



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-395

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Education Program Supervisor, SGOD
Education Program Supervisors, CID
Public Schools District Supervisors
All Others Concerned

Subject: **THIRD QUARTER OF FY 2023 DIVISION AND REGIONAL MONITORING EVALUATION AND ADJUSTMENT - PROGRAM IMPLEMENTATION REVIEW (MEA-PIR)**

Date: November 9, 2023

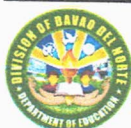
1. Pursuant to Regional Memorandum QAD-2023-072, the Regional Office through the Quality Assurance Division (QAD) announces the amended schedule of the 3rd Quarter RMEA-PIR (see enclosure 1).
2. With this, the Division Monitoring Evaluation and Adjustment-Program Implementation Review (DMEA-PIR) Document Review (Online) will be on November 14, 2023 to be done by identified process observers per functional division (see enclosure 2) using the Process Observation Analysis (POA) Tool.
3. All program owners in the Division are enjoined to submit their reports through the respective functional divisions which shall gather and consolidate the data using the prescribed templates. The templates are available through the MEA-PIR focal persons in each functional division: Danilo Jr. Q. Lumayno (SGOD); Gloria B. Subong (CID); and Alberto Jr. Sumaoy (OSDS).
4. All required MEA-PIR reports in all functional divisions should have been consolidated and finalized in the online templates by November 13, 2023. For further information and clarification, kindly coordinate with Mr. Arnel F. Labasan, Division MEA-PIR Focal Person.
5. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
6. Immediate dissemination of and strict compliance to this memorandum are directed.



Enclosure/s: As stated

sgod/smme

REYNALDO B. MELLORIDA, CESOV
Schools Division Superintendent



ENCLOSURE 1: LIST OF PROCESS OBSERVERS

FUNCTIONAL DIVISION	ASSIGNED PROCESS OBSERVER
OSDS	EVELYN GRACE H. LABASAN EPS-Science (CID)
SGOD	JAYSON J. JUMANGIT AO IV-Records (OSDS)
CID	ELVIN A. ANAJAO PDO I-LFP (SGOD)





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	and accomplished MEA-PIR POA Tool	MEA-PIR POA Tool will be submitted through this email address: roxigadddl@gmail.com	
November 23-24, 2023	Conduct of Regional MEA-PIR (RO-FDs and SDOs)	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 (reviewed report) Accomplished MEA-PIR POA Tool by the identified process observers (within RO)
November 28, 2023	MEA Post Conference	Face-to-Face at Durian Hall, DepEd RO XI	Minutes of the Meeting

All other provisions of Regional Memorandum QAD-2023-020, re: Monitoring, Evaluation and Adjustment-Program Implementation Review (MEA-PIR) schedules and activities for FY 2023 dated March 17, 2023 remain in effect.

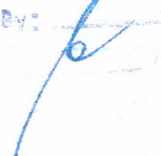
Enclosed are the identified MEA-PIR process observers for the third quarter of Fiscal Year 2023 and copy of the Process Observation Analysis (POA) Tool for document review.

For information and guidance of the concerned.

ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION - REGION XI
 RECORDS SECTION
RELEASED

ROQ5/ddl

By: 
 Date: Nov. 08, 2023



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

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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

QAD-2023-072

To : Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents

Subject: THIRD QUARTER OF FY 2023 REGIONAL MONITORING,
 EVALUATION AND ADJUSTMENT - PROGRAM IMPLEMENTATION
 REVIEW

Date : November 6, 2023

In compliance with DepEd Memorandum OUA-OUT-0 11023-010, informing the field on the adoption of Microsoft 365 starting February 1, 2023, this Regional Office through the Quality Assurance Division (QAD) announces the hereunder amended schedule of the 3rd Quarter RMEA-PIR due to system adjustments.

Dates	Activities	Mechanism	Output
November 9, 2023	Preparatory Meeting via Google Meet at 1:00-3:00 PM Meeting Code: bzo-owzn-kfb	Online <i>Participants:</i> MEA-PIR Focal Persons (RO and SDOs)	Minutes of the Meeting
November 14-15, 2023	Conduct of DMEA-PIR including Adjustments of Plans	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 Accomplished MEA-PIR POA Tool by the identified process observers (within the SDO)
November 16-17, 2023	Conduct of Regional Office FDs MEA-PIR including Adjustment of Plans	Document Review	Accomplished MEA-PIR report for 3 rd Quarter of FY 2023 Accomplished MEA-PIR POA Tool by the identified process observers (within RO)
November 21, 2023	Submission of the reviewed RO-FDMEA & DMEA-PIR Reports	Online Submission	Accomplished MEA-PIR report and POA Tool



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Enclosure 3

MEA-PIR

PROCESS OBSERVATION ANALYSIS (POA) TOOL

Presenter _____ Date _____
SDO _____

Indicators	Response Options			Unique Features
	Yes	No	Remarks	
1. Format and Technology used is:				
Online Google Sheet				
standard dashboard				
standard templates				
Font size is readable				
2. Timeliness (Time-bound)				
3. Content				
organized				
comprehensive				
Data-driven				
substantial				
4. Accomplishments				
Utilization of the previous Quarter's MEA data				
Processing on the status and closure of the Previous Quarter's CIGPs (Commitment)				
Activities that generate gains are aligned with the Performance Indicators and not under-targeted.				
Physical and financial accomplishments are based on the planned targets.				
Value-added outputs, innovations/best practices are well established and go beyond office duties/functions.				
Reasons for gains and gaps are clearly stated.				
Alignment of goals, physical and financial targets with the plan				
FINANCIAL ACCOMPLISHMENTS				
Consistency of the Financial data				
Financial Accomplishment in the MEA-PIR must tally against the budget report				



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Additional Comments and Feedback

Process Observer
(Signature over Printed Name)



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