b>All FDs</b>	<ul style="list-style-type: none"><li>• Present the quarterly Functional Division TA commitment and policy direction, and status of own FD's concerns, issues, gaps, problems and bottlenecks (CIGPBs).</li></ul>

16. Three (3) days after the MEA-PIR, 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, Problems, and Bottlenecks (CIGPBs)	Commitment for Technical Assistance (TA), Policy Directions, etc.	Target Date/s

(Functional Division)  
Chief,  
DepEd RO XI

17. Food (2 snacks and lunch) will be served to the identified participants. Budget of which including materials, travel expenses for monitoring and TA provision, and other incidental expenses incurred for the above-mentioned activities shall be charged against DepEd Regional Office Funds (QAD Funds), subject to the usual accounting and auditing rules and regulations.



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18. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

**ALLAN G. FARNAZO**  
Director IV

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