

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



CLMD-RM-2024-716

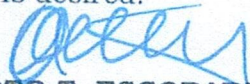
03 October 2024

**Regional Memorandum**  
No. 716 s. 2024

**REGIONAL MONITORING ACTIVITY AND PROGRAM  
IMPLEMENTATION REVIEW OF MADRASAH  
EDUCATION PROGRAM (MEP-PIR)**

To **Schools Division Superintendents**

1. Pursuant to do 41, S.2017, Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program and DO 25, s.2021 on Revised Implementing Guidelines on the Utilization of Fund for Madrasah Education Program, this Office, through the Curriculum and Learning Management Division (CLMD), announces the **Regional Monitoring Activity and Program Implementation Review of Madrasah Education Program (MEP-PIR)** on November 25-27, 2024, at the venue to be announced on a separate issuance.
2. The main objectives of this activity are the following:
  - a. preparation and submission of the Physical and Financial Report as well as the Narrative Accomplishment Report on the Utilization of Program Support Funds for MEP-FY 2024
  - b. ensure compliance with guidelines and timely implementation of PPAs in Madrasah Education Implementing Schools; and
  - c. updating of MEP School Profile, Asatidz Profile and other reports related to MEP
3. Annex A presents the participants, Annex B the Matrix of Activity, and Annex C the template of the reports.
4. Accommodation and food of the participants shall be charged against **RO Downloaded MEP-PSF** while travelling and other incidental expenses of the participants shall be charged against the **downloaded PSF for MEP-FY 2024** and **Local Funds** in case of deficiencies in the downloaded funds, subject to the usual accounting and auditing rules and regulations.
5. For inquiries and concerns, contact the RMEPC, **Emelia P. Crescini**, Education Program Supervisor at [clmd.calabarzon@deped.gov.ph](mailto:clmd.calabarzon@deped.gov.ph)
6. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC4



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

## Annex A. Official List of Participants

**Regional Monitoring Activity and Program Implementation Review of  
Madrasah Education Program (MEP-PIR)**

<b>SDO</b>	<b>Name of Participant</b>	<b>Position/ DMEPC</b>	<b>Email address</b>
Antipolo	Gloria A. Benedicto	PSDS	gloria.benedicto002@deped.gov.ph
Bacoor City	Nereus V. Malinis	EPS	nereus.malinis@deped.gov.ph
Batangas City	Ricky M. Realingo	EPS	ricky.realingo@deped.gov.ph
Batangas Province	Rolando S. Casanova	EPS	rolando.casanova@deped.gov.ph
Binan City	Joel J. Valenzuela	EPS	joel.valenzuela@deped.gov.ph
Cabuyao City	Maribeth G. Herrero	EPS	maribeth.herrero@deped.gov.ph
Calamba City	Marivic R. Calderon	EPS	marivic.calderon001@deped.gov.ph
Cavite City	Ricardo P. Makabenta	EPS	ricardo.makabenta@deped.gov.ph
Cavite Province	Emily Redondo-Quintos	EPS	emily.quintos@deped.gov.ph
Dasmaringas City	Alejo S. Filio Jr.	EPS	alejo.filio@deped.gov.ph
Gen. Trias	Yolanda Dc. Lumanog	EPS	yolanda.lumanog@deped.gov.ph
Imus City	Leah J. Guillang	EPS	leah.guillang@deped.gov.ph
Laguna	Lucia. F. Pagalanan	EPS	lucia.pagalanan@deped.gov.ph
Lipa City	Edwin O. Surwela	EPS	edwin.surwela@deped.gov.ph
Lucena City	Myla K. Mendiola	EPS	myla.mendiola001@deped.gov.ph
Quezon Province	Asuncion C. Ilao	EPS	asuncion.ilao@deped.gov.ph
Rizal Province	Van Russel A. Robles	PSDS	vanrussel.robles@deped.gov.ph
San Pablo City	Roldan Acuin	PSDS	roldan.acuin@deped.gov.ph
San Pedro City	Asher H. Pasco	EPS	asher.pasco001@deped.gov.ph
Sta Rosa City	Noel H. Natividad	EPS	noel.natividad001@deped.gov.ph
Sto Tomas City	Lorna P. Custodio	EPS	lorna.custodio008@deped.gov.ph
Tanauan City	Nerrisa A. Austria	EPS	nerrisa.austria@deped.gov.ph
Tayabas City	Mikael Sandino T Andrey	EPS	mikaelsandino.andrey@deped.gov.ph

## Annex B. Program Matrix

**Regional Monitoring Activity and Program Implementation Review of  
Madrasah Education Program (MEP-PIR)**

<b>Time</b>	<b>November 25, 2024 (MONDAY)</b>	<b>November 26, 2024 (TUESDAY)</b>	<b>November 27, 2024 (WEDNESDAY)</b>
7:00 - 8:00	Travel time to the Venue  Opening Program  Review of DO 41 s.2017, DO 25, S. 2021 and DO 11, S.2024	MOL	MOL
Takers		Preparation of Reports by SDO	Regional Updates on the Implementation of MEP -QEALIS -PPAs
9:00 - 10:00		Presentation of Reports	Updates on the SDO MEP Profile of Schools Profile of Asatidz Profile of Learners
10:00 - 11:00			
11:00 - 12:00			
12:00 - 1:00	Lunch Break	Lunch Break	Lunch Break
1:00 - 2:00	Issues and Concerns on the Implementation of MEP	Continuation of the Presentation of Reports	Submission of reports via Google drive
2:00 - 3:00			Clearing of the House
3:00 - 4:00			
4:00 - 5:00			



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

Annex C Template of the Reports

**PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT**  
FY 2024  
Region IV-A CALABARZON

Quarter: \_\_\_\_\_  
SDO : \_\_\_\_\_

Amount of MEP PSF Received (FY 2024)	Eligible Items of Expenditures (DO No. 25. s. 2021)	Planned (Based on WFP)		Accomplished		Utilization Rate	Remarks
		Physical	Financial	Physical	Financial		
	Regions and SDOs						
	Travel Expenses						
	Meals						
	Training/Workshop Kits						
	Payment for rental of venues/meeting rooms						
	Printing and/or reproduction of advocacy materials such as leaflet, flyer, poster, etc.						

O2/ROC4



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

	<b>Courier services</b>						
	<b>Supplies and Materials</b>						
	<b>Other expenses in support to eligible activities classified under MOOE- MEP PIR</b>						
	<b>Schools</b>						
	<b>Monthly compensation of an Ustadz/Ustadzah</b>						
	<b>Monthly compensation of an Ustadz/Ustadzah</b>						

Prepared by:

\_\_\_\_\_  
 Division MEP Coordinator  
 (Signature over Printed Name)

Verified by:

\_\_\_\_\_  
 CID Chief  
 (Signature over Printed Name)

**Annex 2:**

**(Kindly Attach your approved WFP and copy of Sub-ARO)**

Approved WFP	Sub-ARO of the Downloaded Fund

**SUGGESTED OUTLINE FOR THE PREPARATION OF THE NARRATIVE ACCOMPLISHMENT REPORT ON THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE MADRASAH EDUCATION PROGRAM FY 2024**

**I. Introduction**

**A. Background of the Program Support Funds (PSF)**

**B. Purpose of the Narrative Report**

**C. Total Amount of PSF**

**Utilization of PSF**

**A. Description of Expenses**

**B. Breakdown of Expenses based on the guidelines**

**C. Disbursement Report (allocated funds vs actual)**

**D. Explanation of any variance**

**III.**

**Program/Project Milestones**

**A. Progress Achieved**

**B. Challenges Encountered/Solutions**

**C. Lessons learned**

**IV.**

**Recommendations for future PSF**

**Appendices**

**V.**

**A. Documentation**

**B. Information that supplements the report including MOVs of the**

**Activity/trainings conducted, training program, cost details, etc.**

Prepared by:

Division MEP Coordinator  
(Signature over Printed Name)

Verified by:

CID Chief  
(Signature over Printed Name)