

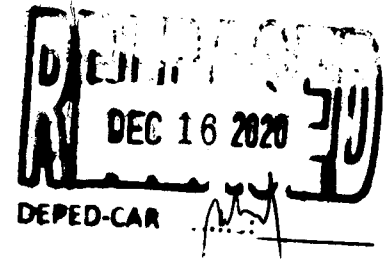


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

December 15, 2020

ADVISORY
No 008.2020

To: OIC-ARD
SDS/ASDS
SMME-SEPS/Planning Officer
Chiefs, Regional Functional Divisions
Unit Heads, ORD
Internal Monitoring & Evaluation Team (IMET)
Others Concerned



ADVISORY to REGIONAL MEMORANDUM NO. 402 s. 2020
“CONDUCT OF THE 2020 FOURTH QUARTER VIRTUAL MONITORING,
EVALUATION & ADJUSTMENTS CONFERENCE (ROMEA/RMEA) CUM
PROGRAM IMPLEMENTATION REVIEW (PIR)”

- Attached are the enclosures to Regional Memorandum 402, s. 2020:
 - Enclosure 1 : IMET Tasks and Assignments
 - Enclosure 2.1 : SDO Reporting Template (4th Quarter Accomplishments based on WFP)
 - Enclosure 2.2 : SDO Reporting Template (based on OPCRF)
 - Enclosure 2.3 : Powerpoint Presentation Mechanics
- For more details, please contact the **Quality Assurance Division (QAD)**, DepEd-Regional Office, Cordillera Administrative Region at Telephone Number: **422-1318 (local 1201)** or email us at: quad.depedcar@gmail.com.
- Immediate dissemination of this advisory is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

QAD/MAB/rbb 



Address: Wangal, La Trinidad, Benguet
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

Enclosure 1 to Regional Memorandum No. 402.2020

Internal Monitoring & Evaluation Team (IMET) Tasks and Assignments

DIVISION	DOCUMENTERS	SYNTHESIZERS	PROCESS OBSERVERS
ABRA	Bryan A. Hidalgo	Georgina C. Ducayso	Romulo B. Basa
APAYAO	Cornelia A. Dulnuan		
BAGUIO CITY	Cristina L. Paquit		
BENGUET	Marjorie T. Valdez		
IFUGAO	Florence E. Balictan	Clemente D. Bandao Jr.	Leonardo M. Aquino
KALINGA	Bryan A. Hidalgo		
MOUNTAIN PROVINCE	Cornelia A. Dulnuan		
TABUK CITY	Cristina L. Paquit		

Mechanics in the Reporting of Accomplishments

1. Reports shall be in two (2) formats:

- MS Word Format (for consolidation of reports)
 - to be submitted a day before the conference (please email to quad.depedcar@gmail.com)
 - Format:
 - Paper Size : A4
 - Margin : 1" on all sides
 - Font : Bookman Old Style
 - Font Size : 12

- MS Powerpoint (for reporting/presentation of accomplishments)
 - to be submitted 15 minutes before the conference
 - Format:
 - Design : Simple, Color Contrast (Background and Font)
 - Font : Tahoma/Arial
 - Font Size : Maximum (36); Minimum (28)
 - No. of Slides: Maximum of 20 slides (highlights of accomplishments)
 - Line per Slide: Maximum of 8 lines (to ensure visibility and readability)

2. Each SDO is given a maximum of 20 minutes for reporting of accomplishments including the question and answer.

3. Per suggestions during the 3rd Quarter MEA Conference, SDSs/ASDSs shall be the one to report the SDO accomplishments.

