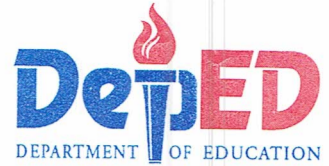




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City




March 06, 2017

REGIONAL MEMORANDUM
No. 050 s. 2017

To: SCHOOLS DIVISION SUPERINTENDENTS

ASSESSMENT OF MONITORING, EVALUATION & ADJUSTMENT (MEA) TECHNOLOGY
IN THE SCHOOLS DIVISION OFFICES (SDOs)

1. The Department of Education Regional Office VI through the Quality Assurance Division will conduct an **Assessment of MEA Technology in the SDOs** on **March 14-16, 2017** at **Hotel Veronica, Roxas City**.
2. The activity aims to:
 - a. share experiences on SDO MEA practices.
 - b. assess, analyze SDO MEA practices, structure and processes, Programs and Projects.
 - c. recommend ways to improve the SDO MEA practices.
3. Participants to this activity are the following:
 - Regional Office
 - Chief and EPSs of Quality Assurance Division
 - Schools Division Offices
 - SDS or ASDS
 - CID & SGOD Chiefs
 - M&E Coordinator (SEPS)
 - Planning Officer
4. Participants are required to prepare and bring the documents (for reporting purposes) listed on the attached sheet.
5. Registration of participants will start 10am of March 14, 2017. First meal is lunch on March 14 and last meal is breakfast of March 17, 2017.
6. The registration fee, meals and accommodation will be shouldered by the Basic Education Sector Transformation (BEST) Program. Travel and other expenses relative to the activity are chargeable against local funds, subject to the availability and the usual accounting and auditing rules and regulations.
7. Deadline for the submission of list of confirmed participants per division will be on March 8, 2017 thru email address gemma.pedregosa@best.org.ph. For queries you may contact Ms. Gemma Rose C. Pedregosa at cel# 09163004656.
8. Widest dissemination of this Memorandum is desired.


DR. VICTOR G. DE GRACIA, CESO V
Schools Division Superintendent
Officer-in-Charge
Office of the Asst. Regional Director

Reference : None
To be indicated in the Perpetual Index
under the following subjects:
Assessment Monitoring Evaluation

LMSajonia, RM on MEA Process
March 8, 2017

Documents to Prepare for Reporting

1. Report on actual MEA practice

This will describe the actual DMEA experience in 2016 which will include the processes, office/persons involved, outputs per step of the process flow, identified facilitating and hindering factors and recommendations.

2. SDO Organization Structure (CID, SGOD, Admin)

This should include the official item/position, functions and designations/assignments of personnel. Facilitating & hindering factors and recommendations to improve performance should be included.

3. SDO Systems and Processes

These should include all the functional systems and processes employed in the delivery of educational services (example: Monitoring & Evaluation Process Flow, Technical Assistance Process Flow). The presentation will show the process flow, facilitating and hindering factors and recommendations to improve system or process flow should be included.

4. Special Programs & Projects

This should include all the Special Programs and Projects funded by Central Office and Private Partners, and Division Initiated Projects to improve performance of the learners and employees. Identified Guidelines, hindering & facilitating factors and recommendations to improve performance per program should be included.

