



January 24, 2017

REGIONAL MEMORANDUM

No. **037**, s. 2017

To: Schools Division Superintendents
 All Others Concerned

CAPABILITY BUILDING FOR SCHOOLS DIVISION OFFICES ON STRENGTHENING IMPLEMENTATION OF MONITORING, EVALUATION AND ADJUSTMENT (MEA) TECHNOLOGY AT THE SCHOOL LEVEL

1. To ensure the efficiency, effectiveness and sustainability of the Region's initiative in assuring quality in the delivery of basic education services and implementation of programs and projects, this Office through the Quality Assurance Division (QAD) and in partnership with Project BEST will conduct the Capability Building For Schools Division Offices on Strengthening Implementation of Monitoring, Evaluation and Adjustment (MEA) Technology at the School Level in two batches scheduled on February 13-15, 2017 and February 15-17, 2017 respectively. The venue will be announced later.
2. The objectives of the said activity are the following:
 - a. introduce and discuss the enhanced Monitoring and Evaluation principles, practices, relevance, processes, accountabilities, tools and templates and analysis of KPIs;
 - b. demonstrate the proper utilization of data gathering e-tool and school data in making decision and adjustments of plans for specific quarter;
 - c. establish the M&E link of Schools to School Districts and to SDOs; and,
 - d. enhance the existing Monitoring and Evaluation system of the schools.
3. Participants to the activity are the following:

Batch 1	Baybay City	CID Chief/EPS	6
	Biliran	SGOD Chief/M&E	6
	Borongan City	PSDS	6
	Catbalogan City	Elementary School Head	6
	Eastern Samar	Secondary School Head	6
	Tacloban City	Senior High School Head	6
	Northern Samar		6
	RO-QAD	EPS and Staff	6
	Project BEST	Representative	2
	<i>Sub-Total</i>		50



LEAD, EMPOWER AND ACHIEVE THROUGH DATA DRIVEN DECISIONS

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Tel/Fax No.: (053) 323-3156 region8@deped.gov.ph / qaddepedro8@gmail.com

Batch 2	Maasin City	CID Chief/EPS	6
	Southern Leyte	SGOD Chief/M&E	6
	Calbayog City	PSDS	6
	Samar	Elementary School Head	6
	Ormoc City	Secondary School Head	6
	Leyte	Senior High School Head	6
	RO-QAD	EPS and Staff	6
	Project BEST	Representative	2
	<i>Sub-Total</i>		44
<i>Total</i>			94

4. All participants are advised to bring laptop and third grading school data (November 2016, December, 2016 and January 2017) for the workshop activities.

5. Lodging and meals during the activity will be charged against Project BEST funds while the travel expenses to local funds subject to usual accounting and auditing rules and regulations. First meal is breakfast of Day 1 and last meal is lunch of Day 3 of every batch.

6. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO, Ed. D., CESO IV
 OIC, Regional Director

Enclosure: None

Reference: QAD 2017 AIP

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

TRAINING

EVALUATION

MONITORING

PLANNING