




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Regional Memorandum
No. 368 s. 2016

To : Schools Division Superintendents
Asst. Schools Division Superintendents
Chiefs, SGOD and CID
Chiefs, Regional Office Divisions
Heads, ORD Units

From : 
BEATRIZ G. TORNO, Ed.D., CESO IV
Assistant Regional Director
Officer In-Charge
Office of the Regional Director

DEC 13 2016

Date : December 9, 2016

Subject : **CONDUCT OF THE FOURTH QUARTER REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (RMEA) CONFERENCE**

1. Our **Fourth Quarter Regional Monitoring, Evaluation and Adjustment (RMEA) Conference for Calendar Year 2016** will be conducted on **January 12-13, 2017** exclusive of travel days here at the **RNEAP, DepEd-CAR Regional Office compound, Wangal, La Trinidad, Benguet** with the following objectives:
 - a) Generate accurate and relevant data for planning, policy formulation/recommendation, and necessary technical assistance.
 - b) Facilitate synergetic approach in identifying and discussing issues, concerns, challenges, strengths and opportunities as bases for plan adjustments for continuous improvement.
 - c) Asses performance of SDOs and ROs vis-à-vis their plans and targets highlighting effective practices for possible benchmarking or adoption.
2. For uniformity and easier consolidation, Schools Division Offices are directed to use the attached Data gathering Tool Template (Enclosure 1) for reporting. The e-copy of the same is downloadable in our DepEd-CAR website. Relevant data deemed necessary to report but not captured in the said template may be included under "other accomplishments/reports". Presentation of reports through power point may be enhanced using dashboards or graphs.
3. Participants to this two-day activity are the following:

| Regional Office | No. | SDOs | No. | GRAND TOTAL |
|------------------------------|-----------|------------------|-----------|-------------|
| Regional Director | 1 | SDS or ASDS | 8 | |
| Asst. regional Director | 1 | Chiefs, CID | 8 | |
| Chiefs, RO-Divisions | 8 | Chiefs, SGOD | 8 | |
| QAD Personnel | 5 | Planning Officer | 8 | |
| Planning officer & EPS, PPRD | 2 | | | |
| EPS, CLMD | 2 | | | |
| EPS, FTAD | 1 | | | |
| EPS, HRDD | 1 | | | |
| Admin and Finance | 2 | | | |
| Engineer, ESSD | 1 | | | |
| ICT unit | 1 | | | |
| Legal unit | 1 | | | |
| PAU | 1 | | | |
| TOTAL | 27 | | 32 | 59 |

4. Enclosure 2 to this memorandum is the general matrix in the conduct of the said conference.
5. Travel and lodging expenses of participants coming from the SDOs shall be charged against local funds, while their 6 meals and 4 snacks will be charged against regional funds. First meal will be dinner of January 11, 2017 and last meal is afternoon snack of January 13, 2017. 2 lunch and 4 snacks of the participants from the Regional Office, supplies and hall rentals will likewise be charged ^{against} regional funds subject to audit roles and regulations.
6. Arrival and check in of participants at RNEAP-CAR will be on the afternoon of January 11, 2017.
7. For information, guidance and compliance of all concerned.

QAD/DMG/cdbjr