



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 8, 2020

**REGIONAL MEMORANDUM**

No. **353**, s. 2020

**MONITORING, EVALUATION, ACCOUNTABILITY, AND LEARNING (MEAL) ACTIVITIES  
DURING THE SY 2020-2021 OPENING OF CLASSES**

To: Director III  
Schools Division Superintendents  
All Others Concerned

1. Due to the onslaught of Covid-19 pandemic to the educational landscape of the Department of Education, there is a need to find new ways of doing things to support the activities embodied in the Emergency Roadmap. This can be done through the possible scaffolding provisions of the Regional Office to the proactive responses of the Divisions to the emerging situations under the new normal setting specifically during the opening of SY 2020-2021.
2. In this regard, this Office announces the conduct of **Monitoring, Evaluation, Accountability, and Learning (MEAL)** activities to the 13 Divisions starting **July 20 – August 20, 2020**.
3. This activity aims to validate the preparatory actions made by the Divisions relative the opening of classes such as the data on enrollment, the mode of instructional delivery of the schools, the monitoring tools to be utilized and the issues and concerns encountered by the schools/schools divisions in the process of delivering the various learning modalities.
4. There are two monitoring teams that will conduct the MEAL activities by employing the following schemes:

Team	Composition	Divisions to be Monitored	Date of Monitoring
A	RD Ramir B. Uytico Teodorico C. Peliño, CLMD Nova P. Jorge, CLMD	Northern Samar Calbayog Catbalogan	July 20-21 July 22-23 July 27-28



	Jasmin F. Calzita, PAU Head Rachel R. Cuevas, QAD Jimmy G. Gula, QAD Nerio Clenton R. Areglado, Admin Marlou D. Camposano, QAD Leo M. Dizon, Support Staff Jojo M. Senecio, Support Staff Joseph Tuazon, Support Staff	Samar Eastern Samar Borongan	July 29-30 August 17-18 August 19-20
B	ARD Arnulfo M. Balane Gertrudes C. Mabutin, CLMD Melvin Chito M. Solis, QAD Gerardo L. Adtoon, QAD Geraldine M. Mangaliman, FTAD Ryan R. Tiu, CLMD Wedlyn P. Abalorio, Admin Alfredo S. Café, CLMD Harley M. Hamoy, Support Staff Nieto E. Yerro, Support Staff	Southern Leyte Maasin Baybay Ormoc Biliran Leyte Tacloban	July 20-21 July 22-23 July 27-28 July 29-30 August 17-18 August 19 August 20

5. A meeting with the Monitors shall be conducted on the first day of visit to be attended by the following participants:

SDS	1	
ASDS	1	
CID & SGOD Chiefs	2	
EPSs	8	
SEPS for M & E	1	
SEPS for Social Mobilization	1	
District Supervisors	2	} To be identified by the SDO
1 Big Elementary School Principal	1	
1 Small Elementary School Principal	1	

6. The Schools Divisions are requested to coordinate with the local Inter-Agency Task Force (IATF) for specific guidelines on health and safety protocols of the monitors to ensure a smooth conduct of the activity.

7. The Monitors and the participants are advised to strictly abide by the health protocols of DOH and IATF such as observance of social distancing and wearing of facemask.

8. Expenses incurred relative to this activity shall be charged against Local Funds subject to usual accounting and auditing rules and regulations.

9. This Memorandum serves as Travel Order of the Regional Monitors.

10. A meeting with the Monitors to thresh out issues and concerns relative to the MEAL activity will be conducted on **July 14, 11 AM, at the Convergence Zone.**
11. Immediate dissemination of and compliance with this Memorandum are desired.



**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

Enclosures: Suggested guide for the MEAL activities

References: None

To be indicated in the Perpetual Index under the following subjects:

MONITORING

EVALUATION

OPENING OF CLASSES

OARD-AM

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**SUGGESTED GUIDE FOR THE  
MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) ACTIVITIES  
DURING THE SY 2020-2021 OPENING OF CLASSES**

- I. Short Opening Program
- A. National Anthem / Nationalistic Song
  - B. Prayer
  - C. DepEd Region VIII Hymn
  - D. Opening Remarks ..... SDS / ASDS
  - E. Acknowledgment of Participants ..... SDO Representative
  - F. Statement of Purpose ..... RO Monitoring Team Leader
- II. Monitoring and Technical Assistance Proper
- A. Presentation of the Operationalization of SDO BE-LCP/Roadmap .... SDO Representative  
Focused Areas:
    - Enrollment
    - Mode of instructional delivery of the schools
    - Monitoring tools
    - Issues, concerns, and challenges encountered
    - Other matters relative to the opening of classes
  - B. Exploration of Possible Causes (of issues/concerns/challenges) ..... SDO Team
  - C. Determining Possible Interventions ..... SDO and RO Teams
  - D. Validation of the Means of Verification of the SDO BE-LCP/Roadmap Operationalization ..... RO Team
- III. Next Steps
- A. Result of the MEAL ..... RO Monitoring Team Leader
  - B. Setting of schedule for the next visit or activity ..... RO Monitoring Team Leader
  - C. Tracking the progress agreement ..... SDO and RO Teams
- IV. Closing Program
- A. Message ..... RO Monitoring Team Leader
  - B. Closing Remarks ..... SDO Representative

Team A Host: Jazmin F. Calzita  
Team B Host: Gertrudes C. Mabutin