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DepED-X
Cagayan de Oro City

November 26, 2019

REGIONAL MEMORANDUM

No. 778, s. 2019

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RELEASED

**TECHNICAL WORKING COMMITTEES
FOR THE 3rd AND 4th QUARTER REGIONAL MONITORING,
EVALUATION AND ADJUSTMENT (RMEA)**

To: **Schools Division Superintendents**
This Region

1. To ensure the success of the 3rd and 4th Quarter Regional Monitoring, Evaluation, and Adjustment (RMEA), this Office, through the Quality Assurance Division (QAD), has organized different committees to meet the demands and requirements of this quarterly conference.
2. Attached is the list of the technical working committees for reference, guidance, and information. The members of the technical working group (TWG) from the Schools Division Offices (SDOs) shall be part of the number allocated to them.
3. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

QAD/lorie





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X



Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone Nos.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51
 Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph

3rd and 4th Regional Monitoring, Evaluation and Adjustment (RMEA) Conference
Special Working Committees

Date: December 2, 2019

Venue: UNO Business Hotel, Sayre Highway, Valencia City

Committees	In-Charge	Task
Over-all Head, TWG	Chair: Dr. Arturo B. Bayocot, CESO III Vice Chair: Dr. Victor G. de Gracia, Ceso V Co- Vice chair: Dr. Rebonfamil R. Baguio	Signs Call ups and the logistics for the pre-actual and post activities of RMEA.
Program Steering Committee	Chair: Rogelio C. Evangelista, Chief, QAD Co-Chair/Members-Laurencia O. Llagas Reinante N. Noel Pelagio Neil Improgo Esther V. Tabañag Philip T. Perez	Prepare all the pre-implementation stage requirements (from the call up, committees, gathering the division reports, pre-work, post conferences and the logistics
Secretariat and Documentation	Chair: Laurencia O. Llagas Co-chairs: Ma. Salome M. Manlapig Rosalyn M. Lato Ricardo T. Pasi Renel Jay A. Qurit	- Document the RMEA proceedings - Submit the minutes/report of the proceedings to the management
Program and Information	Chair: Ramon Abrera Co-Chair: Lita F. Base Blue R. de la Cerna	- Prepares opening and closing programs - Coordinate with the delegates from Division Offices on information regarding accommodation and other concerns
Accommodation	Chair: Philip T. Perez Co-chair: Mario Esteban C. Arsenal Annalyn A. Salcedo	- Ensures that all participants have Hotel Accommodations
Facilities (Information Communication Technology (ICT), Sound, and others)	Chair: Reinante N. Noel Pelagio Co-chair: Annalyn A. Salcedo Ralph Simon Mabulay Ricardo T. Pasi	- Provides units for Online QAME - Prepares the needed equipment and devices for RMEA




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Supplies and Materials	Chair: Esther V. Tabañag Co-chairs: Maricris P. Quismundo Edelina M. Eborá	- Prepares the needed supplies and materials during the conference
Hall Preparation	Chair: Ivy T. Jumawan Co-chair: Jeanelei L. Carolino	- Prepares the venue and hall for the conduct of the conference
Registration and Certificates	Chair: Renel Jay A. Quirit Co-chairs: Roselle O. Bacasnot Wennie Nahial	- Ensure that all participants are registered and given CPs and CAs - Prepares Certificates of Appearances and Participation
Finance	Chair: Mary Ann D. Neri, CPA Co-Chair: Shee Ann A. Siem, CPA Members: Rogelio C. Evangelista Esther V. Tabañag Laurencia O. Llagas	Facilitate the disbursement and payments of all logistics process during the conduct
Food	Chair: Gladys Jean D. Quijada Co-chair: Myra A. Ambalong Eleanor Rollan Mario Esteban Arsenal	- Facilitates in the provision of food - Help ensures that food is served on time
Usherettes	Chair: Josephine Valledor Co-Chair: Pauline Giani B. Montellano Edelina Eborá Carol Jane Jumalon	-Guide the participants to their chairs and tables also possible to the accommodation.
Conference Evaluation	Chair: Danny A. Asio Co-chair: Philip T. Perez Aileen Zaballero	- Prepares Activity Evaluation Tool - Facilitates in the submission of QAME Feedback - Submit QAME Reports

Prepared by:


LAURENCIA O. LLAGAS
EPS, QAD

Recommending Approval:


ROGELIO C. EVANGELISTA
Chief, QAD

APPROVED:


DR. ARTURO B. BAYOCOT, CESO III
Regional Director