



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-240

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
Senior Education Program Specialist – SMM&E
Education Program Specialist II – SMM&E
Planning Officer III
Division Budget Officer
All Others Concerned

Subject : ADDITIONAL GUIDELINES ON THE FY 2025 REGIONAL
MONITORING, EVALUATION, AND ADJUSTMENT-PROGRAM
IMPLEMENTATION REVIEW (RMEA-PIR)

Date : April 30, 2025

In reference to RM-QAD-2025-036 and RM-QAD-2025-014, FY 2025 Regional Monitoring, Evaluation, and Adjustment – Program Implementation Review (RMEA-PIR) Schedules, this Office informed the above-mentioned personnel on the additional guidelines for the implementation of RMEA-PIR.

Enclosed are the hereunder additional guidelines for FY 2025 RMEA-PIR:

- Revised Mechanics of the Presentation of Accomplishments for the Regional Office Functional Divisions (RO-FDs) and Schools Division Offices (SDOs);
- Considerations during the Presentation of Accomplishments;
- Assigned Validators per RO-FD and SDO;
- Revised MEA-PIR Process Observation Analysis (POA) Tool; and
- MEA-PIR Validation Tool

For information, guidance, and compliance of all concerned.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: MAY 02 2025 TIME: 1:50 PM
BY: [Signature]

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April 25, 2025

REGIONAL MEMORANDUM
 QAD-2025-036

ADDITIONAL GUIDELINES ON THE FY 2025 REGIONAL MONITORING, EVALUATION, AND
 ADJUSTMENT-PROGRAM IMPLEMENTATION REVIEW (RMEA-PIR)

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

1. In accordance with **RM-QAD-2025-014, FY2025 Regional Monitoring, Evaluation, and Adjustment-Program Implementation Review (RMEA-PIR) Schedules**, this Office through the Quality Assurance Division hereby implements the additional guidelines for the implementation of RMEA-PIR.
2. Enclosed are the hereunder additional guidelines for FY 2025 RMEA-PIR:
 - a. Revised Mechanics of the Presentation of Accomplishments for the Regional Office Functional Divisions (RO-FDs) and Schools Division Offices (SDOs);
 - b. Considerations during the Presentation of Accomplishments;
 - c. Assigned Validators per RO-FD and SDO;
 - d. Revised MEA-PIR Process Observation Analysis (POA) Tool; and
 - e. MEA-PIR Validation Tool.
3. For information, guidance and compliance of all concerned.

ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION - DAVAO REGION
 RECORDS SECTION
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ROQ5/ddl

By: [Signature]
 Date: April 29, 2025
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Enclosure No. 1

Revised Mechanics of the Presentation of Accomplishments

1. Pre-Presentation Activities

- Conduct of FDMEA-PIR within the Regional Office and Schools Division Offices.
- Each functional division must conduct internal reviews and preparatory activities before the scheduled MEA-PIR for ROFDs/SDOs to ensure readiness for the presentation.

2. Use of Enhanced MEA-PIR Online System

- All presentations should be conducted using the Enhanced MEA-PIR Online System to ensure consistency and efficiency.

3. Designated Presenters

- The Chief Education Supervisor will present the quarterly accomplishments for the Regional Office Functional Divisions (RO-FDs) and must designate a partner to navigate the online system.
- The Schools Division Superintendent or their representative will present the quarterly accomplishments for the Schools Division Offices (SDOs).

4. Time Allocation

- Each presentation is allotted a maximum of 30 minutes.

5. Time Monitoring

- A digital timer will be used to monitor the time consumption of the presenter to ensure adherence to the allotted time.

6. Feedback and Interaction

- The Process Observer (PO) will provide feedback using the MEA-PIR Process Observation Analysis Tool for a maximum of 5 minutes.
- Following the POs' feedback, other offices or reactors may ask questions or offer views, opinions, or suggestions.
- The total time for feedback is 15 minutes.

7. Process Observers

a. Regional Office

Process Observers include the Chief Education Supervisors (CES). In the absence of the CES, a designated representative will assume this role.

b. Schools Division Offices

Process Observers comprise the Chief Education Supervisors and Assistant Schools Division Superintendents. Should either be unavailable, their respective representatives will fulfill the observer duties.

8. Submission of POA Tool

- An electronic or printed copy of the accomplished Process Observation Analysis (POA) Tool must be submitted to the Regional Quality Management Team (RQMT) at the end of the activity or emailed to qad.region11@deped.gov.ph.



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Enclosure No. 2

Considerations during the Presentation of Accomplishments

A. Office Performance

- Provide a concise overview of achievements per Key Result Area (KRA), highlighting areas with notable progress and those requiring attention.
- Identify and discuss KRAs with significant gaps or underachievement, as well as those demonstrating substantial gains or overachievement.

B. Office Performance Summary

- Present the KRA with the highest rating and the one with the lowest rating, providing context for these outcomes.
- Share the overall performance rating, supported by data and analysis.

C. Accomplishment and Catch-Up Plan

- Highlight the top five Programs, Projects, and Activities (PPAs) with unobligated balances or existing issues and concerns.
- Discuss the plans and strategies in place to address these issues and ensure timely completion.

D. Summary of Financial Accomplishment

- Provide a summary of financial accomplishments, including budget utilization, expenditures, and any variances.
- Utilize charts and graphs to illustrate financial data for clarity and impact.

E. Operational and Policy Issues

- Highlight all operational and policy issues encountered during the quarter.
- Assess the impact of these issues on program implementation and propose solutions.

F. Bottlenecks, Lags, Issues, and Concerns (BLICs)

- Identify all bottlenecks, delays, and concerns affecting program progress.
- Discuss the measures being taken to address and resolve these challenges.

G. Innovations, Quick Wins, and Best Practices

- Innovations
Present any new approaches or methodologies introduced during the quarter.
- Quick Wins
Share immediate successes that have positively impacted performance.
- Best Practices
Highlight practices that have proven effective and can be replicated across other areas.

**H. DepEd Region XI Strategic Objectives (SO)
and Organizational Objectives (OO)**

- Present the accomplishments and how these accomplishments contribute to the overall mission and vision of the department.



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Enclosure No. 3

Assigned Validators per RO-FD and SDO

A. Physical Accomplishment

QAD Validators	RO-FD	SDO
Alfeo B. Ingay	Administrative Division (AD)	Davao Oriental Mati City
Brenda S. Belonio	Curriculum Learning and Management Division (CLMD)	Davao City
	Office of the Regional Director (ORD)	Davao del Sur Davao Occidental
Ma Cristina B. Dionisio	Quality Assurance Division (QAD)	IGACOS
	Field Technical Assistance Division (FTAD)	Tagum City
Rubilyn Dee R. Ampong	Education Support and Services Division (ESSD)	Davao del Norte
	Human Resource and Development Division (HRDD)	Digos City
Darly D. Lamentac	Finance Division (FD)	Davao de Oro
	Policy Planning and Research Division (PPRD)	Panabo City

B. Financial Accomplishment

FD Validators	RO-FD	SDO
Loradel L. Baricaua	All RO-FDs	All SDOs
Katherine S. Datoy		
Julia R. Silagan		



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Enclosure No. 4

Revised MEA-PIR Process Observation Analysis (POA) Tool

Functional Division _____ Date _____
SDO _____

Indicators	Response Options		
	Yes	No	Remarks
1. Format and Technology used is:			
Enhanced MEA-PIR Online System			
Standard dashboard			
Standard templates			
Readable font size			
2. Content			
Organized			
Comprehensive			
Data-driven			
Substantial			
3. Presentation			
The information presented is in a logical sequence.			
The system-generated visuals are effectively utilized in the presentation.			
The data presented is accurate, complete, and consistent.			
The presentation is delivered in a clear and concise manner.			
4. Accomplishments			
Significant accomplishments, issues, and gaps are clearly highlighted and contextualized.			
Physical and financial accomplishments are based on the planned targets.			
Innovations/best practices are well established and go beyond office duties/functions.			
Reasons for gains and gaps are clearly stated.			
Goals, physical, and financial targets are aligned with the plan.			
Financial accomplishments in the MEA-PIR are aligned and consistent with the budget report from the Accounting Section/Finance Division.			

Process Observer
(Signature over Printed Name)



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Enclosure No. 5

MEA-PIR VALIDATION TOOL

Functional Division/SDO _____ Date _____

Indicators	Response Options		
	Yes	No	Remarks
I. Content of Accomplishment Report			
A. Office Performance (Quality Assurance Division)			
❖ Office Performance refers to the systematic evaluation of an office's effectiveness in achieving its mandated goals and objectives based on the identified Key Result Areas in the Compendium Version 3, which is aligned with Office Performance Commitment and Review Form (OPCRF).			
1. Key Result Areas (KRAs) are complete and cover all required deliverables.			
2. Annual and quarterly targets are realistic, measurable, and aligned with the KRAs.			
3. Quarterly targets are not set below expected performance standards.			
4. Clear and well-justified explanations are provided for any instances of overachievement or underachievement.			
5. Reported accomplishments match the set targets, showing whether goals were met or over/underachieved.			
B. Accomplishment and Catch-up Plan (Finance Division)			
❖ Accomplishment refers to the documented physical and financial completion of the Department of Education's (DepEd) Programs, Projects, and Activities (PPAs). This includes: a. Physical Accomplishment: The extent to which the set targets for each PPA have been achieved. b. Financial Accomplishment: A breakdown of expenditures against the allocated budget, including quarterly obligations and disbursements by the Regional Office Functional Divisions and Schools Division Offices.			
❖ Catch-Up Plan refers to the strategic response to address any shortfalls in PPA accomplishments.			
1. Programs, Projects, and Activities (PPAs) are aligned with and consistent with the financial reports prepared/ submitted by the Budget Officer.			
2. Reported physical accomplishments are complete, consistent, and proportionate to the approved annual targets.			
3. Reported financial accomplishments are complete,			



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accurate, and aligned with the financial reports prepared/ submitted by the Budget Officer.			
4. Reasons for overperformance or underperformance (including issues, concerns, and bottlenecks) are clearly articulated, with corresponding catch-up plans outlined.			
5. The summary of financial accomplishments is complete, accurate, and consistent with the financial report prepared/ submitted by the Budget Officer.			
C. Operational and Policy Issues (Quality Assurance Division)			
<ul style="list-style-type: none">❖ Operational issues refer to concerns or challenges related to the office's overall performance and the execution of programs, projects, and activities (PPAs). These issues may impact efficiency, resource allocation, and the ability to meet organizational objectives effectively.❖ Policy issues refer to concerns or challenges encountered during the implementation of programs, projects, and activities (PPAs), which may hinder compliance, effectiveness, or alignment with organizational goals and regulations.			
1. Operational and/or policy issues are clearly defined, outlining their relevance to organizational objectives.			
2. Actions undertaken or proposed to address identified issues are explicitly stated.			
3. Issues necessitating higher-level management action or decision-making are distinctly identified.			
D. Bottlenecks, Lags, Issues, and Concerns (BLICs) (Quality Assurance Division)			
<ul style="list-style-type: none">❖ Bottlenecks refer to the structural or procedural obstacles that impede efficient workflow or decision-making processes.❖ Lags refer to the delays in the execution or completion of planned activities, often due to resource constraints or coordination issues.❖ Issues refer to the identified problems that affect the quality, efficiency, or effectiveness of educational services.❖ Concerns refer to the emerging or potential problems that may impact future operations or outcomes if not addressed promptly.			
1. All Bottlenecks, Lags, Issues, and Concerns (BLICs) are comprehensively documented, ensuring that each entry has the required details.			
2. Bottlenecks, Lags, Issues, and Concerns (BLICs) are clearly and systematically defined which facilitates technical assistance and effective monitoring ensuring that			



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interventions are appropriately aligned with identified challenges.			
E. Innovations (Quality Assurance Division)			
❖ Innovations refer to the initiated programs, projects, or activities by the Schools Division Office and Regional Office-Functional Division that contribute to the improvement of the processes, services, products, or outcomes of the organization. The innovation can be a result from a collaborative effort among team members and stakeholders, can be driven by research-based initiatives, or result from a survey, consultation meeting, focus group discussion and the like.			
1. The data entries are accurate and complete.			
2. The impacts of the innovations are clearly defined and demonstrate alignment with the organization's strategic objectives.			
F. Quick Wins and Best Practices (Quality Assurance Division)			
❖ Quick win refers to a visible and impactful improvement that directly contributes to the organization and can be achieved shortly after the implementation of a program, project, or activity (PPA).			
❖ Best practice refers to a technique or methodology that, based on experience and research, has consistently demonstrated its ability to achieve desired results effectively and reliably.			
1. The data entries are accurate and complete.			
2. The impacts of quick wins and best practices are clearly defined and demonstrate alignment with the organization's strategic goals.			
G. DepEd Region XI Strategic Objectives (SO) and Organizational Outcome (OO) for FY 2025 (Quality Assurance Division)			
❖ Strategic objectives refer to the specific, measurable goals set by the organization to guide its actions and initiatives toward improving the quality and accessibility of basic education in the Philippines. These objectives are aligned with DepEd's vision, mission, and overall education framework, ensuring that efforts are directed toward enhancing student learning outcomes, promoting equity, and strengthening the education system.			
❖ Organizational outcome refers to the measurable results or impacts achieved by the department as it implements its programs, policies, and initiatives aimed at improving the educational system in the Philippines. These outcomes reflect the effectiveness of DepEd's strategies in fulfilling its mission to provide quality and accessible basic education to all learners.			
1. The data entries are accurate and complete.			
2. Reported accomplishments match the set targets, showing whether goals were met or over/underachieved.			

Validator
(Signature over Printed Name)