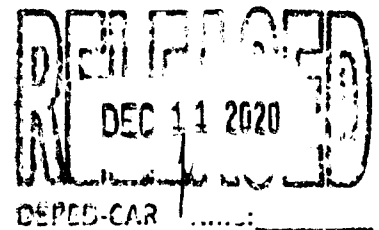




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



December 9, 2020

REGIONAL MEMORANDUM

NO. 402.2020

**CONDUCT OF THE 2020 FOURTH QUARTER VIRTUAL MONITORING,
 EVALUATION & ADJUSTMENTS CONFERENCE (ROMEА/RМЕА) CUM
 PROGRAM IMPLEMENTATION REVIEW (PIR)**


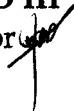
To: OIC-ARD
 SDS/ASDS
 SMME -SEPS/Planning Officers
 Chiefs, Regional Office Functional Divisions
 Unit Heads, ORD
 Internal Monitoring and Evaluation Team (IMET)
 All Others Concerned

1. This is to announce that the conduct of the 2020 Fourth Quarter Virtual Monitoring, Evaluation & Adjustments Conference (ROMEА/RМЕА) Cum Program Implementation Review (PIR) shall be on December 28, 2020 from 8:30 AM to 5:00 PM.
2. The objectives of the conference are the following:
 - a. To assess physical accomplishments of SDOs and ROs vis-à-vis targets as indicated in the OPCRФ, AIP, DEDP and other plans;
 - b. To gather document data on the implementation of the Quarter Programs, Projects, Activities (PPAs) vis-à-vis OPCRФ and WFP
 - c. To identify strengths, challenges, issues and concerns affecting the implementation of the different programs, activities and projects of the SDO and RO Functional Divisions.
3. The participants of the conference are the following:

PARTICIPANTS	NUMBER
Regional Director	1
Assistant Regional Director	1
RO Division Chiefs	8
Unit Heads, ORD	3
ASDS/SDS	8
SMME/Planning Officer	8
Quality Assurance Division Staff	5
ICT Unit Personnel	1
Internal Monitoring and Evaluation Team (IMET)	5
TOTAL	40



4. The Technical Working Group (TWG) is attached in this memorandum.
5. Templates for reporting and program matrix shall be issued in a separate advisory/memorandum
6. The Program Management Team (QAD Staff, IMET/Process Observers) shall have the Pre-planning activity on **December 14, 2020** 1:00 PM at the SNC Hall, DepEd CAR compound, Wangal, La Trinidad, Benguet.
7. Compliance and immediate dissemination of this memorandum is desired.


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

Technical Working Group

COMMITTEE	IN-CHARGE	TASKS
Steering Committee /Consultants	Estela L. Cariño EdD., CESO IV Regional Director IV Florante E. Vergara Officer-In-Charge Assistant Regional Director	Provide guidance, advises and directions
Overall Chairperson	Maksim A. Botilas Officer-In-Charge Quality Assurance Division	Manages the conduct of the activity
Co-Chairperson	Romulo B. Basa Education Program Supervisor Quality Assurance Division	Assist the chairperson in the management of the activity
Documentation	Clemente D. Bandao Jr. Education Program Supervisor Quality Assurance Division	Records the actual procedures of the activity and take notes of the issues and concerns
Physical Facilities	Leonardo M. Aquino Education Program Supervisor Quality Assurance Division	Ensures the availability of rooms and other facilities
Program/Invitation	Georgina B. Ducayso Education Program Supervisor Quality Assurance Division	Prepares program and keep participants informed
Logistics/Food	Jose Lorenzo C. Cobarrubias Administrative Assistant Quality Assurance Division	Ensure that food will be served on time in good quantity and quality

<p>Technical Support</p>	<p>Jumar C. Yago-an Information Technology Officer I ICT Unit</p>	<p>Provide Technical Assistance on ICT and to keep ICT gadgets working throughout the duration of the activity</p>
<p>Internal Monitoring & Evaluation Team (IMET)</p>	<p>Florence E. Balictan Education Program Supervisor Policy, Planning & Research Division</p> <p>Marjory T. Valdez Education Program Supervisor Field Technical Assistance Division</p> <p>Bryan A. Hidalgo Education Program Supervisor Curriculum & Learning Management Division</p> <p>Cornelia Adaci-Dulnuan Supervising Administrative Officer Administrative Division</p> <p>Cristina L. Paquit Supervising Administrative Officer Finance Division</p>	<p>Serves as:</p> <p>Process Observers</p> <p>Synthesizers</p> <p>Documenters</p>