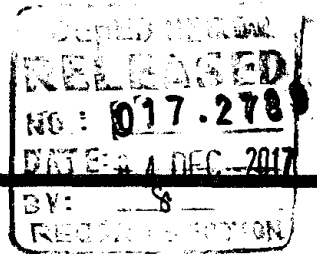




SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City



December 1, 2017

TRAVEL ORDER

NO. 1093, s. 2017

TO :

DR. BEDA JOVENCIANA DAVAD	- PSDS
MRS. DAE HABALO	-SEPS, PLANNING AND RESEARCH
MR. DENNIS CHARL F. ANDALAJAO	- SEPS, M & E
MRS. REGINA E. EMPESO	- EPS II, M & E
DR. NIDA L. BERSABAL	- PSDS
MRS. MARIA FE YOSORES	- SCHOOL HEAD

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **SERIES OF WRITESHOPS AND REGIONAL WORKSHOPS TO PREPARE THE STANDARDS AND GUIDELINES FOR THE SEARCH FOR BEST SMEA, DsMEA AND DMEA IMPLEMENTERS**

DATE OF TRAVEL : December 6-7, 2017

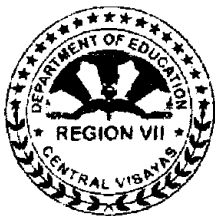
VENUE/PLACE : ECOTECH CENTER, SUDLON, LAHUG, CEBU CITY

ALLOWED/CHARGED TO: (REGIONAL MOOE/HRTD/DIVISION MOOE funds) subject to the usual accounting and auditing rules and regulations)

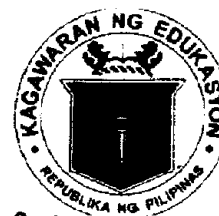
X : Transportation and other incidental expenses (DIVISION MOOE)

X : Board and Lodging (REGIONAL MOOE/HRTD FUNDS)

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



NOV 29 2017

REGIONAL MEMORANDUM
No. **0926**, s. 2017

CORREGINDUM TO REGIONAL MEMORANDUM NO. 609, SERIES OF 2017
(SERIES OF WRITESHOPS AND REGIONAL WORKSHOPS TO PREPARE THE STANDARDS AND GUIDELINES FOR THE SEARCH FOR BEST SMEA, DsMEA, AND DMEA IMPLEMENTERS)

To: Schools Division Superintendents

- This Office, through Quality Assurance Division (QAD), hereby announces that instead of having a three separate regional workshops (initial writeshop, critiquing workshop, and enhancement writeshop), one two-day regional workshop will be conducted pertaining Project Quality Trademark (Project QuaTra)—a reward system for the implementation of monitoring and evaluation in schools, districts, and division.
- This regional workshop to prepare the standards and guidelines for Best SMEA, DsMEA, and DMEA Implementers will be conducted on December 6-7, 2010 at DepEd-ECOTECH Center, Sudlon, Lahug, Cebu City.
- The participants to this workshop are the following: (1) Assistant Schools Division Superintendent, (2) SGOD Chief, (3) SEPS-M&E, (4) EPS II-M&E, (5) one PSDS, (6) one School Head.
- Division participants are encouraged to bring the hard and soft copies of their Project QuaTra Outputs when they conducted their own consultation writeshop on the standards and guidelines for the Search for Best SMEA, DsMEA, and DMEA Implementers. Schools Divisions of the province of Negros Oriental are advised to conduct their own division writeshop/s based on Regional Memorandum No. 609, s. 2017.
- Education Program Supervisors of QAD shall facilitate the three-group workshops whose overall facilitator is Ms. Merden Bryant, Regional M&E Coordinator:

COLLABORATORS	Best SMEA Implementer	Best DsMEA Implementer	Best DMEA Implementer
RO	<ul style="list-style-type: none"> Dr. Eduardo Omana Dr. Eduardo Bacaltos 	<ul style="list-style-type: none"> Dr. Emerson Degamo Dr. Ma. Felina Calledo 	<ul style="list-style-type: none"> Ms. Cynthia Miro
SDO	<ul style="list-style-type: none"> School Head Representatives EPS II-M&E 	<ul style="list-style-type: none"> PSDS Representatives SEPS-M&E 	<ul style="list-style-type: none"> SGOD Chief ASDS

- Expenses relative to the conduct of this regional workshop, as shown in the tabular breakdown below, are subject to the usual accounting rules and regulations.

EXPENSES	CHARGEABLE TO		
	RO-MOOE	RO-HRTD PSF	Local Funds
Sleeping Accommodation of RO and SDO participants		*	
Workshop Venue and Other Incidental Expenses for the Workshop		*	
Meals and Snacks of RO Participants	*		
Meals and Snacks of SDO Participants		*	
Travel and Other Incidental Expenses of SDO and School Participants as they travel			*

- Immediate and wide dissemination of and compliance with this Memorandum is directed.

Juliet A. Jeruta
JULIET A. JERUTA, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



SEP 07 2017

REGIONAL MEMORANDUM
 No. **0609** s. 2017

SERIES OF WRITESHOPS AND REGIONAL WORKSHOPS TO PREPARE THE STANDARDS AND GUIDELINES FOR THE SEARCH FOR BEST SMEA, DsMEA, AND DMEA IMPLEMENTERS

To: Schools Division Superintendents

1. Project Quality Trademark (QuaTra) is designed by the Quality Assurance Division (QAD) with the aim of inspiring schools, districts, and schools divisions to continuously improve the Implementation of Monitoring, Evaluation, and Adjustment (MEA) in schools (SMEA), districts (DsMEA), and schools divisions (DMEA).
2. The two main purposes of Project QuaTra are the following:
 - 2.1 Devise standards and guidelines for the Search for Best SMEA, DsMEA, and DMEA Implementers through a series of writeshops and consultations with the stakeholders concerned
 - 2.2 Conduct the aforementioned Search and give recognition and awards to the regional winners at the end of the school year
3. To help devise the standards and guidelines for Project QuaTra, the schools divisions are encouraged to lead the following series of writeshops:

ACTIVITY	PARTICIPANTS TO BE CONSULTED	MANAGED BY	SUGGESTED DATE
Writeshop on the Standards and Guidelines for Best SMEA Implementers or Best School Monitoring and Evaluation Team (SMET)	From Large, Medium, and Small ESs or HSs <ul style="list-style-type: none"> • Selected School Heads • Selected School M&E Coordinators • Selected School ICT Coordinators • Selected Grade Leaders • Selected Department Heads 	Schools Governance and Operations Division (SGOD) Chiefs with the help of SGOD EPS, SEPS- and EPS II-M&E	September 4-8, 2017
Writeshop on the Standards and Guidelines for Best DsMEA Implementers or Best District Monitoring and Evaluation Team (DsMET)	<ul style="list-style-type: none"> • Selected PSDSs • Selected District M&E Coordinators • Selected District ICT Coordinators • Selected School Heads 	SGOD Chiefs with the help of SGOD EPS, SEPS- and EPS II-M&E	September 11-15, 2017
Writeshop on the Standards and Guidelines for Best DMEA Implementers or Best Division Monitoring and Evaluation Team (DMET) On Delivery of Basic Education Services	<ul style="list-style-type: none"> • Assistant Schools Division Superintendent • SGOD Chief • SGOD EPS • CID Chief • SEPS-M&E • EPS II-M&E • At least 2 CID EPSs • At least 2 PSDSs 	SGOD Chiefs with the help of SGOD EPS, SEPS- and EPS II-M&E	September 18-22, 2017

Writeshop on the Standards and Guidelines for Best Internal Monitoring and Evaluation Team (IMET) in the Schools Division Office	<ul style="list-style-type: none"> • Assistant Schools Division Superintendent • SGOD Chief • CID Chief • Heads of Sections/Units in SGOD • Heads of Sections/Units in CID • Heads of Sections/Units under OSDS 	SGOD Chiefs with the help of SGOD EPS, SEPS- and EPS II-M&E	September 25-29, 2017
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4. Each Schools Division through the SGOD is hereby advised to consider the following criteria as it designs scoring rubrics (See Enclosure 1) for the Searches aforementioned in Paragraph 3:

Search	CRITERIA
Best SMEA Implementers or Best School Monitoring and Evaluation Team (SMET)	<ul style="list-style-type: none"> • Teacher Coverage or Extent of Implementation • Efficiency and Effectiveness in the Implementation of SMEA • Continuous Improvement of School Processes related to Access, Quality and Governance because of Improved School Leadership and Management • Continuous Improvement of Progress Performance Indicators Every Quarter Brought About by Authentic Child-Friendly School Interventions that Involve Stakeholders • Efficiency and Effectiveness in Resolving Quarterly CIGPs at the school level • Improved Key Performance Indicators
Best DsMEA Implementers or Best District Monitoring and Evaluation Team (DsMET)	<ul style="list-style-type: none"> • Extent of Implementation in the District <ul style="list-style-type: none"> • Teacher Coverage • School Head Coverage • Efficiency and Effectiveness in the Implementation of DsMEA • Continuous Improvement of School Processes related to Access, Quality and Governance because of Improved School Leadership and Management in the District Every Quarter • Continuous Improvement of the District's Progress Performance Indicators Every Quarter Brought About by Authentic Child-Friendly School Interventions that Involve Stakeholders • Efficiency and Effectiveness in Resolving Quarterly CIGPs at the District Level • Improved Key Performance Indicators of the District
Writeshop on the Standards and Guidelines for Best DMEA Implementers or Best Division Monitoring and Evaluation Team (DMET) On Delivery of Basic Education Services	<ul style="list-style-type: none"> • Extent of Implementation in the Division <ul style="list-style-type: none"> • Teacher Coverage • School Head Coverage • Efficiency and Effectiveness in the Implementation of DMEA • Continuous Improvement of School Processes related to Access, Quality and Governance because of Improved School Leadership and Management in the Division Every Quarter • Continuous Improvement of the Division's Progress Performance Indicators Every Quarter Brought About by Authentic Child-Friendly School Interventions that Involve Stakeholders • Efficiency and Effectiveness in Resolving Quarterly CIGPs at the Division Level • Improved Key Performance Indicators of the Division
Best Internal Monitoring and Evaluation Team (IMET) in the Schools Division Office	<ul style="list-style-type: none"> • Efficiency and Timeliness in Preparing/Adjusting and Submitting Work Plans Every Quarter • Efficiency and Timeliness in Preparing and Submitting DMEA Matrices Every Quarter • Alignment of Planned and Accomplished Outputs to the KRAs in the Office Charter Every Quarter • Availability and Quality of Means of Verification (MOVs) or Evidences of Accomplished Outputs Every Quarter

5. The following regional workshops with the corresponding participants and schedule will be conducted by the Quality Assurance Division at Ecotech Center, Lahug, Cebu City:

WORKSHOP	SCHEDULE	PARTICIPANTS
Consultation Workshop	October 18-20, 2017	REGIONAL STAKEHOLDERS <ul style="list-style-type: none"> • FTAD Chief • 6 RFTAT Team Leaders/Representatives • 8 QAD Personnel
		DIVISION STAKEHOLDERS <ul style="list-style-type: none"> • Assistant Schools Division Superintendent • SGOD Chief • SEPS-M&E • EPS II-M&E
		DISTRICT STAKEHOLDERS <ul style="list-style-type: none"> • 1 PSDS per SDO
		SCHOOL STAKEHOLDERS <ul style="list-style-type: none"> • 1 School Head per SDO
Critiquing Workshop	October 27, 2017	REGIONAL STAKEHOLDERS <ul style="list-style-type: none"> • Assistant Regional Director • FTAD Chief • 6 RFTAT Team Leaders/Representatives • 8 QAD Personnel
		DIVISION STAKEHOLDERS <ul style="list-style-type: none"> • Schools Division Superintendents (SDS) or Assistant SDS • SGOD Chief • SEPS-M&E
Enhancement Writeshop	November 6-7, 2017	REGIONAL STAKEHOLDERS <ul style="list-style-type: none"> • FTAD Chief • 8 QAD Personnel DIVISION STAKEHOLDERS <ul style="list-style-type: none"> • SEPS-M&E • EPS II-M&E

6. Expenses relative to the conduct of the regional workshops/writeshop aforementioned in Paragraph 5, as shown in the tabular breakdown below, are subject to the usual accounting rules and regulations.

EXPENSES	CHARGEABLE TO		
	RO-MOQE	RO-HRTD PSF	Local Funds
Sleeping Accommodation of RO and SDO participants		*	
Workshop Venue and Other Incidental Expenses for the Workshop		*	
Meals and Snacks of RO Participants	*		
Meals and Snacks of SDO Participants		*	
Travel and Other Incidental Expenses of SDO and School Participants as they travel			*

6. Immediate and wide dissemination of and compliance with this Memorandum is directed.


JULIET A. JERUTA, Ph.D./CESO V
 Director/III/OIC- Regional Director

ENCLOSURE 1

Search for Best SMEA Implementers or Best School Monitoring and Evaluation Team (SMET)

Directions: Please prepare the rubric for each criterion to illustrate the performance that gets 1, 2, 3 or 4 points.

CRITERIA	1 POINT	2 POINTS	3 POINTS	4 POINTS
Teacher Coverage or Extent of Implementation				
Efficiency and Effectiveness in the Implementation of SMEA				
Continuous Improvement of School Processes related to Access, Quality and Governance because of Improved School Leadership and Management				
Continuous Improvement of Progress Performance Indicators Every Quarter Brought About by Authentic Child-Friendly School Interventions that Involve Stakeholders				
Efficiency and Effectiveness in Resolving Quarterly CIGPs at the school level				
Improved Key Performance Indicators				