



Republic of the Philippines
Department of Education

March 9, 2023

DIVISION MEMORANDUM

No. **073**, s. 2023

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 167, S. 2023 TITLED
GUIDELINES ON THE CONDUCT OF REGIONAL/DIVISION/SCHOOL
MONITORING, EVALUATION AND ADJUSTMENT**

To: **OIC, Office of the Assistance Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public and Private Elementary, Secondary
and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 167, s. 2023 titled **Guidelines on the Conduct of Regional/Division/School Monitoring, Evaluation and Adjustment**.
2. Immediate dissemination and compliance of this memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JERSON B. LABOS EdD

OIC-Office of the Assistant
Schools Division Superintendent
In-charge of the Division

Enclosure: As stated

Reference: R.M. No. 167, s. 2023; RM 590 s. 2021

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

POLICY

SCHOOLS

SUPERVISION

JRP/jcm



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 07 2023

REGIONAL MEMORANDUM

No. 167 s. 2023

**GUIDELINES ON THE CONDUCT OF REGIONAL/DIVISION/SCHOOL
MONITORING, EVALUATION AND ADJUSTMENT**

TO: Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. This Office issues the attached guidelines on the conduct of Monitoring Evaluation and Adjustment (MEA) to guide the operating units across governance levels on their implementation in accordance with the Basic Education Monitoring and Evaluation Framework.
2. The institutionalization of MEA technology will effectively deliver the organizational performance and educational services of the functional divisions/units of the Regional Office and Schools Division Offices that will lead to the realization of the MATATAG Agenda and the Region's mantra of producing champions.
3. All existing memoranda inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. For more information, contact the Quality Assurance Division through e-mail at region6.qad@deped.gov.ph or telephone number (033) 337-0149 local 1003.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director



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Enclosure No. 1 to Regional Memorandum No. _____ s. 2023

**Guidelines on the Conduct of Regional/Division/School Monitoring,
Evaluation and Adjustment**

I. Introduction

The Department of Education Regional Office (RO) VI aims to institutionalize a result-based management system to strengthen its internal system and processes to improve the access to, and quality of, basic education in the country through the institutionalization of monitoring and evaluation (M&E) mechanism across governance levels.

This is anchored on the DepEd's vision and mission, the Basic Education Development Plan (BEDP) 2030 and in the development of the Basic Education Monitoring and Evaluation Framework (BEMEF) to improve organizational performance.

In this regard, the RO VI Quality Assurance Division, as a lead functional division in M & E ensures that the quarterly performances are properly tracked, challenges/issues that hindered achievement of the targets are identified, quarterly targets have recommendations for plan adjustment, actions to improve performance are provided, and best practices of the RO Functional Divisions and Schools Division Offices are recognized.

II. Objectives

The objectives of this activity are the following:

- a. customize policies and programs on increasing access, quality, equity and resiliency and well-being;
- b. identify the major bottlenecks in the delivery of basic education services;
- c. agree on scope of technical assistance the RO will provide to SDOs then to the schools in improving access, quality, equity and resiliency and well-being;
- d. formulate a set of policy recommendations and/or adjustments to existing policies, programs or strategies and systems supporting increase of access, quality, equity and resiliency and well-being.



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III. Schedule

1. Below is the schedule for the conduct of quarterly RMEA Validation and Reporting Proper.

Quarter of the Year	Participants	Schedule of RMEA Validation and Reporting Proper
1 st Quarter	RO- ORD, ARD, 16-FD Chiefs and Internal M&Es ,6 -ORD Unit Heads and Internal M&E, 8-QAD Personnel	RMEA Validation and Reporting Proper April 13-14,2023
2 nd Quarter	RO & SDO- ORD, ARD, 16-FD Chiefs and Internal M&Es ,6-ORD Unit Heads and Internal M&E, 8-QAD Personnel, 43SDSs and ASDSs	RMEA Validation- July 3-7, 2023 Reporting Proper -July 12-14, 2023
3 rd Quarter	RO-- ORD, ARD, 16-FD Chiefs and Internal M&E ,6-ORD Unit Heads and Internal M&E, 8-QAD Personnel	RMEA Validation and Reporting Proper - Oct.12-13, 2023
4 th Quarter	RO & SDO- ORD, ARD, 16FD Chiefs and Internal M&Es ,6-ORD Unit Heads and Internal M&E, 8-QAD Personnel, 43-SDSs and ASDSs	RMEA Validation- January 3-5 and 8-9, 2024 RMEA Reporting Proper- January 10-12, 2024

2. The SDOs shall submit the Accomplishment Reports for the 1st and 3rd quarters through the Unified Regional Monitoring, Evaluation and Adjustment System (URMEADS).



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IV. RMEA Process (based on RM 590 s. 2021)

1. DATA GATHERING —the collection of data that contains the performance indicators, physical outputs, financial accomplishments, issues, hindering and facilitating factors encountered during the current quarter. It includes the presence of Data Collection Plan/ M&E Plan that aims to identify and define what data are to be collected from the FDs and Support Units and SDOs for the current quarter and for what purpose/s.
2. DATA PRESENTATION AND ANALYSIS- the data to be presented shall be organized for processing and analysis. The quantitative data can be transformed into percentages, ratios. or ranks whichever is applicable. These are also presented in tables and graphs to show relationships between variables. Qualitative data like issues, facilitating and hindering factors are also presented and processed using probing questions.
3. DATA VALIDATION — this activity ensures that the identified accomplishments are aligned with the Work and Financial Plan and are duly supported by documents as proofs/Mode/s of Verification (MOVs).
4. REPORTING AND CRAFTING OF RECOMMENDED ACTIONS- this provides suggestions on the improvement of programs to minimize the effects of hindering factors contributing to non-attainment of the target/s. It also provides suggestions on the actions or measures to be taken to address the limitations or weaknesses of the programs.

V. Mechanics

1. School Monitoring, Evaluation and Adjustment (SMEA)

The SMEA shall be conducted every 3rd week of the last month of each quarter. The school heads shall present the quarter accomplishments based on the Work and Financial Plan and the Key Performance Indicators in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements.



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Before SMEA Reporting Proper	During SMEA Reporting Proper	After
<p>A. Each school shall conduct Quarter Assessment to gather data on the KPI for the quarter (if applicable) and the WFP-based physical and financial accomplishments.</p> <p>B. Each school shall prepare WFP-based Accomplishment Report with MOVs.</p> <p>C. The school heads shall submit the accomplished reporting templates to the Dist. Technical Working Group.</p>	<p>A. Each school shall present for the Validation and Reporting of Accomplishments.</p> <p>B. The panel of reactors shall provide feedback comments regarding the reports presented.</p> <p>C. The school heads shall conduct plan adjustment.</p>	<p>A. The District TWG shall consolidate the data presented and validated.</p> <p>B. The District TWG shall prepare the District MEA Accomplishment Report.</p>
<i>In-Charge: School Heads School TWG</i>	<i>School Heads, PSDS, SDO Personnel</i>	<i>PSDS, Dist. TWG</i>

2. Division Monitoring, Evaluation and Adjustment (DMEA)

The DMEA shall be conducted every 4th week of the last month of each quarter. The CID and SGOD Chiefs and the AO V shall or the Budget Officer shall present the Office quarter accomplishments based on the Work and Financial Plan and the Performance Indicators in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements.

Before DMEA Reporting Proper	During DMEA Reporting Proper	After
<p>Each operating unit shall conduct Quarter Assessment to gather data on the KPIs for the quarter (if applicable) and the physical and</p>	<p>A. The CID Chief, SGOD Chief, the AO V or the Budget Officer shall present for the Validation and Reporting of Accomplishments.</p>	<p>A. The Division shall consolidate the data presented and validated.</p>



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financial accomplishments. B. Each operating unit shall prepare WFP-based Accomplishment Report with MOVs. C. The Internal M&E of each operating unit shall submit the accomplished reporting templates to the Division TWG.	B. The panel of reactors shall provide feedback/ comments regarding the reports presented. C. Each operating unit shall conduct plan adjustments.	B. The Division shall prepare the DMEA Accomplishment Report.
In-Charge: Chiefs, Admin Office Head, Internal M&E	SDS, ASDS, Chiefs, Unit Heads, Internal M&E, SEPS M&E	Internal M&E, SEPS M&E

*The SDOs have the option to either separate or include the Validation of Accomplishments on RMEA Reporting Proper provided that the validation of activities shall be conducted to all schools and SDOs.

3. Regional Monitoring, Evaluation and Adjustment (RMEA)

The RMEA shall be conducted every 2nd week of the 1st month of the next quarter. The FD Chiefs shall present the Office quarter accomplishments based on the Work and Financial Plan and the Key Performance Indicators in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements.

Before RMEA Reporting Proper	During RMEA Reporting Proper	After
1. Each Functional Division and Units under the Office of the Regional Director shall conduct Quarter Assessment of physical and financial accomplishments and status of PAPs implementation.	A1. The Chiefs of the Functional Divisions and Unit Heads under ORD shall present the Quarter Accomplishment Report (during 1 st and 3 rd Quarter RMEA) A2. The Assistant Regional Director shall present the Regional Office	A. The QAD shall prepare the Quarterly RMEA Report. B. The QAD shall conduct Post- RMEA Conference.



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<p>B. Each FD and Unit under the ORD shall prepare the WFP-based and PAPs Accomplishment Reports with MOVs.</p> <p>C. The Internal M&E of each Office shall submit the accomplished reporting templates to the Quality Assurance Division.</p> <p>D. The QAD shall conduct Validation of the submitted Accomplishment Reports.</p> <p>E. The QAD shall prepare the Regional Office Accomplishment Report based on the OPCR of the Regional Director (during 2nd and 4th quarter only)</p>	<p>Accomplishment Report (during the 2nd and 4th Quarter RMEA).</p> <p>B. The panel of reactors shall give feedback/comments on the presented report.</p> <p>C. The Chief of the Finance Division or the Regional Budget Officer shall present the Budget Utilization Report.</p> <p>D. The Policy, Planning and Research Division shall lead the Work and Financial Plan Adjustment.</p> <p>E. The Field Technical Assistance Division shall lead the Coordination Meeting to address the concerns of the SDOs and FDs.</p> <p>F. The FTAD Chief shall present the TA Provision Agreements with the concerned SDOs.</p>	
<p><i>In-Charge: FD Chiefs, Admin Office Head, Internal M&E, QAD</i></p>	<p><i>RD, ARD, FD Chiefs, Unit Heads, Internal M&E</i></p>	<p><i>QAD</i></p>

VI. Performance Indicators

A set of performance indicators were identified as the basis for measuring the performance of the Department in terms of achieving the Intermediate Outcomes and Enabling Mechanisms. These define the data collection requirements and processes that shall contribute to evidence-based decision making. The data requirements for the quarter are identified below.



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KRA	Performance Indicators	Level of Governance/ Timeline/Quarter for Presentation
ACCESS	Total Enrolment	School and SDO 3 rd and 4 th quarter
	Total No. of ALS Learners with 100% Attendance	School and SDO 1 st and 2 nd quarter
	Total Number of SARDO/PARDO	School and SDO 1 st and 2 nd quarter
	No. of Voucher Recipient Learners with 100% Attendance (Private Schools Only)	School and SDO 1 st and 2 nd quarter
	No. of Learners with incidence of tardiness	School and SDO 1 st and 2 nd quarter
	No. of learners with incidence of habitual absenteeism	School and SDO 1 st and 2 nd quarter
	Total Number of Learners per Nutritional Status Category	School and SDO 1 st and 2 nd quarter
	Total Number of Drop-Outs	School and SDO 3 rd quarter
	Total No. of Classes	School and SDO per grade level 1 st and 2 nd quarter
	Cohort-Survival Rate	SDO 2 nd quarter
	Total Number of Completers	School and SDO 3 rd or 4 th quarter
	Total No. of Learners at Risk of Dropping Out	School and SDO 4 th quarter
	Total No. of School Leavers	School and SDO 3 rd or 4 th quarter



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	Total Number of Repeaters	School and SDO 3 rd or 4 th quarter
	No. of Voucher Recipient Learners enrolled in Private Schools	School and SDO 4 th quarter
	No. of Enrolled School-Age Children	School and SDO 4 th quarter
	Total No. of A &E Enrollees	School and SDO 4 th quarter
	Total No. of ALS Teachers/Facilitator	School and SDO 4 th quarter
	Total No. of Available Modules	School and SDO 1 st to 3 rd quarter
Quality	Mean Percentage Score of Quarterly Test in every subject Area by Grade Level	School and SDO 3 rd Quarter
	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based on SF9 or Form 138)	School and SDO 1 st to 4 th quarter
	No. of least learned competencies based on Quarterly Test Item Analysis in all subject areas	School and SDO 1 st to 4 th quarter
	No. of Learning Sessions conducted (ALS)	School and SDO 1 st to 4 th quarter
	Reading Level (English and Filipino)	School and SDO 1 st to 4 th quarter
	No. of Non-Numerates	School and SDO 1 st to 4 th quarter
	Number of Promoted Learners	School and SDO 1 st and 2 nd quarter
	School Performance in National Assessment (ELLNA and NAT)	School and SDO (depending on the availability of result)



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	No. of PEPT Passers	School and SDO 3 rd quarter
	Total Number of Portfolio Assessment Passers	School and SDO 4 th quarter
	No. of Instructional Supervision conducted by School Head	School and SDO 1 st to 4 th quarter
	No. of Teachers attended LAC Session	School and SDO 1 st to 4 th quarter
	No. of Teachers attended INSET	School and SDO 3 rd and 4 th quarter
	No. of Teachers Attended Other Training	School and SDO 1 st to 4 th quarter
	No. of Teachers provided with Technical Assistance on Curriculum Management and Implementation	School and SDO 1 st to 4 th quarter
	Number of education researches completed (BERF/PRP)	School and SDO 4 th quarter
	Number of newly created teaching positions filled-up	School and SDO 1 st to 4 th quarter
	Percentage of schools meeting the standard ratio for teachers	School and SDO 3 rd quarter
	Percentage of learners enrolled in: SPED, ALS, IPED, ALIVE	School and SDO 1 st to 4 th quarter
	Percentage of learners provided with learning resources.	School and SDO 1 st to 4 th quarter



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	Number of schools offering ALIVE, SPED, ALS including ALS SHS	School and SDO 3 rd and 4 th quarter
	Number of public schools provided with learning resources	School and SDO 1 st to 4 th quarter
	Number of public-school teachers and teaching-related staff trained	School and SDO 1 st to 4 th quarter
	Stakeholder's Participation and Donation	School and SDO 1 st to 4 th quarter
	No. of School Awards (Students, Teachers, SH)	School and SDO 1 st to 4 th quarter
	School-Based Training and Development (LAC and INSET)	School and SDO 1 st and 3 rd quarter
Equity	Number of learners benefiting from "School the Based Feeding Program"	School and SDO 1 st to 4 th quarter
	No. of classrooms	School and SDO 3 rd and 4 th quarter
	No. of laboratories	School and SDO 3 rd and 4 th quarter
	MOOE Utilization	School and SDO 3 rd and 4 th quarter
	School Site Titling and issuance of Special Patent	School and SDO 3 rd and 4 th quarter
	DepEd Computerization Program	School and SDO 3 rd and 4 th quarter
	Water Sanitation & Hygiene in Schools Assessment	School and SDO 1 st to 4 th quarter
	Child Friendly School System	School and SDO 1 st to 4 th quarter



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Resiliency and Well-Being	Number of affected and displaced learners retained	School and SDO 1 st to 4 th quarter
	Number of bullying and child abuse cases are acted upon	School and SDO 1 st to 4 th quarter
	Number of schools and learning centers compliant to RBE in the learning environment	School and SDO 1 st to 4 th quarter
	Number of schools with very satisfactory Learners Satisfaction Rating on RBE	School and SDO 1 st and 4 th quarter
	Number of learners equipped with capacities on what to do before, during, and after a disaster/emergency	School and SDO 1 st to 4 th quarter
	Number of learners with at least 80% learners have improved health statistics (BMI)	School and SDO 1 st and 4 th quarter

VII. Pagdayaw

Awards	Performance Level Descriptions
Pagdayaw for Quality	Evaluate and analyze relevant quantitative and qualitative information reflected in the RMEA report.
Pagdayaw for Timeliness	Submission of updated RMEA/DMEA/SMEA Report 2 days after the conduct of the Validation Activity with 0 correction.
Pagdayaw for Completeness	All table templates are present and accomplished

*The SDOs are encouraged to provide awards to recognize the efforts of our schools and Divisions/Units in the SDO.



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VIII. Unified Regional Monitoring Evaluation and Adjustment Data-base System (URMEADS)

- A. This is a web-based data system that captures the quarterly report of the Regional FDs and SDOs. This database system will contain the following reports:
1. Overall Summary of Accomplishment Report - reflects the overall physical and financial accomplishment of the organization.
 2. Summary of Quarterly Accomplishments - summarizes the quarterly physical and financial accomplishment of the organization.
 3. Quarterly Accomplishment Report - indicates the quarterly physical and financial accomplishment of the organization per KRA.
 4. Status of PPAs - indicates the status/condition of the PPAs for the quarter.
 5. Summary of Issues and Actions Taken - summarizes the gaps or issues encountered in the accomplishment of the target/s for the current quarter.
 6. Summary of Facilitating Factors - summarizes the facilitating factors that helped in the achievement of the target/s for the quarter.
 7. Summary of Hindering Factors - summarizes the factors that hinders the accomplishment of the target/s for the quarter.
 8. Next Steps - reflects the next action to be taken to achieve the unaccomplished target/s for the quarter.
 9. Work and Financial Plan - an annual plan that contains the objectives, activities, the physical and financial target/s per KRA, the source of fund and the MOVs.
 10. Leading Indicators - these are indicators for the current quarter that contributes to the attainment of the indicators.
- B. A separate memorandum shall be issued to discuss the mechanism in the utilization of the system.



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IX. Tools and Templates

Below are the tools and the templates to be used in the conduct of different MEA activities.

I. Before MEA Reporting Proper

Quarterly Accomplishment Template

A.

1. Status of Performance Indicators (to be determined per quarter)
2. Summary of Accomplishment

KR A	Physical			Financial		
	# of Target Activitie s	# of Actual Accomplishmen ts	% Accomplishmen ts	# of Target Activitie s	# of Actual Accomplishmen ts	% Accomplishmen ts

3. Actual Accomplishment

KRA	Objectives	Target	Accomplished Activities	Actual Accomplishment	Facilitating Factors

4. Unaccomplished Activities

KR A	Objectiv es	Targ et	Planned Activitie s	Actual Accomplishme nt	Issue s	Hinderin g Factors	Action /s to be taken

B.

1. Top three Highlights of Targets and Accomplishments

Target/s	Actual Accomplishment/s



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KRA 3				
KRA 4				
II.RMEA Reporting Proper	Mode Of Verification			
(For SDOs and RO FDs)	Available (/) (List down the MOVs	Not Available (x)	Remarks (Accepted, Not Accepted, For submission)	Agreement(s)
A.Top three Highlights of Targets and Accomplishments				
B.Gaps/Pressing Concerns that Needs to be addressed by the Top Management				
C.Insights/Lesso ns Gained				



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Other Available Relevant Data and MOV				
Suggestions/Rec ommendations				

Prepared by: (Name & Signature and Position of Validating Team)

Note: The signed accomplished Validation Tool shall be submitted to the TWG.

VALIDATION REPORT

I. BASIC INFORMATION

MEA Schedule: _____
Date of Validation: _____
Name of Validators: _____

II. VALIDATION RESULTS

SDOs/FDs	Number of Presented Accomplishments vs. Validated Accomplishments	Observations/Findings on the presentations and validation process	Recommendations

III. GENERAL COMMENTS

Signature of the Validating Team



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II. During MEA Reporting Proper

1. Reporting Proper Template

- A. Analysis of KPIs
B. Summary of Accomplishments
C. Top three Highlights of Targets and Accomplishments

Target/s	Actual Accomplishment/s

- D. Gaps/Pressing Concerns that Needs to be addressed by the Top Management

Gaps/Pressing Concerns	Suggestions	Date

- E. Insights/Lessons Gained

2. Summary of Issues and Concerns that Need TA Provision

Office	Issues/Concerns/ Gaps	Recommended Actions of the Functional Unit/Division	Agreement/ Recommendation by the top management	Personnel/FD- In-Charge of the Action(s) to be taken

III. Post- MEA Reporting

Quarterly Report Format

1. Name of Activity, Date, Venue
2. Introduction
3. Scope of the Activity
4. Methodology used in the whole MEA process
5. Findings (Data Presentation and Data Analysis)
6. Summary
7. Recommendations



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VALIDATION CHECKLIST

BASIC INFORMATION

Functional
Division/Support
Unit Validated/SDO: _____
Date of Conduct of
MEA: _____
Date of Validation: _____
Validators: _____

KRA & Activity (WFP-based)	Mode Of Verification			
	Available (/) (List down the MOVs)	Not Available (x)	Remarks (Accepted, Not Accepted, For submission)	Agreement(s)
KRA 1				
KRA 2				



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2. Gaps/Pressing Concerns that Needs to be addressed by the Top Management

Gaps/Pressing Concerns	Suggestions	Date

3. Insights/Lessons Gained

C. PPAs Implementation

Program	Accomplishment		Best Practices	Challenges/Bottlenecks	Ways Forward	Timeline
	Physical	Financial				



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