



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 06 2023

MEMORANDUM

No. 058, s. 2023

**PILOT TESTING OF TOOLS FOR THE REGIONAL MONITORING, EVALUATION,
AND ADJUSTMENT-PRIMING UP RESULTS-DRIVEN CONTRIBUTIONS
IN KPIS (RMEA PLUS) INITIATIVE**

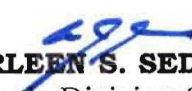
To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is Regional Memorandum No. NCR-096, s. 2023, dated February 21, 2023, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. A Virtual Division Orientation is scheduled on March 14, 2023, 8:30-11:30 a.m., which will be participated by the Public Schools District Supervisors (PSDS), Education Program Supervisors (EPS), and School Heads (SH).

Teams Link: <https://bit.ly/M07-PILOT-TESTING-TOOLS-RMEA>

3. For strict compliance of all concerned.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

TOOLS MONITORING EVALUATION

ZPLG / DM / Pilot Testing Of Tools For The Regional Monitoring, Evaluation, And Adjustment-pRiMing up
Results-Driven Contributions In KPIS (RMEA Plus) Initiative
058 / March 3, 2023

NUM-2023-058



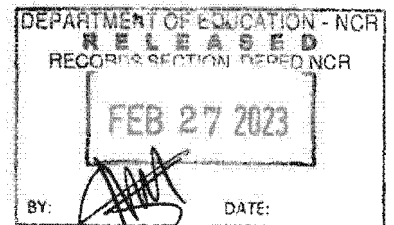
 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com



058



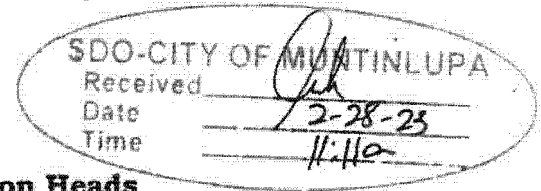
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM

No. NCR- 096, s. 2023



TO : RO FD Chiefs and Unit/Section Heads
Schools Division Superintendents
SGOD and CID Chiefs
All Others Concerned

FROM : Office of the Regional Director

SUBJECT : Pilot Testing of Tools for the Regional Monitoring,
Evaluation, and Adjustment - pRiMing up results-
driven contributions in KPIs (RMEA plus) Initiative

DATE : February 21, 2023

1. In light of the implementation of RMEA plus in the Regional Office, as a strategic mechanism to evaluate, discuss, and utilize input on Functional Divisions' performance efficiency and effectiveness, the development and utilization of appropriate tools on Monitoring and Evaluation (M&E) are deemed crucial.
2. The seamless adoption of the Basic Education Plan (BEDP) 2030, as spelled out in DepEd Order No. 24, s. 2022, demands for the operationalization of efficient, responsive, modern, and continually improving systems and processes by which M&E takes a major contribution.
3. With the support of the United States Agency for International Development (USAID) Philippines, this Office has developed thirty-one (31) M&E tools in 2022, which are based on FDs' Key Result Areas and Performance Indicators. A series of internal validation and consultation activities was conducted to ensure its alignment to current realities and quality parameters.
4. Essentially, the Pilot Testing activity aims to determine the validity, reliability, and suitability of developed M&E Tools.
5. Enclosed is the list of tools for pilot testing administration, intended raters from different governance levels, what/who to rate, and the target number of responses for each tool (*Enclosure A*).



6. For the purpose of the above-stated activity, the Technical Consultants from the USAID Philippines shall facilitate the Pilot Testing **from February 27 - March 27, 2023**. All concerned personnel in the RO, SDOs and Schools are requested to provide the needed assistance in accomplishing the particular tool/s to be administered.

7. Program arrangements of the Pilot Testing are as follows:

A. The data gathering will be made through online. All M&E Tools are accessible through this website link:

<http://bit.ly/RMEAplusPilotTesting>.

Raters may also access the created website by scanning the QR Code herein provided;

B. Guidelines as to the accomplishment of M&E Tools are enclosed for reference (*Enclosure B*);

C. All data shall be treated with utmost confidentiality, in accordance with Republic Act No. 10173, "Data Privacy Act of 2012"; and

D. Implementation of flexible mechanism to ensure the continuity of operations upon the engagement of personnel to the pilot testing is requested.

8. For related concerns, please contact the **Quality Assurance Division** at **8921-5630** or through email at **qad.ncr@deped.gov.ph**.

9. Immediate dissemination of and utmost compliance with this Memorandum are desired.



QR Code - Pilot Testing Website

/agd_qad


WILFREDO E. CABRAL, CESO III
Regional Director, DepEd NCR





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NATIONAL CAPITAL REGION

Enclosure A

DETAILS FOR THE PILOT TESTING OF M&E TOOLS

RO LEVEL

Intended Raters: PPRD Personnel

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
27	Division Education Development Plan (DEDP) Compliance of Plans	PPRD	Each DEDP	16 Plans (1 Plan per SDO)
28	Quality Control for Basic Research	PPRD	Each Research Report	240 Reports (15 Reports per SDO)
29	Quality Control for Action Research	PPRD	Each Research Report	240 Reports (15 Reports per SDO)

Intended Raters: RO PRAISE Committee Members

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
25	Rewards and Recognition	HRDD and NEAP-R	Implementation of each Rewards and Recognition Program	Responses of all Committee Members; 2 PRAISE Activities as Subject

Intended Raters: RO Personnel

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
1	Disposal of Government	ASD	Each property	126 Responses from RO Personnel



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	Property Process			(Current No. of RO Personnel with Plantilla Items is 126)
2	Management and Maintenance of Government Facilities	ASD	Each building	126 Responses from RO Personnel
3	Physical Inventory Procedures	ASD	Each equipment	126 Responses from RO Personnel
4	Office Safety	ASD	Maintenance Personnel	126 Responses from RO Personnel
5	Payroll Disbursement	ASD	Each Payroll Report	100 Responses from RO Personnel Clients
6	Quality and Content of Financial Report	ASD	Each Financial Report	100 Responses from RO Personnel Clients
7	Individual Service Record	ASD	Each Service Record	100 Responses from RO Personnel Clients
8	Vehicle Maintenance	ASD	Each Driver	126 Responses from RO Personnel (Current No. of RO Personnel with Plantilla Items is 126)
26	Learning and Development	HRDD and NEAP-R	L&D Implementation	126 Responses from RO Personnel
23	Feedback on Obligation and Disbursement	Finance Division	Obligation and Disbursement	126 Responses from RO Personnel

SDO LEVEL

Intended Raters: SDO EPS

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
30	Implementation of Projects, Programs, and Activities	QAD	Each PPA	For 320 PPAs <i>(20 PPAs per SDO)</i>
14	Quality of Monitoring and Evaluation	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
15	Social-Emotional Learning (SEL) Implementation - School Head	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
18	School Head's M&E of the numeracy intervention	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
20	School Head's M&E of the Literacy Instruction	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
13	Quality of Contextualized Learning Resource	CLMD	Learning Material	320 Learning Materials as Subject <i>(20 Learning Materials as Subject per SDO)</i>

Intended Raters: PSDS

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
9	Quality of	CLMD	Teacher	320 Teachers as

	Contextualized Assessment			Subject <i>(20 Teachers as Subject per SDO)</i>
14	Quality of Monitoring and Evaluation	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
13	Quality of Contextualized Learning Resource	CLMD	Learning Material	320 Learning Material as Subject <i>(20 Learning Materials as Subject per SDO)</i>
18	School Head's M&E of the numeracy intervention	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
15	Social-Emotional Learning (SEL) Implementation - School Head	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
20	School Head's M&E of the Literacy Instruction	CLMD	School Head	320 School Heads as Subject <i>(20 School Heads as Subject per SDO)</i>
21	School-Based Feeding Program	ESSD	Feeding Program of Each School	320 Schools as Subject <i>(20 Schools as Subject per SDO)</i>
22	School Dental Health Care Program	ESSD	Dental Health Program of Each School	320 Schools as Subject <i>(20 Schools as Subject per SDO)</i>

Intended Raters: SDO Private School Focal Persons

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
31	Compliance of Private Schools to Standards and Requirements for Government Authority	QAD	Each Private School	320 Private Schools as Subject <i>(20 Private Schools as Subject per SDO)</i>

SCHOOL LEVEL

Intended Raters: School Heads

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/Who to Rate	Target No. of Responses
9	Quality of Contextualized Assessment	CLMD	Teacher	320 Teachers as Subject <i>(20 Teachers as Subject per SDO)</i>
10	Contextualization of Curriculum Content	CLMD	Teacher	320 Teachers as Subject <i>(20 Teachers as Subject per SDO)</i>
16	Social-Emotional Learning (SEL) Implementation - Teachers	CLMD	Teacher	320 Teachers as Subject <i>(20 Teachers as Subject per SDO)</i>
17	Numeracy Intervention	CLMD	Teacher	320 Teachers as Subject <i>(20 Teachers as Subject per SDO)</i>
19	Literacy Instruction	CLMD	Teacher	320 Teachers as Subject

				<i>(20 Teachers as Subject per SDO)</i>
12	School-Based Learning and Development	CLMD	L&D Sessions	320 Schools with L&D Sessions as Subject <i>(20 Schools with L&D Sessions as Subject per SDO)</i>

Intended Raters: Teachers

Tool No. in the Pilot Testing Website	M&E Tools	Process Owner	What/ Who to Rate	Target Number of Responses
11	Home Learning Support	CLMD	Parents	320 Parents as Subject <i>(20 Parents as Subject per SDO)</i>
24	Quality of Technical Assistance Provided	FTAD	School Heads, SDO EPS, and PSDS	320 TA Providers as Subject <i>(20 TA Providers as Subject per SDO)</i>



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Enclosure B

**GUIDELINES IN THE ACCOMPLISHMENT OF TOOLS FOR THE PILOT TESTING
(FOR RATERS)**

1. Check the table on the “Intended Raters” in the Enclosure A of the Regional Memorandum, and if in case you belong to that category, you are identified to participate in accomplishing the particular M&E tool:

PPRD Personnel - refers to the personnel who are assigned to deliver services in the Policy, Planning, and Research Division, Regional Office

RO PRAISE Committee Members - refers to the personnel who are part of the committee that is working on Rewards and Recognition in the RO

RO Personnel - refers to all personnel who are working in the RO

SDO EPS - refers to the Education Program Supervisors assigned in different learning areas

SDO PSDS - refers to the appointed Public Schools District Supervisors

SDO Private School Focal Persons - refers to the personnel assigned in providing regulatory and developmental services to private schools

School Heads - refers to the appointed School Heads in the schools

Teachers - refers to the teachers in the schools who are handling learners

2. The tool(s) that you will accomplish is/are indicated under “M&E tools”.
3. Prior to the accomplishment of the tool, you need a device (mobile, tablet, laptop, or desktop) that is connected to the internet.
4. Open the website where all the tools are located through this link or QR Code:

<http://bit.ly/RMEAplusPilotTesting>.



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5. From the list of tools on the website, your position/designation is indicated, corresponding to the tool/s that you will about to accomplish.
6. Click on the link/s of the tool/s and the form/s will open in a new window.
7. Read the instructions and you will see the purpose of the tool/s. The details on the personnel whom you need to appraise, activity or resource that you need to rate are indicated.
8. Take note that the accomplishment of the following tools contributes to the bank of data that needs to be collected in the Learning Continuity and Recovery Plan (LCRP):

- Home Learning Support
- School-Based Learning and Development
- Quality of Contextualized Learning Resource
- Quality of Monitoring and Evaluation
- Social-Emotional Learning (SEL) Implementation - School Head
- Social-Emotional Learning (SEL) Implementation - Teachers
- Numeracy Intervention
- School Head's M&E of the numeracy intervention
- Literacy Instruction
- School Head's M&E of the Literacy Instruction
- Quality of Technical Assistance Provided
- Implementation of Projects, Programs, and Activities

Hence, you need to use the activities involved in the LCRP when accomplishing the above-mentioned tools.

9. Have in mind the personnel you need to appraise, activity or resource that you need to rate when you go through the items. You are encouraged to:
 - Provide ratings as honest as possible;
 - Check on Means of Verification when accomplishing the form/s;
 - Refer to previous evidences that you have collected and observed; and
 - Complete answering ALL items.
10. Take note that the ratings you provide will not have any bearing on the decisions about the personnel, activity, or resources. The purpose of the pilot testing is to gather data to establish the validity, reliability, and norms of the tool.

11. When you are done, make sure to click the “Submit” button.
12. When you are disconnected to the internet while accomplishing midway of the form, do not close the browser and find other connection. Once connected, continue to answer.
13. If your device turned off for any reason, try to open the browser once again and check if your responses are still found. If not, you may accomplish the form again.
14. Make sure to click the “Submit” button when you have completed answering all items.
15. Go back to the Main Page and check for other tools where you are identified as a rater. You are encouraged to accomplish all forms where you are identified as a rater.
16. You are encouraged to accomplish the same form again in the following cases:
 - You need to rate more than one process in the case of ASD tools;
 - You need to rate more than one property, object, or facility in the case of ASD tools;
 - You need to rate more than one PPA;
 - You need to rate several personnel, teachers, School Heads or home learning partners;
 - You need to rate separately each kind of learning materials for learners; and
 - You need to rate several documents like plans and researches.