



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGIONAL OFFICE VIII (Eastern Visayas)
Government Center, Candahug, Palo, Leyte



February 23, 2017

REGIONAL MEMORANDUM

No. **106**, s. 2017

**CONVERGENCE MEETING: COMPLETED STAFF WORK (CSW)
1ST QUARTER OF CY 2017 MONITORING, EVALUATION
AND ADJUSTMENT (MEA)**

To: Schools Division Superintendents
All Others Concern

1. This Office, thru the Quality Assurance Division (QAD) shall conduct the Convergence Meeting: Completed Staff Work (CSW) in preparation for the 1st Quarter of CY 2017 Monitoring, Evaluation and Adjustment (MEA) of Region, SDOs and Schools on March 28-29, 2017. The venue will be announced later.
2. The CSW shall ensure that reports shall focus on physical accomplishments and relevant key performance indicators (KPIs) under ACCESS, Quality and Governance. A quarter review and reporting guidelines of the major programs and projects (e.g. LEAD, IncluED, BEST, SDOs banner programs) concerning the desired outcomes for the learners shall likewise be developed.
3. The objectives of the activity are the following:
 - a. Discuss the results of the School MEA Implementation;
 - b. Discuss and made adjustments of the School/CLC Data Gathering Tool;
 - c. Define the relevance, data requirements, reporting procedures of the 1st, 2nd and 3rd quarter, SY 2016-2017 tests results and important KPIs/sub KPIs;
 - d. Determine the areas to be reviewed and reported for the upcoming 1st quarter MEA of major programs, activities and projects (e.g. LEAD, IncluED, BEST, SDO Banner Program) of the RO and SDOs.
 - e. Explore the ideas and processes on documenting promising practices for the programs, activities and projects of RO and SDOs;
 - f. Define specific schedules of MEA at the SDOs and Schools.
4. The participants are the ASDSs, SEPSs, M & E, ITOs of the thirteen (13) schools' divisions, 8 participants from RO Division (1 per RO division), 6 from QAD and 3 from Project BEST.
5. Travel expenses of the participants shall be charged to RO/SDOs local funds while the expenses for food, venue and accommodation for two (2) days to Project BEST Funds subject to existing COA Rules and Procedures.

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6. Immediate dissemination of and strict compliance with this Memorandum are desired.


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

Enclosure: None

Reference: RM No. 533 s. 2016

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

Monitoring

Evaluation

QAD/rvs/fav



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