



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

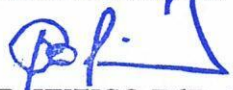
No. 1233, s. 2026

OCT 27 2026

CONDUCT OF THE REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT
(RMEA) LEARNING AND DEVELOPMENT PROGRAM

To: Assistant Regional Director
Schools Division Superintendents
All Concerned

1. This Office, through the Quality Assurance Division (QAD), shall conduct the Regional Monitoring, Evaluation, and Adjustment (RMEA) Learning and Development Program on November 9–11, 2026 at Acacia Hotel, Bacolod City.
2. The activity aims to review and validate RMEA reports, strengthen monitoring and evaluation practices, and check progress on priority programs, projects, and activities aligned with the QBEDP and DepEd NIR's 10-point Agenda.
3. The Schools Division Offices (SDOs), through their respective SMME personnel, shall upload the accomplished RMEA tools and means of verification (MOVs) to the following link on or before November 5, 2026: <https://tinyurl.com/msy2dmhr>.
4. The list of participants/PMT, program matrix, and RMEA Reporting and PowerPoint presentation templates, accommodation and meal provision are attached as enclosures.
5. Board, lodging, and training materials shall be charged against the Regional Office MOOE funds. Travel and incidental expenses of participants shall be charged against their respective local/division MOOE, subject to standard accounting and auditing rules.
6. For queries and clarifications, contact **Maricar E. Domicillo**, OIC–Education Program Supervisor, Quality Assurance Division, at 09606782538 or via email at maricar.domicillo001@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated,
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

QUALITY ASSURANCE LEARNING DEVELOPMENT
REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)

mbd/QAD-RM CONDUCT OF THE REGIONAL MONITORING, EVALUATION, AND ASSESSMENT (RMEA) LEARNING AND DEVELOPMENT PROGRAM
10/26/2026



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Enclosure 1

A. Regional Office Program Management Team

NO.	NAME	FD	Designation / Role
1	Dr. Ramir B. Uytico, CESO III	ORD	Regional Director / Over-all Consultant
2	Anthony H. Liobet JD, CESO V	ORD	Assistant Regional Director / Co-Regional Consultant
3	GL John C. Haro	CLMD	Chief Education Supervisor
4	Katherine Y. Sedillo	HRDD	Chief Education Supervisor
5	Sol Grace O. Timola	FTAD	Chief Education Supervisor
6	Ma. Lira Cynthia B. Quejada	ESSD	Chief Education Supervisor
7	Serafin G. Fariñas III	PPRD	Chief Education Supervisor
8	Romeo S. Sanchez Jr.	ASD	Chief Administrative Officer
9	Ma. Jennifer P. Piodos, CPA	Finance	OIC-Chief Administrative Officer
10	Atty. Ronald P. Villanueva	Legal Unit	OIC-Attorney IV
11	Dr. Melvin M. Niñal	QAD	Chief Education Supervisor / Program Manager
12	Maricar E. Domecillo	QAD	OIC-Education Program Supervisor / RMEA Focal Person / Secretariat
13	Dr. Luisito R. Divinagracia	QAD	Education Program Supervisor / Food, Venue and Supplies Officer
14	Rene M. Encabo	QAD	Education Program Supervisor / Master of Ceremony (Opening and Closing Program)
15	Dr. Ednel N. Matula	QAD	Education Program Supervisor / M and E Officer
16	Glenda G. Cadeliña	QAD	OIC-Education Program Supervisor / Documentation and Certificate In- charge



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17	John Albert S. Recto	QAD	OIC-Education Program Supervisor / Attendance, Registration and Accommodation
18	Gian Dainelle E. Centeno	ICT Unit	Computer Programmer II / ICT Officer / Documentation
19	Adorni G. Sanchez	ASD	Administrative Officer V
20	Atty. Jasper Tadeo I. Tuala	ASD	Supervising Administrative Officer
21	Manuel C. Sayson Jr.	Finance	Administrative Officer V
22	Ma. Alysa M. Rodriguez	Cash	Administrative Officer V
23	Dr. Roy D. Villacorte	FTAD	Education Program Supervisor
24	Dr. Alan S. Bautista	HRDD	Education Program Supervisor
25	Joe Marie C. Dolino	HRDD	OIC-Education Program Supervisor
26	Queenie E. Butalid	HRDD	OIC-Education Program Supervisor
27	Zegric S. Laguda	HRDD	Senior Education Program Specialist
28	Nathaniel E. Lajot Jr.	ICT Unit	Information Technology Officer I
29	Almyr Ceazar V. Dequina	Public Affairs Unit	Administrative Officer V
30	Joey Ian C. Singson	PPRD	Education Program Supervisor
31	Raffy L. Berina	CLMD	Education Program Supervisor
32	Jose Ernie M. Buelos	CLMD	Education Program Supervisor
33	Eric S. Bacolado Jr.	CLMD	Education Program Supervisor
34	Michaels S. Gudio	CLMD	OIC Education Program Supervisor
35	Ma. Melanie P. Romero	CLMD	Education Program Supervisor
36	Mayleen Joy V. Fariñas	CLMD	Education Program Supervisor
37	Dr. Nonito T. Guanzon	CLMD	Education Program Supervisor
38	Mary Grace C. Delos Reyes	CLMD	Education Program Supervisor
39	Dr. Mishelle Gabas	ESSD	Medical Officer IV



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40	Felix III D. Mosqueda	ESSD	Project Development Officer IV
41	Engr. Marlon B. Bungcasan	ESSD	Project Development Officer II DRRM
42	Engr. Reb Joshua P. Liobet	ESSD	Engineer III

B. LIST OF PARTICIPANTS

No.	SDO	Name / Designation	No. Of Participants
1.	Bacolod City	DR. RANDOLPH G. ALEMAN, OIC-ASDS	4
		ELLEN G. DEL A CRUZ, CID Chief	
		GREGORIO C. MOYANI, SGOD Chief	
		GARY D. MAKILAN, SMME Focal	
2.	Bago City	DR. ARLENE E. YAP, OIC-ASDS	4
		MA. LOURDES V. TEODORO, CID Chief	
		ORLANDO JR. G. CEZAR, SGOD Chief	
		MARIA LUZ G. CABARLES, SMME Focal Person	
3.	Bais City	RYAN A. VILLAVICENCIO, AOV	4
		ARNULFO A. ADANA, CID Chief	
		EMMANUEL B. GARCIA, SGOD Chief	
		GILBERT, JR. O. LAXINA, SMME Focal Person	
4.	Bayawan City	ALEX A. PARANE, OIC-ASDS	4
		RENANTE A. JUANILLO, CID Chief	
		VERNA I. SALDO, SGOD Chief	
		KULAFU A. SEBALLOS, SMME Focal Person	
5.	Cadiz City	MICHELL L. ACOYONG, ASDS	4
		MAY P. PASCUAL, CID Chief	
		HEL S. PATRICIO, SGOD Chief	
		MARK KEEVIN A. MONTALVO, SMME Focal Person	
6.	Canlaon City	DR. NONALE Q. RESOOR, OIC-ASDS	4
		ANNA LEE A. AMORES, CID Chief	
		EMELYN D. BOLONGAITA, SGOD Chief	
		CRAYDON T. ABENDAN, SMME Focal Person	
7.	Dumaguete City	DR. JUDITHA O. MAPUE, OIC-ASDS	4
		JOESAN M. RAMOS, CID Chief	
		ANTONIETA P. VENDIOLA, SGOD Chief	
		CHERRY LITA D. BULATA, SMME Focal Person	
8.	Escalante City	PETER A. GALIMBA, OIC-SDS	4
		IVY JOY A. TORRES, CID Chief	
		ALICIA A. OLID, SGOD Chief	
		JESAH JAY B. CATANGLAN, SMME Focal Person	
9.	Guihulngan City	EDUARDO L. LAGOS, OIC-ASDS	4
		ENRIQUE Q. RETES, CID Chief	
		DONABEL D. ORCULLO, SGOD Chief	
		JESSIE T. COLIGIO, SMME Focal Person	
10.	Himamaylan City	SDS or ASDS	4
		GRACE T. NICAVERA, CID Chief	
		MARILYN N. GALVEZ, SGOD Chief	
		REY G. LIBO-ON, SMME Focal Person	



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11.	Kabankalan City	DR. FERDINAND S. SY, SDS	4
		XYZETTE V. GANZA, CID Chief	
		JULIETA V. GEMPISON, SGOD Chief	
		SHEINA S. SAQUIAN, SMME Focal Person	
12.	La Carlota City	JUNRY M. ESPARAR, OIC - ASDS	4
		SONIA B. OPLAS, CID Chief	
		EFREN D. OTICO, SGOD Chief	
		IVY T. DALISAY, SMME Focal Person	
13.	Negros Occidental	GLADYS AMYLAINE D. SALES, SDS	4
		NELSON G. BEDAURE, CID Chief	
		DENCY GRACE A. PADILON, SGOD Chief	
		CHRISTINE V. WOLF, SMME Focal Person	
14.	Negros Oriental	ERNESTO Q. ALAAS-AS, OIC-ASDS	4
		DR. CARMELITA A. ALCALA, CID Chief	
		Dr. BEDA JOVENCIANA D. AGOR, SGOD Chief	
		DENNIS CHARL F. ADALAJAO, SMME Focal Person	
15.	Sagay City	MARK ANTHONY J. TAN, OIC-ASDS	4
		ALMA M. MIRASOL, CID Chief	
		JORDAN T. BELEGANIO, SGOD Chief	
		BRENDA DINA C. LABANGCO, SMME Focal Person	
16.	San Carlos City	MA. TERESA P. GEROSO, OIC-SDS	4
		JESSIE P. BATOSIN, OIC - CID Chief	
		DR. MARIA CRISTINA F. BAHINTING, SGOD Chief	
		JENETH P. LUAGUE, SMME Focal Person	
17.	Silay City	DR. SALVADOR O. OCHAVO JR., SDS	4
		ROMMEL C. FUENTES, CID Chief	
		JULIET P. QUEZON, SGOD Chief	
		KARL JOSEPH R. SANTILLAN, SMME Focal Person	
18.	Sipalay City	DONDY A. DEPOSITARIO, OIC-ASDS	4
		CRISTINA A. ZARAGOZA, CID Chief	
		CRISTINA B. PILLONES, SGOD Chief	
		ROBELLA L. EYOY, SMME Focal Person	
19.	Siquijor City	JULIET J. TUALA, OIC- ASDS	4
		MARLOU S. MAGLINAO, CID Chief	
		ANGIE T. MANGINSAY, SGOD Chief	
		RANDY T. ARGOTE, SMME Focal Person	
20.	Talisay City	NOEL E. SANTILLAN, OIC-ASDS	4
		ROMUALDO B. BATALLONES, CID Chief	
		MYLINE A. CORNEL, SGOD Chief	
		JEFRICH VAN D. FELICIANO, SMME Focal Person	
21.	Tanjay City	MARCELO K. PALISPIS, OIC-ASDS	4
		ADONIS A. TORRES, CID Chief	
		MILAGROS G. SUYO, SGOD Chief	
		GRETCHEN R. YBARRITA, SMME Focal Person	



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22.	Victorias City	DR. PORTIA M. MALLORCA, SDS	4
		LENY A. NILLOS, CID Chief	
		RONAMIE V. RELIQUIAS, SGOD Chief	
		LIZA O. FRONDA, SMME Focal Person	
Total Participants			88

Enclosure 2: Training Matrix

Day 1: November 9, 2026 (Monday)

Time	Activity/Session	Key Focus / Topics	Lead / Facilitator
08:00 AM – 12:00 PM	Arrival & Registration	Check-in, Registration, and Accommodation	John Albert S. Recto EPS Designate, QAD Maricar E. Domecillo EPS Designate - QAD
12:00 PM – 01:00 PM	Lunch Break		
01:00 PM – 01:30 PM	Opening Program	National Anthem, Prayer, NIR Hymn, QMS, Welcome & Rationale	Rene M. Encabo EPS - QAD
01:30 PM – 02:00 PM	Overview of RMEA	Understand RMEA framework & alignment	Maricar E. Domecillo EPS Designate - QAD
02:00 PM – 03:00 PM	Harmonization of RMEA Templates to 5-Point Agenda & 10 Priority PPAs	Sharing division classroom assessment practices	Dr. Melvin M. Ninal Chief - Qad
03:00 PM – 03:15 PM	Health Break		
03:15 PM – 04:30 PM	DepEd-NIR Functional Division Updates (maximum of 10 min per FDs)	Latest updates on each FDs	Chief, Functional Division (8)
04:30 PM – 04:45 PM	Assignment of Reporting Sequence (20 min presentation for each SDO)	Determination of Reporting Sequence – if the order will be determined through a draw or agreed arrangement.	Rene M. Encabo EPS – QAD
04:45 PM – 05:00 PM	End-of-Day Evaluation	Daily reflection check	Dr. Ednel N. Matula EPS - QAD



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Day 2: November 10, 2026 (Tuesday)

Time	Session / Activity	Key Focus / Topics	Lead / Facilitator
08:00 AM – 08:15 AM	MOL / Day 1 Synthesis	Key learnings retrieval	Program Management Team (PMT)
08:15 AM – 10:15 AM	Presentation of RMEA per SDO (20 min per SDO)	Validity, reliability, fairness, accessibility	SDO Representative/s 6 SDOs
10:15 AM – 10:30 AM	Health Break		
10:30 AM – 11:30 NN	Continuation of Presentation of RMEA per SDO	Validity, reliability, fairness, accessibility	SDO Representative/s 3 SDOs
11:30 AM – 12:00 NN	Giving of Feedback	Worksheets	PMT
12:00 PM – 01:00 PM	Lunch Break		
01:00 PM – 01:15 PM	Afternoon Briefing / MOL		PMT
01:15 PM – 03:15 PM	Continuation of Presentation of RMEA per SDO	Validity, reliability, fairness, accessibility	SDO Representative/s 6 SDO
03:15 PM – 03:30 PM	Health Break		
03:30 PM – 04:30 PM	Presentation of RMEA per SDO	Validity, reliability,	SDO Representative/s 3 SDO



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Time	Session / Activity	Key Focus / Topics	Lead / Facilitator
		fairness, accessibility	
04:30 PM – 04:45 PM	Giving of Feedback	Worksheets	PMT
04:30 PM – 05:00 PM	Synthesis & Daily Evaluation	Wrap-up and daily feedback	Dr. Ednel N. Matula EPS - QAD

Day 3: November 11, 2026

Time	Session / Activity	Key Focus / Topics	Lead / Facilitator
08:00 AM – 08:15 AM	MOL / Day 2 Processing	Transition to leadership action	
08:15 AM – 10:00 AM	Continuation of Presentation of RMEA per SDO	Validity, reliability, fairness, accessibility	SDO Representative/s 4 SDO
10:00 AM – 10:15 AM	Health Break		
10:15 AM – 10:45 NN	Giving of Feedback	Worksheets	PMT
10:45 AM – 12:00 NN	Presentation of RO-QAD Consolidation Report of RMEAs Presented	Validity, reliability, fairness, accessibility	Maricar E. Domicillo EPS Designate - QAD
12:00 PM – 01:00 PM	Lunch Break		
01:00 PM – 01:15 PM	MOL / Afternoon Briefing		PMTs
01:15 PM – 03:00 PM	Commitment Setting & Final Evaluation	Division commitments & final M&E	Dr. Ednel N. Matula EPS - QAD
03:00 PM – 03:15 PM	Health Break		
03:15 PM – 05:00 PM	Closing Program	Certificates, closing remarks, adjournment	Regional Officials, PMT and Participants

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

Schools Division Office:		PPA Reference:	SDO Consolidated WFP / DEDP
Reporting Period:	Cumulative Q1–Q3		
Lead / Process Owner:	SGOD Chief / SDO M&E Focal	Date Submitted:	

Part I tracks the status of issues and concerns reported in previous RMEA cycles, including actions taken, outstanding gaps, and reasons for unresolved issues. For the initial reporting cycle, offices shall establish the baseline for subsequent monitoring.

Previously Reported Issue / Concern	Current Status	Action Taken / Remaining Gap or Reason Unresolved
1. Procurement & Logistics (Delays in bidding, supplier default, GIDA distribution challenges)	N/A – Baseline Cycle	First regional RMEA cycle; establishing baseline tracking.
2. Financial Resource Management (Delayed obligation/disbursement, pending liquidation)	N/A – Baseline Cycle	First regional RMEA cycle; establishing baseline tracking.
3. Human Resource & Staffing (Unfilled teacher/staff items, deployment imbalance)	N/A – Baseline Cycle	First regional RMEA cycle; establishing baseline tracking.
4. Learning Facilities & Connectivity (Classroom gaps, lack of internet/water/electricity connections)	N/A – Baseline Cycle	First regional RMEA cycle; establishing baseline tracking.
5. Governance & Stakeholder Support (Non-functional School Governing Councils, SBM level gaps)	N/A – Baseline Cycle	First regional RMEA cycle; establishing baseline tracking.
6.		

***Instructions:** For the initial reporting cycle, establish the baseline for each applicable issue or concern. For succeeding cycles, update the status of previously reported issues, indicate actions taken and remaining gaps, and include newly identified significant issues requiring monitoring or management action. Use "Not Applicable" only when no prior issue exists or the category is not relevant to the reporting period, and provide a brief explanation where necessary.

This section monitors the physical and financial performance of the SDO's programs, activities, and projects (PAPs) against approved targets and available resources. Reported data shall be consistent with approved plans, applicable PMIS records, and supporting means of verification.

Instructions: Use the same reporting cutoff date for physical and financial data. Complete the applicable fields using approved targets and actual accomplishments. Mark non-applicable entries as "Not Applicable" with a brief explanation. Use the blank rows for additional PAPs in the approved Work and Financial Plan (WFP) not adequately represented in the pre-populated entries. Provide supporting means of verification and avoid duplicate entries.

[illegible]

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

[illegible]

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) REPORTING TEMPLATE

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

18.	SDO Innovation Grants & School Grants Distribution	School grants downloaded / implemented								Fund Release Order
19.										
D. Education Human Resource Development Program										
20.	NEAP-Accredited Professional Development Programs	Teachers completed PD training								Training Report, Completion Cert
21.	Division-Wide INSET & Learning Action Cell (LAC) Sessions	LAC sessions conducted across schools								LAC Accomplishment Report
22.	School Head Capacity Building & Coaching	School Heads trained/coached								Coaching Logs, Attendance
23.										
E. Education Policy Development & Governance Program										
24.	Basic Education Research Fund (BERF) & Policy Research	BERF studies completed/disseminated								Research Report
25.	School Governance Council (SGC) Mobilization & SBM Assessment	Schools assessed for functional SGC/SBM								SBM / SGC Validation Report
26.	Division Education Development Plan (DEDP) & PMIS Operations	Quarterly PIRPA / PMIS data validated								PMIS Accomplishment Report
27.										

*Status Legend: **C** = Completed | **OG** = On-going | **NC** = Not Completed

**MOV Legend: Statement of Account (SOA), Obligation Request and Status (ORS), Disbursement Voucher (DV), Delivery Receipts

Part III: BEMEF Domain and Key Performance Indicators (KPIs)

This section tracks the Schools Division Office's performance against applicable indicators under the Basic Education Monitoring and Evaluation Framework (BEMEF), covering the Intermediate Outcomes and Enabling Mechanisms. SDOs shall report the applicable targets, actual accomplishments as of the reporting cutoff date, performance gaps, and corresponding data sources. Where final data are not yet available, interim or estimated values may be reported when appropriate, provided that their status, source, and reference period are clearly identified.

BEMEF Domain & Key Performance Indicator		Annual SDO Target	Cumulative Actual as of Reporting Cutoff	Performance Gap (+ / -)	Operational Remarks & Data Source (LIS / EBEIS / NAT)*
A. Intermediate Outcome 1: ACCESS					
1.	Net Enrollment Rate (NER) / Participation Rate				LIS / EBEIS
2.	Gross Enrollment Rate (GER)				LIS / EBEIS
3.	Net Intake Rate (NIR) (5-Year-Olds in Kinder)				LIS / Early Registration

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4.	Retention Rate (RR)				LIS / EBEIS
5.	Dropout Rate (DR)				SF-4 / LIS Movement
6.	Transition Rate (TR) (Key Stage to Key Stage)				LIS / EBEIS
7.	Participation Rate of Out-of-School Children & Youth (OSC/OSY)				Community Mapping / APIS
8.	Alternative Learning System (ALS) Completion Rate				ALS Database / CID
9.					
B. Intermediate Outcome 2: EQUITY					
10.	Transition Rate Disparity for Learners in Situations of Disadvantage (GIDA, IP, SNED, 4Ps)				PPRD / SGOD Tracking
11.	Retention Rate of Disadvantaged Learner Groups				LIS / Equity Tracking
12.	% of Disadvantaged Learners Achieving Minimum Proficiency in Literacy, Numeracy, & 21st-Century Skills				Division / National Assessments
13.					
C. Intermediate Outcome 3: QUALITY					
14.	Completion Rate (CR) (Elementary, JHS, SHS)				LIS / EBEIS
15.	Stage 1 (Key Stage 1) Minimum Proficiency Rate in Reading & Numeracy				CRLA / Assessment Reports
16.	Stage 2 (Grade 6) Minimum Proficiency Rate in Literacy & Numeracy				NAT G6 / Regional Tests
17.	Stage 3 (Grade 10) Minimum Proficiency Rate in Literacy & Numeracy				NAT G10 / Division Tests
18.	Stage 4 (Grade 12) Minimum Proficiency Rate in Core Areas				NAT G12 / SHS Exit Assessment
19.	ALS Accreditation & Equivalency (A&E) Test Passing Rate				BEA / CID ALS Unit
20.					
D. Intermediate Outcome 4: RESILIENCY & WELL-BEING					
21.	Learner Satisfaction Rating on Rights-Based Education (RbE) & Protection				CPU / Learner Rights Survey
22.	% of Schools with Functional Child Protection Committees (CPC) & Zero Bullying Incidents				SGOD Support Services
23.					
E. ENABLING MECHANISMS (EM 1 to EM 6): GOVERNANCE & RESOURCES					
24.	EM 1: Proportion of Schools Achieving Ideal SBM Level of Practice				SBM Assessment Portal
25.	EM 2: Proportion of Offices Across Governance Levels with at Least Satisfactory OPCR Rating." The official indicator is not limited to SDO offices.				HRDD / Personnel
26.	EM 3: Proportion of Schools/CLCs Achieving Ideal Ratios on Classrooms, Teachers, LRs/LMs, Seats, & Science/Math Equipment				EBEIS / Planning Unit
27.	EM 3: Proportion of Schools with Functional Basic Services (Electricity, Internet, WatSan, Water Source)				EBEIS / ICTS / Physical Facilities
28.	EM 3: Proportion of SDOs Achieving Ideal Interquartile Ratio (IQR) on Teacher Deployment				PPRD / HRMO Deployment Map
29.	EM 4: Client Satisfaction Rating of SDO Administrative & Financial Services				ARTA / QMS Feedback
30.	EM 5: Proportion of Schools with Functional School Governing Councils (SGC)				SGOD SGC Validation
31.	EM 5: Percentage Increase in Financial Contributions from Development Partners				

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) REPORTING TEMPLATE

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

32. EM 6: Proportion of Eligible Private Schools Receiving Government Assistance (GASTPE / ESC / SHS Voucher)				Private Education Desk / PEAC
33.				

Reporting note: Identify interim or estimated data as such, and indicate the data source and reference period. Do not present these data as final results.

Part IV: Issues, Root Cause Analysis, & Technical Assistance (TA) Escalation Matrix

Instructions for SDOs: Identify significant implementation issues or performance gaps requiring management action or Regional Office assistance. Describe the specific bottleneck, identify its root cause category, indicate the immediate action taken by the Schools Division Office, and specify the technical assistance requested from the appropriate Regional Office functional division. Complete the applicable fields and ensure consistency with the findings reported in Parts II and III.

Operational Area & Common Issue Category	Specific Identified Bottleneck / Problem Statement	Root Cause Category (Policy / Process / HR / Finance / Tech)*	Immediate SDO Action / Management Adjustment Taken	Specific Technical Assistance (TA) Requested from RO	Target RO Functional Division**
A. Curriculum & Learning Delivery (CID)					
1. Shortage / Delayed Distribution of Contextualized Learning Resources (LRs) & Modules				Policy guidance on localized LR production & printing authorization	CLMD
2. Key Stage 1–3 Reading & Numeracy Proficiency Gaps				Capacity building on catch-up reading strategies & assessment tools	CLMD
3. Implementation Bottlenecks in Inclusive Education (ALS, SNED, IPEd, ALIVE)				Technical coaching on contextualized inclusive curriculum frameworks	CLMD
4. Assessment Administration & Result Utilization Delays				Orientation on diagnostic assessment data analytics and remediation mapping	CLMD
5.					
B. Governance, M&E, & Planning (SGOD-ESSD / PPRD / QAD)					
6. Non-Functional or Low-Practicing School Governing Councils (SGC) & SBM Levels				Joint RO-SDO validation & orientation for non-compliant SGCs	QAD / SGOD
7. LIS / EBEIS Data Discrepancies & Delayed School System Encoding				Technical support on LIS/EBEIS data cleaning & system unblocking	PPRD
8. Irregular / Weak Conduct of School-Level MEA (SMEA) & PIRPA Processes				Capability building on SMEA operationalization & PIRPA analysis tools	QAD
9. Unresolved Child Protection, Rights-Based Education, or Bullying Incidents				Legal & psychosocial technical guidance on complex Child Protection cases	ESSD / Legal
10.					
C. Human Resource & Staffing (HRD / Personnel)					

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11. Unfilled Teaching / Non-Teaching Items & Teacher Deployment Imbalances (IQR Gaps)				Deployment map review & Interquartile Ratio (IQR) policy clarification	PPRD / HRDD
12. Delays in Teacher NEAP-Accredited Professional Development (PD) Course Completion				TA on SDO-led NEAP training program accreditation & submission	HRDD
13. Performance Management (OPCRF/IPCRF) Calibration Gaps				Orientation on RPMS-IPCRF target calibration & assessment standards	HRDD
14.					
D. Health, Facilities, & Resiliency (ESSD)					
15. School-Based Feeding Program (SBFP) Implementation & Delivery Delays				Inter-agency coordination support & emergency feeding guidelines	ESSD
16. Classroom Damage, Pending Repairs, or Lack of Basic Utilities (Water/Sanitation/Electricity)				Advocacy with Central Office & LGU counterpart funding support	ESSD / Admin
17. Disaster Risk Reduction Management (DRRM) & Climate Resiliency Preparedness Gaps				Provision of emergency DRRM response protocols & hazard mapping kits	ESSD
18.					
E. Financial Resource Management & Logistics (Finance / Admin)					
19. Low Budget Obligation / Disbursement Rates for Downloaded Programs				Financial management coaching & re-alignment approval guidelines	Finance
20. Delays in School MOOE Cash Downloading & Financial Liquidation Submissions				Technical orientation for School Heads/Disbursing Officers on financial liquidation	Finance
21. Procurement Bidding Failures, Supplier Default, or Delivery Access Issues in Geographically Isolated and Disadvantaged Area (GIDA)				Policy clarification on alternative procurement modes for isolated schools	Admin / Finance
22.					

Root Cause Category Legend:** **Policy** (unclear/restrictive rules) | **Process** (workflow delays) | **HR** (lack of personnel/capacity) | **Finance** (lack/delay of funds) | **Tech** (system/infrastructure failure). *RO Functional Division Legend:** **CLMD** (Curriculum) | **QAD** (Quality Assurance) | **PPRD** (Planning & Research) | **HRDD** (HR Development) | **ESSD** (Support Services) | **Finance** | **Admin**

Note: The listed issues are reference entries and are not exhaustive. SDOs shall identify the issues relevant to their actual performance gaps and may add other significant issues requiring management action or Regional Office technical assistance. Avoid reporting the same issue more than once unless it involves distinct root causes or separate assistance requirements.

Part V: SMART Priority Catch-Up / Action Plan for Q4

Part V translates the significant performance gaps and implementation issues identified in Parts II, III, and IV into specific, measurable, achievable, relevant, and time-bound (SMART) actions for the remainder of the reporting or implementation period. The plan shall identify the responsible office or personnel, expected outputs or targets, and completion deadlines to support monitoring of commitments and management action.

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) REPORTING TEMPLATE

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

Operational Priority Focus Area	Specific Committed Action Items (Max 3 bullets per PAP)*	Expected Target Output	Lead SDO Office / Focal Person	Target Completion Date (Q4)
1. Curriculum & Learning Recovery Catch-Up	- Conduct targeted remedial reading/numeracy camps in identified low-performing schools - Complete distribution of contextualized learning resource (LR) packages to GIDA schools	100% of non-readers assessed; 100% LR delivery verified	CID Chief / Reading & Numeracy Focal	November 15, 202X
2. Financial Obligation & Disbursement Catch-Up	- Fast-track processing of pending Disbursement Vouchers (DVs) and procurement contracts - Conduct financial liquidation coaching for School Heads with unliquidated MOOE	100% obligation rate; ≥90% disbursement rate achieved across all PAPs	Finance Unit / SDO Accountant	October 31, 202X
3. Teacher Deployment & Staffing Optimization	- Finalize teacher reassignment/redeployment mapping using Interquartile Ratio (IQR) standards - Complete appointment and posting of unfilled teaching and non-teaching items	Reduced division IQR; 100% filled plantilla items	HRMO / Personnel / PPRD	November 30, 202X
4. School Governance & SGC Mobilization	- Conduct on-site technical assistance for schools with non-functional School Governing Councils (SGC) - Validate SBM Level of Practice submissions across all districts	100% functional SGCs established; SBM validation report submitted	SGOD / SBM & SGC Focal	November 20, 202X
5. Health, Facilities, & DRRM Interventions	- Complete coverage of School-Based Feeding Program (SBFP) beneficiaries - Validate emergency repair and Water and Sanitation (WatSan) facility needs in prioritized schools	100% SBFP coverage; updated physical facility gap report	ESSD / Health Unit / Physical Facilities	December 10, 202X
6.	•			
7.	•			
8.	•			

Note: SDOs shall base their priority actions on actual performance gaps and identified root causes. Each commitment shall have a measurable expected output, a responsible office or personnel, and a target completion date. Progress shall be reported in the succeeding RMEA cycle.

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA) REPORTING TEMPLATE

(For Vertical Accountability SDO -> RO under DO 29, s. 2022 - BEMEF)

PART VI: DATA CERTIFICATION & GOVERNANCE APPROVAL

We hereby certify that the information, physical accomplishment data, financial figures, performance assessments, and root cause analyses reflected in this RMEA Report are accurate, complete to the best of our knowledge, and supported by available verifiable records and appropriate means of verification.

Prepared & Consolidated by: _____ SDO M&E Focal	Date: _____
Validated by: _____ Chief Education Supervisor, SGOD	Date: _____
Concurred by: _____ Chief Education Supervisor, CID	Date: _____
Recommending Approval: _____ Assistant Schools Division Superintendent	Date: _____
Approved & Escalated to Regional Office: _____ Schools Division Superintendent	Date: _____

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)

SDO PERFORMANCE CONVERSATION

[SCHOOLS DIVISION OFFICE]

Reporting period: [] Reporting cutoff date: []

Evidence → Insight → Action → Support

Which deliverables best explain our performance?

Select three to five priority PAPs—not the full reporting matrix.

Priority PAP / Deliverable	Target vs. actual	Signal	What explains the result?
Priority PAP 1	(Target) / (Actual)	(On track / Gap)	(Brief variance explanation)
Priority PAP 2	(Target) / (Actual)	(On track / Gap)	(Brief variance explanation)
Priority PAP 3	(Target) / (Actual)	(On track / Gap)	(Brief variance explanation)
Priority PAP 4, if needed	(Target) / (Actual)	(On track / Gap)	(Brief variance explanation)

Explain the variance and its implication—not just the accomplishment percentages.

If leadership remembers only three things...

Start with the SDO's clearest performance story.

STRONGEST RESULT

[One meaningful result + evidence]

BIGGEST PERFORMANCE GAP

[Most consequential gap against target]

MOST URGENT ACTION

[Action or decision needed next]

Overall assessment: [On track / Needs attention / At risk] — [brief evidence-based explanation]

Are resources translating into delivery?

Highlight only financial results or variances that require explanation or action.

ALLOCATION

[Approved allocation]

OBLIGATION

[Amount / % of allocation]

DISBURSEMENT

[Amount / % of obligation or allocation]

UTILIZATION

[Rate + interpretation]

Material variance / risk: [What explains the gap? What delivery or deadline is affected?]

Use the approved financial reporting table and a consistent cutoff date.

What has changed since the last cycle?

Show material progress, unresolved issues, and newly emerging concerns.

RESOLVED

[Issue + action taken]
[Evidence of resolution]

STILL UNRESOLVED

[Persisting gap]
[Reason / action underway]

RECURRING / NEW

[Issue + why it matters]
[Immediate response]

Initial cycle? Establish the baseline issues that must be checked next.

What do the indicators tell us?

Choose indicators that illuminate outcomes, activity, quality, or enabling conditions.

KEY RESULT

[Indicator + actual / target]
[What the result suggests]

SIGNIFICANT GAP

[Indicator + gap]
[Who / what is affected?]

DATA CONFIDENCE

[Final / interim / estimated]
[Source + reference period]

Management implication: [What action should follow from this evidence?]

QUALITY CHECK TOOL: SESSION BLUE DECK (WORKSHOP OUTPUT)

Training on Alignment of Classroom and National Assessments

GROUP - SWAP ACTIVITY

ROOT CAUSE AND TECHNICAL ASSISTANCE 87 / 10

What is holding performance back?

Connect the gap to its underlying cause, action taken, and support needed.

THE BOTTLENECK	ROOT CAUSE + RESPONSE	SUPPORT NEEDED
[Specific issue + evidence]	[Underlying cause] [What the SDO has tried]	[Specific RO assistance / decision] [Consequence if unresolved]

Limit to one or two significant issues requiring management attention.

ACKNOWLEDGEMENTS

Thank you

Schools Division Superintendent (SDS)
Assistant Schools Division Superintendent (ASDS)
CID and SGOD Chiefs
SDO M&E Focal Person
Concerned program / process owners and supporting personnel
Other members of the SDO team

[SCHOOLS DIVISION OFFICE]

PRIORITY COMMITMENTS 88 / 10

What will we do next—and by when?

Translate the most important gaps into measurable commitments.

Priority action / output	Lead office / person	Deadline	Measure of success
[Commitment 1]	[Office / person]	[Date]	[Measurable output / target]
[Commitment 2]	[Office / person]	[Date]	[Measurable output / target]
[Commitment 3]	[Office / person]	[Date]	[Measurable output / target]

Key risk and mitigation: [What could delay delivery, and how will it be addressed?]

Recommendations

Group Checklist

REGIONAL MANAGEMENT RESPONSE 89 / 10

What do we need from the Regional Office?

Make the request specific enough for a decision and follow through.

REQUESTED SUPPORT / DECISION	WHY IT MATTERS NOW	PROPOSED NEXT STEP
[Specific TA, decision, or resource support]	[Link to gap, deadline, or consequence]	[Relevant RO office + proposed timing]

During engagement, record agreed action, responsible person/office, and target date.

RO EPS
D/C

Learning Facilitators

REGIONAL MONITORING, EVALUATION, AND ADJUSTMENT (RMEA)

SDO PERFORMANCE CONVERSATION

[SCHOOLS DIVISION OFFICE]

Reporting period: [] Reporting cutoff date: []

Evidence + Insight + Action + Support

PAP IMPLEMENTATION

14 / 15

Which deliverables best explain our performance?

Select three to five priority PAPs—list the full reporting metrics.

Priority PAP / deliverable	Target vs. actual	Signal	What explains the result?
[Priority PAP 1]	[Target] / [Actual]	[On track / Gap]	[Brief variance explanation]
[Priority PAP 2]	[Target] / [Actual]	[On track / Gap]	[Brief variance explanation]
[Priority PAP 3]	[Target] / [Actual]	[On track / Gap]	[Brief variance explanation]
[Priority PAP 4, if needed]	[Target] / [Actual]	[On track / Gap]	[Brief variance explanation]

Explain the variance and its implication—not just the accomplishment percentage.

Deliverables summary

12 / 15

If leadership remembers only three things...

Start with the SDO's clearest performance story.

STRONGEST RESULT

[One meaningful result + evidence]

BIGGEST PERFORMANCE GAP

[Most consequential gap against target]

MOST URGENT ACTION

[Action or decision needed next]

Overall assessment: [On track / Needs attention / At risk] — [brief evidence-based explanation]

FINANCIAL PERFORMANCE

15 / 15

Are resources translating into delivery?

Highlight only financial results or variances that require explanation or action.

ALLOCATION

[Approved allocation]

OBLIGATION

[Amount / % of allocation]

DISBURSEMENT

[Amount / % of obligation or allocation]

UTILIZATION

[Rate + interpretation]

Material variance / risk: [What explains the gap? What delivery or deadline is affected?]

Use the approved financial reporting facts and a consistent cutoff date.

PROBLEM-ORIENTED DELIVERABLES

13 / 15

What has changed since the last cycle?

Show material progress, unresolved issues, and newly emerging concerns.

RESOLVED

[Issue + action taken]
[Evidence of resolution]

STILL UNRESOLVED

[Remaining gap]
[Reason / action underway]

RECURRING / NEW

[Issue + why it matters]
[Immediate response]

Initial cycle? Enter in the baseline issues that must be tracked next.

BRIEF INDICATORS

16 / 15

What do the indicators tell us?

Choose indicators that illuminate outcomes, equity, safety, or enabling conditions.

KEY RESULT

[Indicator + actual / target]
[What the result suggests]

SIGNIFICANT GAP

[Indicator + gap]
[Who / what is affected?]

DATA CONFIDENCE

[Final / interim / estimated]
[Source + reference period]

Management implication: [What action should follow from this evidence?]

ROOT CAUSE AND TECHNICAL ASSISTANCE 17 / 18

What is holding performance back?

Connect the gap to its underlying cause, action taken, and support needed.

THE BOTTLENECK	ROOT CAUSE + RESPONSE	SUPPORT NEEDED
[Specific issue + evidence]	[Underlying cause] [What the SDO has tried]	[Specific RO assistance / decision] [Consequence if unresolved]

Limit to one or two significant issues requiring management attention.

ACKNOWLEDGEMENTS

Thank you

Schools Division Superintendent (SDS)
Assistant Schools Division Superintendent (ASDS)
CID and SGOD Chiefs
SDO M&E Focal Person
Concerned program / process owners and supporting personnel
Other members of the SDO team

[SCHOOLS DIVISION OFFICE]

PLANNING AND IMPLEMENTATION 18 / 18

What will we do next—and by when?

Translate the most important gaps into measurable commitments.

Priority system / output	Lead office / person	Deadline	Measure of success
[Commitment 1]	[Office / person]	[Date]	[Measurable output / target]
[Commitment 2]	[Office / person]	[Date]	[Measurable output / target]
[Commitment 3]	[Office / person]	[Date]	[Measurable output / target]

Key risk and mitigation: [What could delay delivery, and how will it be addressed?]

REGIONAL MANAGEMENT RESPONSE 19 / 19

What do we need from the Regional Office?

Make the request specific enough for a decision and follow through.

REQUESTED SUPPORT / DECISION	WHY IT MATTERS NOW	PROPOSED NEXT STEP
[Specific TA, decision, or resource support]	[Link to gap, deadline, or consequence]	[Relevant RO office + proposed timing]

During engagement, record agreed action, responsible person/office, and target date.



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Enclosure 4 Accommodation and Meal Provision

A. Accommodation

Training Venue	Acacia Hotel, Bacolod City
Accommodation	2 days
Check-in Date/Time	November 9, 2026 @ 2:00 PM
Check-Out Date/Time	November 11, 2026 @ 12:00 NN

B. Meal Provision

Meal	November 9, 2026	November 10, 2026	November 11, 2026
Breakfast		/	/
AM Snacks	/	/	/
Lunch	/	/	/
PM Snacks	/	/	/
Dinner	/	/	