

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memo No. 133 s. 2019

**RELEASED**  
DEFED  
DATE: 4-04-19  
BY: 988  
713294

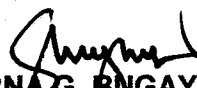
To : **Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Unit Heads/Section Heads  
Planning Officer  
Research Specialist**

From : **Office of the Schools Division Superintendent**

Date : **April 3, 2019**

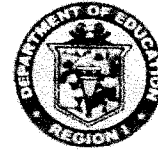
Subject: **Quarterly Regional Monitoring, Evaluation and Adjustment (RMEA) for  
RO & SDO's**

1. Attached is a Regional Memorandum on Addendum to RM No. 101, s. 2019 regarding the conduct of Quarterly Regional Monitoring, Evaluation and Adjustment (RMEA) for RO & SDO's.
2. As agreed upon during the Division planning meeting dated March 29, 2019 regarding preparation of First Quarter Accomplishment Report needed for the RMEA, all unit/section heads are to accomplish RMEA Forms 1-4 for consolidation by Division Chiefs, CID, SGOD and OSDs, then finally, the Overall SDO Accomplishment Report can be drafted, to be ready for submission on or before April 17, 2019.
3. In this light, on the next planning meeting, scheduled April 10, 2019 at 9:00 o'clock in the morning, Executive Conference Room, please bring your respective accomplishment reports using the given templates, RMEA Forms 1-4, including the Work & Financial Plans, OPCRFS, dash boards and all other data needed to come up with the Overall Division Performance Report as required by the Regional Offices to be submitted on April 17, 2019 and to be presented during the First Quarter RMEA for SDO's to be held on April 25-26, 2019 at Oasis Country Resort, San Fernando City, La Union.
4. The April 10 conference will serve as our mini-Division Monitoring, Evaluation and Adjustment (DMEA) meet up in preparation for the RMEA.
5. For your information, guidance and compliance.

  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent



Republic of the Philippines  
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Region 1  
City of San Fernando, La Union 2500



MEMORANDUM

46128

TO : ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS IN THE REGIONAL OFFICE

RELEASED  
DEFED  
DATE: 4-03-19  
BY: [Signature]  
713287

FROM : THE REGIONAL DIRECTOR

SUBJECT : ADDENDUM TO THE REGIONAL MEMORANDUM NO.  
101, S. 2019

DATE : MARCH 29, 2019

1. This is in reference to the Regional Memorandum No. 101, s. 2019 dated March 11, 2019 Re: Quarterly Regional Monitoring, Evaluation and Adjustment (RMEA) for Regional Office Proper and Schools Division Offices, Fiscal Year 2019.
2. Please be advised that the conduct of the First Quarter RMEA for SDOs will be held at Oasis Country Resort, Hotel and Restaurant, San Fernando City, La Union on April 25 – 26, 2019. First meal to be served is breakfast of Day 1 and last meal is dinner of Day 2.
3. The deadline of submission of First Quarter RMEA Report shall be on or before April 17, 2019. The RMEA Report shall be uploaded at the link [www.tinyurl.com/1stQ-RMEA-2019](http://www.tinyurl.com/1stQ-RMEA-2019).
4. Attached is the template for the First Quarter RMEA Presentation.
5. All other information pertaining to the said Memorandum is still in effect.
6. Expenses related to this activity such as board and lodging, supplies and materials shall be charged to Regional MOOE as reflected on QAD-Work and Financial Plan. Travel expenses of



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participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.

  
+ **MALCOLM S. GARMA**

Incl.: As Stated  
QAD/lpm

REGIONAL OFFICE 1  
RELEASED

BY: 





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**TEMPLATE FOR THE FIRST QUARTER RMEA FOR SDOs**

**Focus: First Quarter Accomplishment and  
Status of Learners Complete Education**

To ensure a Completed Staff Work, this template is designed as data analysis tool to facilitate quantitative and qualitative analysis. It provides guide questions to be used by the Divisions to systematically document the initial progress of the department programs, projects and activities. The questions are organized to reveal and explain results why and how these programs are sustained, mitigated and/or resolved. This First Quarter RMEA is specifically designed to document progress on the **First Quarter Accomplishment and the Status of Learners Complete Education**. The use of dashboards and segmentation in the presentation of results is advisable.

**I. FIRST QUARTER ACCOMPLISHMENT**

- A. Use RMEA Form 1 to present the overall physical accomplishment and utilization of the First Quarter Programs, Projects and Activities vis-à-vis the Work and Financial Plan.
- B. Use RMEA Form 2 to present the Unaccomplished Programs, Projects and Activities. Explain the reasons for the balance and cite recommendation and/or suggest adjustments.
- C. Use RMEA Form 3 to present encountered concerns, issues, gaps and the proposed solutions and how these can be mitigated.
- D. Use RMEA Form 4 to present other value-added outputs.
- E. Share the learning experiences or lessons learned from the First Quarter Accomplishment

NOTE: RMEA Forms can be downloaded at <http://deped.in/RMEAforms>



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## II. OVERALL DIVISION PERFORMANCE

- A. Focus on the status of learners' complete education from School Year 2016 - 2017, SY 2017 - 2018 and SY 2018 - 2019.
- B. Analyze, present and discuss the three School Years focusing on the following KPIs indicated in the Table below

KPI (Actual No and Rate if possible)	Objective/Target	Accomplishment based on target
Completion Rate <ul style="list-style-type: none"><li>• Kinder</li><li>• Grade 6</li><li>• Grade 10</li><li>• Grade 12</li><li>• ALS Completion Rate</li></ul>		
Promotion Rate		
Graduation Rate		
Learners enrolled in Special Programs		
Drop-out (by Grade Level)		
Repetition (by Grade Level)		
Cohort Survival Rate		
Transition Rate		
School Leave Rate		