



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

January 2, 2024

REGION MEMORANDUM
 QAD-2024-001

VIRTUAL CONDUCT OF 4th QUARTER CY 2023 RMEPA

To: Schools Division Superintendents
 Region and Division Functional Division Chiefs

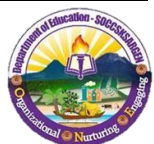
1. With reference to DO 029, s. 2022 and Region Memorandum QAD-2023-013, the virtual conduct of **4th Quarter CY 2023 Regional Monitoring, Evaluation and Plan Adjustment (RMEPA)** shall be **on January 11-12, 2023 via MS Teams**. Link will be sent one day before the activity via official group chats.

2. The RMEPA aims to:

- 2.1 Discuss the Q4 status of programs, projects and activities on physical and financial plans versus accomplishments.
- 2.2 Discuss the 4th quarter performances of the divisions particularly the targets and accomplishment of 2023 deliverables as contained in the Budget Accountability Report;
- 2.3 Discuss issues, gaps and bottlenecks affecting the implementation of programs, projects and activities.
- 2.4 Review initial progress of performance vis-à-vis the regional basic education plan (REDP).
- 2.5 Discuss corrective actions, prioritization of actions and opportunities for improvement for the next quarter in terms of current policies, programs and initiatives affecting basic education implementation for top management decision.

3. 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



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SDO (9 participants)	SDS, ASDS, Functional Division Chiefs (2), Division Planning Officer, SGOD EPS, SEPS and EPS II for M&E, SEPS for Planning and Research
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4. 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
SDO General Santos City	SDO Cotabato
SDO Kidapawan City	SDO Sarangani
SDO Koronadal City	SDO South Cotabato
SDO Tacurong City	SDO Sultan Kudarat

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

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

5.2 SDO presentation shall have a maximum of 20 slides, prioritizing and highlighting only the PPAs, Pillars and output/output indicators identified in the 4th Quarter toolkit.

5.3 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.

5.4 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. 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;

5.5 To ensure that the lead discussants and panelists are informed of the full content of the PowerPoint presentations and to allow efficient collection of required data sets, all SDOs shall upload their presentations and update their data bank on M&E results in the QAD e-DCMS at least three (3) days prior to the RMEPA schedule.

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



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7. The Day 2 of the RMEPA shall be the regional Program Implementation Review (PIR) 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 2023. 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.
8. 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.
9. Attached are the following, for reference and guidance of all concerned:
Enclosure 1 - Tool Kit for 4th Quarter RMEPA
Enclosure 2 - Indicative Schedule of Activities
10. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encls.: As stated

Reference: SOCCSKSARGEN's Strategic Objectives; QAD OM

Allotment: MOOE

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

MONITORING EVALUATION PERFORMANCE

NSV/QAD/ VIRTUAL CONDUCT OF 4th QUARTER CY 2023 RMEPA/001/January 2, 2024



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