



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

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November 28, 2022

REGION MEMORANDUM  
QAD No. 48, s. 2022

**CONDUCT OF 2022 4<sup>th</sup> QUARTER REGIONAL MONITORING, EVALUATION  
AND PLAN ADJUSTMENT (RMEPA)**

TO: Schools Division Superintendents  
Asst. Schools Division Superintendents  
Region and Division Functional Division Chiefs  
Regional Education Program Supervisors

1. To evaluate the efficiency and effectiveness of program, policy, and internal processes of the DepEd SOCCSKSARGEN Region for 2022 and pursuant to DepEd Order No. 29, s. 2022 or the Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF), this Office continues to enhance the conduct of the quarterly Regional Monitoring, Evaluation and Plan Adjustment (RMEPA).

2. The schedule of the 4<sup>th</sup> Quarter RMEPA shall be on **January 19-20, 2023 via MS Teams** (*Link will be provided via RMEPA SOX*) and with the purpose of **evaluating and planning for actions to be taken** regarding the results of the **4<sup>th</sup> quarter performances reflected in the Budget Accountability Report (BAR) of the division offices and Enabling Mechanism 4: Improve and modernize internal systems and processes for a responsive and efficient financial resource management and the quality performance for the 1<sup>st</sup> grading of SY 2022-2023.**

3. Specifically, the activity shall focus on achieving the following objectives:

3.1 Discuss the progress of learning and gaps as of **1<sup>st</sup> grading period** of School Year 2022-2023 by stage of numeracy and literacy standards.

3.2 Discuss the **4<sup>th</sup> quarter performances** of the divisions particularly the targets and accomplishment of 2022 deliverables as contained in the Budget Accountability Report;

3.3 Evaluate the division performance relative to the programs, projects and activities firm-ed-up on physical and financial targets versus accomplishment for the end of the performance;

3.4 Discuss issues, gaps and bottlenecks affecting the implementation of programs, projects, activities and innovation related to quality



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; and

3.5 Discuss corrective actions, prioritization of actions and opportunities for improvement for 2023 in terms of current policies, programs and initiatives affecting basic education implementation for top management decision.

4. Participants for the RMEPA from the region and SDOs are the following (No proxy is allowed):

Regional Office (41 participants)	ORD – Director IV, Director III
	PPRD – Chief, (1) EPS, Planning Officer
	HRDD – Chief, (2) EPS
	ESSD – Chief, Medical Officer IV, Dentist III, Nutritionist II, Engineer III, PDO IV, PDO II
	CLMD – Chief, (11) EPS
	QAD – Chief, (5) EPS
	FTAD – Chief, (2) EPS
	Finance – Chief, SAO, AO V (Budget)
	Administrative Division – Chief, SAO, AO V-Personnel
	Secretariat/ICT
SDO (8 participants)	SDS, ASDS, Functional Division Chiefs (2), Division Planning Officer, SGOD EPS, SEPS for M&E, SEPS for Planning and Research

5. To provide more time for presentations and discussion, an innovation on efficiency in the conduct of the RMEPA shall still be implemented where the SDOs shall be divided into 2 parallel virtual rooms as given below:

GROUP A	GROUP B
General Santos City Kidapawan City Koronadal City Tacurong City	Cotabato Province Sarangani South Cotabato Sultan Kudarat

6. Participants are reminded to observe the following procedures and standards:



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6.1 SDOs shall prepare a **30-minute PowerPoint presentation** aligned with the contents of the toolkit per quarter. (To ensure contents are followed, SDOs are required to conduct pre-work after the quarterly DMEPA).

6.2 SDO presentation shall only have **20 slides, prioritizing and highlighting** the most significant change contributing to the implementation of the inclusive education programs, gaps, issues and concerns needing top management decision and action.

6.3 The Schools Division Superintendent shall be responsible in reporting the performance of the division; however, in case of unavoidable absence of the SDS, the assistant schools division superintendent or any authorized representative shall do the task, with proper communication to the regional management. **Oral presentation by the SDS or his authorized representative is highly preferable rather than pre-recorded video presentation of the report.**

6.4 A **30-minute interpellation, discussion and synthesis** with the regional executive committee (REXECOM) shall follow to commend major accomplishments and MSCs of the divisions and clarify issues and concerns for regional office action and/or endorsement for central office decision.

6.5 The lead discussant assigned shall keep track of the time as the presentation is being done and shall **politely cut the presentation if it exceeds the prescribed time**. However, to ensure that the lead discussants and panelists are informed of the full content of their presentation, SDOs are requested to submit the soft copy at least **three (3) days prior** to the RMEPA schedule to email ads [qad.region12@deped.gov.ph](mailto:qad.region12@deped.gov.ph) and [region12@deped.gov.ph](mailto:region12@deped.gov.ph) .

6.6 For easy tracking and profiling of files to be submitted, all SDOs shall follow the required format: **\_\_\_ Quarter RMEPA Report, Name of Division**, e.g. **4<sup>th</sup> Quarter RMEPA Report Koronadal City**.

7. QAD as process observers shall monitor and evaluate the SDO reports and delivery using the Process Observation Checklist for RMEPA.

8. The Day 2 of the RMEPA shall be the regional Program Implementation Review where major programs, projects and activities implemented at the regional level shall be assessed vis-à-vis the program holders' committed outputs and targets for FY 2022. For this quarter, education program supervisors and program holders for ALS, SPED, OBE, IP and Muslim Education and School Feeding Program shall be asked to prepare to report.



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9. Lunch and snacks shall be served to RMEPA participants who are physically present at the regional office chargeable to regional MOOE (QAD allocated funds) subject to the usual accounting and auditing rules and procedures.
10. Attached are the following, for reference and guidance of all concerned:  
Enclosure 1 - Tool Kit for 4<sup>th</sup> Quarter RMEPA  
Enclosure 2 - Indicative Schedule of Activities
11. For the information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

*Encl.: As stated*

*Reference: SOCCSKSARGEN's 12 Strategic Objectives; QAD OM*

*Allotment: MOOE*

*To be indicated in the Perpetual Index under the subject*

**MONITORING & EVALUATION**                      **PERFORMANCE**

*MAP/QAD/RM/ CONDUCT OF 2022 3<sup>rd</sup> QUARTER REGIONAL MONITORING, EVALUATION AND PLAN ADJUSTMENT (RMEPA)/049/September 5, 2022*



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*Enclosure 1 to Region Memorandum QAD No. 48, s. 2022: Toolkit for 4<sup>th</sup> Quarter RMEPA*

**TOOLKIT FOR 4<sup>th</sup> QUARTER RMEPA**

**Theme: Quality: Recovering from the Learning Loss and Efficiency of Programs and Internal Processes of 2022**

Mandated by the Republic Act (RA) 9155 or the Governance of Basic Education Act and RA 10533 or the Enhanced Basic Education Act of 2013, the Department of Education came up with the Basic Education Development Plan (BEDP) 2030 with the goal that all Filipinos will be able to realize their full potential and contribute meaningfully to a cohesive nation through the protection and promotion of the right to education. This long-term plan goes alongside the Sulong Edukalidad Framework, the Philippine Development Plan, Ambisyon 2040 and the Sustainable Development Goals (SDG) 2030.

To ensure that DepEd is gearing towards its goal, the Basic Education Monitoring and Evaluation Framework (BEMEF) explicitly identifies and articulates the indicators and targets for measuring performance across all governance levels and at the same time provides agency-wide monitoring and evaluation system.

Strengthening its roles and responsibilities in conducting monitoring and evaluation (M&E) in support to the call for transparency and accountability in the basic education sector, DepEd SOCCSKSARGEN designed this 4<sup>th</sup> quarter toolkit as guide to the schools division offices in formulating a Completed Staff Work (CSW) aligned with the BEMEF.

Specifically, this Toolkit aims to collect data on **quality and efficiency of programs and internal processes for 2022** as these data serve as indicators of the current organizational performance level relative intermediate outcomes 3.1 to 3.4 on quality and enabling mechanism 4: Client Satisfaction Rating at the division level.

The **4<sup>th</sup> Quarter RMEPA** aims to accomplish the following:

- **Evaluate the 4<sup>th</sup> quarter program implementation of 2022 via the BAR;**
- **Track progress of 1<sup>st</sup> grading period quality performance by key stage Grade 3, Grade 6, Grade 10, and Grade 12 in the learning areas of English, Filipino, Math and Science for SY 2022-2023; and**
- **evaluate the results of the Client Satisfaction Rating and Feedback Management of Internal and External Clients of the division office particularly in the implementation of programs and internal processes.**



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**I. Program Implementation Evaluation**

1. Aligned to the Budget Accountability Reports for Physical and Financial of the DBM, present the **S-Curve** of the **4<sup>th</sup> quarter overall physical & financial targets** versus the accomplishment and utilization of each program identified below:

Programs/Sub-Programs/Projects	Output Indicators	Physical		Financial		Variance
		Target	Actual	Target	Actual	
EDUCATION POLICY DEVELOPMENT PROGRAM	<b>Number of Education Research Completed</b>					
BASIC EDUCATION INPUTS Program	<b>Percentage of schools meeting the standard ratio for teachers</b>					
	<b>Number of newly created teaching positions newly filled up</b>					
	<b>Percentage of Learners enrolled in SPED (Public)</b>					
	<b>Percentage of Learners enrolled in ALIVE (Public and Private)</b>					
	<b>Percentage of Learners enrolled in IPED (Public)</b>					
	<b>Percentage of Learners enrolled in ALS</b>					





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		<b>Percentage of learners provided with learning resources</b>					
		<b>Number of Schools Offering</b>					
		<i>ALIVE</i>					
		<i>IPED</i>					
		<i>SPED</i>					
SUPPORT SCHOOLS LEARNERS PROGRAM	TO AND	<b>Retention Rate</b>					
		<i>Elementary</i>					
		<i>Secondary</i>					
		<b>Completion Rate</b>					
		<i>Elementary</i>					
		<i>Secondary</i>					
		<b>Proportion of learners achieving at least nearly proficient level in NAT increased</b>					
		<i>Grade 6</i>					
		<b>Proportion of learners achieving at least nearly proficient level in NAT increased</b>					
		<i>Filipino</i>					
		<i>Mathematics</i>					
		<i>English</i>					



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SUPPORT SCHOOLS LEARNERS PROGRAM	TO AND	<i>Science</i>					
		<i>HEKASI</i>					
		<b>Junior High School Grade 10</b>					
		<i>Filipino</i>					
		<i>Mathematics</i>					
		<i>English</i>					
		<i>Science</i>					
		<i>Araling Panlipunan</i>					
		<b>Senior High School (Grade 12)</b>					
		<i>Filipino</i>					
		<i>Mathematics</i>					
		<i>English</i>					
		<i>Science</i>					
	<i>Araling Panlipunan</i>						
	<b>Number of learners benefitting from the "School Feeding Program"</b>						
	<i>Elementary</i>						
EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM		<b>Increase in percentage of schools conducting schools learning action cell sessions</b>					
		<b>Number of teachers trained</b>					
		<b>Number teaching-related staff trained</b>					



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2. Highlight program or outputs that were delayed and explain causes of delay. Suggest adjustments, correctives, and realignment of funds to support learning continuity.
3. Explain causes of poor utilization of resources and suggest how these can be mitigated withstanding bottlenecks of implementation.
4. Highlight **Most Significant Change stories** regarding the contribution of inclusive education programs and projects to the lives of the learners, teachers, school and education stakeholders.
5. If needing assistance to facilitate program implementation, ask assistance from the **RO or CO. Be specific in the assistance or actions needed from RO/CO.**

## II. Division Performance on Intermediate Outcomes 3.1 to 3.4: Quality

1. Present the **1<sup>st</sup> quarter general performance average on Math, Science, English, and Filipino for SY 2022-2023 by level (Grades 3, 6, 10, and 12)**
2. Show comparative graphs and tables to provide overall performance of the Division on 1<sup>st</sup> quarter general performance average on Math, Science, English and Filipino for SY 2022-2023 by level *(Grades 3, 6, 10, and 12)*
3. Show performance of schools using the achievement of the 1<sup>st</sup> quarter general performance average - **quartile ratio**
4. Show the **1<sup>st</sup> quarter division level percentage of learners by key stage (Grades 3, 6, 10, and 12) attaining proficiency level of at least 80% for the learning areas of Math, Science, English and Filipino**

### 4.1 Segmentation

- Show a data map as of 1<sup>st</sup> quarter general performance average for Math, Science, English and Filipino SY 2022-2023 by level *(Grades 3, 6, 10, and 12)* (one map per GPA results of Grades 3, 6, 10, and 12)

### 4.2 Analyses

- Describe the programs and/or practices implemented leading to improve performance or achievement/general performance average



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- Explain the context (environmental factors) contributing to poor pupils/students performance/achievement
- Explain why the Division and schools are unable to improve achievements despite the implementation of locally initiated programs related to quality education

### 4.3 Proposed Actions

- Describe measures being undertaken to sustain DepEd programs on quality.
- Provide suggestions on how to improve programs on quality to minimize effects of environmental factors contributing to GPA.
- Suggest actions or measures that will address the limitations or weaknesses of DepEd programs on quality.
- Suggest new policies and/or enhancements in DepEd policies and systems related to quality.

### III. Division Client Satisfaction Rating and Feedback Management of Internal and External Clients in the of implementing of programs and internal processes.

#### A. Client Satisfaction Rating and Feedback Management

A.1 Focus on the monthly summary of Client Satisfaction Rating and complaints received by the division office by functional division/office (OSDS,CID,SGOD) from January to December of 2022. Review the monthly results of each office by determining the rating achieved by office, client and process including the comments of internal and external clients.

A.2 Analyze, present, and discuss the following data:

- General Average Rating of Client Satisfaction by month and by office of the division.
- Client Satisfaction Rating by Month, by Client (Internal and External Clients), and by internal processes.
- Highlight the comments needing request for actions to be taken by the division
- Status of request for action taken by the division as of December 2022

A.3 Analyze, present, and discuss the following data:



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- Summary of Complaints received by the division by month and classification (Program Implementation, Internal Processes, Policy Implementation, Administrative Concerns)
- Total number of complaints by month with 72-hour compliance rate versus beyond 72-hour compliance rate
- Total number of complaints by month with resolution rate versus non-resolution as of December 2022
- Highlights actions to be taken to address non-resolution rate

***Highlight bottlenecks and issues gathered regarding program implementation and internal processes. Determine specific areas needing the top management decision and actions.***

#### **V. AGENDA**

**Highlight policy issues, program design concerns, system improvements that the RO/CO should immediately address.**



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Enclosure 2 to Region Memorandum QAD No. 48, s. 2022: Indicative Schedule of Activities

**Indicative Schedule of Activities**  
**2022 4th Quarter Regional Monitoring, Evaluation and Plan Adjustment**  
**(RMEPA)**

TIME	ACTIVITY	PERSON RESPONSIBLE
Day 1: RO and SDO Interfacing		
7:30-8:00AM	Signing-in	
8:00-8:15 AM	Video Teleconferencing Protocols	
8:15-8:45 AM	Opening Program <ul style="list-style-type: none"><li>Invocation:</li><li>Attendance Check of RMEPA Participants from RO and SDOs</li><li>Opening Remarks</li><li>MESSAGE:</li><li>Statement of Purpose &amp; Objectives of the 2022 4<sup>th</sup> Quarter RMEPA &amp; Status of Agreements of the 2022 3<sup>rd</sup> Quarter RMEPA</li></ul>	c/o QAD Melinda A. Rivera <i>Chief, FTAD</i>  Rebonfamil R. Baguio <i>Director III</i>  Carlito D. Rocafort <i>Director IV</i>  Luz Lalli L. Ferrer <i>Chief, QAD</i>
8:45-9:00 am	BREAK AWAY (Group B shall transfer to another meeting platform)  Division Presentations	



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	GROUP A Moderator: Louella D. Jabido Top Management:  Rebonfamil R. Baguio <i>Director III</i>	GROUP B Moderator: Nathaniel F. Bangoc II Top Management:  Carlito D. Rocafort <i>Director IV</i>
9:00-10:00 am	KORONADAL CITY Presenter: SDS Crispin A. Soliven Jr. <i>Lead Discussant:</i> <i>Gilbert B. Barrera</i> Chief, CLMD Synthesizer: Arturo D. Tingson Jr. EPS, CLMD	SOUTH COTABATO Presenter: SDS Ruth L. Estacio <i>Lead Discussant:</i> Melinda A. Rivera Chief, FTAD Synthesizer: Shiennalyn L. Antenor EPS, CLMD
10:00-11:00 am	TACURONG CITY Presenter: SDS Miguel P. Fillalan, <i>Lead Discussant:</i> Napoleon J. Gio Chief, ESSD Synthesizer: Ma. Isabel Cunanan EPS, HRDD	SULTAN KUDARAT Presenter: SDS Leonardo M. Balala <i>Lead Discussant:</i> <i>Ma. Lourdes A. Sanchez</i> Chief, Finance Synthesizer: Cynthia Diaz EPS, CLMD
11:00-12:00 am	KIDAPAWAN CITY Presenter: SDS Natividad G. Ocon <i>Lead Discussant:</i> Luz Lalli L. Ferrer Chief, QAD Synthesizer: Emily F. Enolpe EPS, FTAD	COTABATO PROVINCE Presenter: SDS Isagani S. Dela Cruz <i>Lead Discussant:</i> Kathrine H. Lotilla Chief, AD Synthesizer: Magdaleno Duhilag Jr. EPS, CLMD
12:00 – 1:00pm	LUNCH	



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1:00-2:00 pm	<b>GENERAL SANTOS CITY</b> Presenter: SDS Romelito G. Flores Lead Discussant: Peter Van C. Ang-ug OIC-Chief, HRDD Synthesizer: Joven Ryan Malida EPS, CLMD	<b>SARANGANI</b> Presenter: SDS Gildo G. Mosqueda  Lead Discussant: Glenn A. Bisnar Chief, PPRD Synthesizer: Jay-R Lipura EPS, CLMD
2:00-3:00 pm	<b>CLOSING PROGRAM – PLENARY</b>  • Next Steps/Ways Forward	For Group B: Carlito D. Rocafort <i>Director IV</i>  For Group A: Rebonfamil R. Baguio <i>Director III</i>
	<i>Discussants: Joven Ryan Malida, Arturo Tingson Jr., Leonardo B. Mission, Regan B. Dagadas, Ma. Isabel Cunanan, Dr. Sylvia Vivian Galang, Engr. Elgene Dequilla, Earl Wendell Lope, Emily G. Enolpe, Ma. Jeanette N. Delima, Emerin B. Astillero</i>	<i>Discussants: Jade T. Palomar. Cynthia Diaz, Magdaleno Duhilag Jr., Jay-R Lipura, Shiennalyn Antenor, Ismael Ngitngit Jr., Ma. Lourdes Ines, Dr. Mina Fe Ruz, Agney C. Taruc, Joseph Russel Farnazo, Noren Grace Laguting</i>
<p style="text-align: center;">Process Observers:</p> <p>QAD EPS: Norman S. Valeroso, Grace Patrice M. Mondragon, Louella D. Jabido, Michael A. Poblador, Nathaniel F. Bangoc II</p>		



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