



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**SGOD-2024-0095**

To : Assistant Schools Division Superintendent  
Chiefs of the Schools Governance and Operations Division and  
Curriculum Implementation Division  
Public and Private School Principals and Administrators  
All Concerned

Subject : **AMENDMENT TO REGIONAL MEMORANDUM 079, S. 2019  
(POLICY ON THE IMPLEMENTATION OF QUALITY  
ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND  
EVALUATION AND UTILIZATION OF RESULTS IN THE  
REGION)**

Date : February 26, 2024

Herewith is the Regional Memorandum No. 003, s. 2024 re: Amendment to Regional Memorandum 079, s. 2019 (Policy on the Implementation of Quality Assurance, Technical Assistance, Monitoring and Evaluation and Utilization of Results in the Region)

For your guidance and strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Encl: As stated  
SGOD/aba/rvj

**RELEASED**

**FEB 27 2024**

RECORDS SECTION - SDO PANABO CITY  
BY \_\_\_\_\_



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)8231469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

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February 22, 2024

REGIONAL MEMORANDUM  
No. 003, s. 2024

**AMENDMENT TO REGIONAL MEMORANDUM 079, s. 2019 (POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION AND UTILIZATION OF RESULTS IN THE REGION)**

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. In order to ensure compliance with **One DepED, One QMS** policy, this Regional Office modifies RM 079, s. 2019 with the hereunder revisions:
  - 1.1 Quality Assurance, Technical Assistance, Monitoring and Evaluation or QATAME shall now be referred to as **Quality Assurance, Monitoring and Evaluation or QAME**:
  - 1.2 Eligible for the conduct of QAME are the learning/professional and development programs or activities that are scheduled for two (2) or more days.
  - 1.3 The conduct of QAME shall be the sole responsibility of the program owners (**QAD for the Regional Office and SGOD for the SDOs**). Any QAME activities not sanctioned by the Regional Office or the Schools- Division Office through the program owners, are considered null and void.
  - 1.4 It shall be the responsibility of the QAD or the SGOD-SMME Unit to conduct the QAME while HRDD or the SGOD-HRD Section shall function as the program manager, the CLMD or CID and other Functional Divisions of the Regional Office and SDOs can also act as learning managers in their respective learning/professional development program activities.
  - 1.5 It is reiterated that QAME shall be conducted using the four (4) levels of Kirk Patrick's Four Levels of Training Evaluation and the NEAP standards.
2. As a policy, RO Functional Divisions and Schools Division Offices are required to conduct QAME in all learning/professional and development programs or activities and shall fully utilize QAME results for continual improvement.
3. RO Functional Divisions and SDOs are directed to submit progress reports on the utilization of QAME results, using the templates in Enclosure 2.
4. The guidelines and procedures in QAME implementation are found in **Enclosure 1**.



Address: Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph



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5. The QAD is directed to conduct QAME Yearly Conference for ROFDs and SDOs starting CY 2024.
6. Immediate dissemination and strict compliance of this Memorandum is earnestly enjoined.

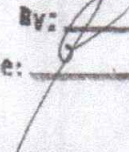
**ALLAN G. PARNAZO**  
Director

ROQ4/bsb

Enclosed: As stated.

Reference: DM 044, s. 2023 and RM No. 79, s. 2019

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By:   
Date:                      Time: FEB. 26, 2024  
28104



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Regional Memorandum No. 003, s. 2024

Enclosure No. 1

❖ **Learning Service Providers, shall:**

1. write a letter- request addressed to the QAD or SGOD-SMME for the conduct of QAME or include the QAD or SGOD-SMME in the memorandum for QAME purposes; and
2. provide the QAD/SGOD a copy of the training matrix and approved memo at least one (1) week prior to the conduct of the activity.

❖ **L&D Program Manager/HRDD/HRD Unit shall:**

1. ensure the involvement of QAD/SGOD-SMME Unit as members of the Program Management Team (PMT) in the implementation of the L&D Programs; and
2. include the QAD/SGOD-SMME Unit in the planning the learning or professional and development programs or activities.

❖ **SDOs QAME Focal persons shall:**

- submit to the Quality Assurance Division for progress monitoring purposes the Quarterly Accomplishment Reports **(e-copy and printed with highlight on the QAME results)** of the learning/professional and development programs or activities;

❖ **The PMT and internal service providers** shall strictly utilize the QAME results for the improvement of service. Likewise, external service providers are also encouraged to do the same. The PMT is under the obligation to ensure that closure of issues and concerns affecting the activity shall materialize.

❖ Attached is the template for external service provider on agreement/s for QAME results with the PMT/QAME Associate;



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- ❖ **Four-point Likert Scale** is used in the computation of QAME Ratings. The minimum standard for DepED RXI is the rating of **2.51-3.50 (Very Good)**. Below is the equivalent of the scale used in the computation of results:

| Rating            | Equivalent |
|-------------------|------------|
| Strongly Disagree | 1          |
| Disagree          | 2          |
| Agree             | 3          |
| Strongly Agree    | 4          |

1.00- 1.50 -Needs Improvement  
1.51- 2.50 -Fair  
**2.51- 3.50 -Very Good**  
*Minimum standard*  
3.51- 4.00 -Excellent

❖ **QAME associates shall:**

1. conduct QAME orientation to participants, if necessary;
  2. present the QAME results to the PMT and participants during the closing activity of the program;
  3. use the standard templates for the orientation of the online evaluation (Daily Online and End Program Evaluation) and dashboard of results per domain of the online evaluation for Level 1 Evaluation and Level 2 Evaluation.
  4. submit daily online evaluation results to the PMT/Learning Service Provider (LSP) as one of the bases for daily debriefing and opportunity for improvement.
  5. attend debriefing, if necessary;
  6. for validation of results may:
    - 6.1 conduct venue on-site monitoring;
    - 6.2 focus group discussion (FGD); and
    - 6.3 interview for validation of results (if necessary);
  7. attend Regional Quarterly Conference and presentation of QAME Accomplishments;
  8. use the standard template issued by this Office, through the QAD.
- ❖ PMT shall be given a copy of the following QAME Results:



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1. QAME Tools with ratings of the following competencies, to wit:

| <b>Tool</b>          | <b>Competency</b>   |
|----------------------|---|
| Daily Operation Tool | Session Rating, Facilitators Rating, Training Venue, Meals, Accommodation, and Program Management Team  |
| End-Program Tool     | Program Management, Attainment of Objectives, Delivery of Content, Provision of Support Materials, Program Management Team, Venue, Meals                |
| On-site Monitoring   | Schedule and Participant Management, Training Venue/Site, Accommodations, Meals, Program Management Team, Sessions and Trainers, and Critical Incidents |
| FGD, if available    | What went well? What needs to be improved?  |

2. QAME Form 2 (SDO or Cluster implementation of QAME) – Summary of Results
3. QAME Form 3 (RO) – Summary of Results

Aforementioned tools shall be submitted 5 working days after the conduct of the activity.

- ❖ A Certificate of Recognition shall be issued by RD/SDS of the learning facilitator;
- ❖ A Certificate of Rating (rating shall be specified) shall also be issued to the learning facilitator by the QAME in-charge of the training.
- ❖ Results shall be utilized by the concerned Functional Division, units, and sections as bases for continual improvement, future directions, and monitoring and evaluation on the trends of progress of competencies;
- ❖ QAME shall be implemented across governance levels; and
- ❖ Attached are the certificate of recognition and certification templates.



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Regional Memorandum No. \_\_\_\_\_ s. 2024  
 Enclosure No. 2: QAME Forms and Templates

**Quality Assurance, Monitoring and Evaluation (QAME)**

**DAILY EVALUATION TOOL**

**I. EVALUATION OF SESSIONS AND FACILITATORS**

*Session Rating*

| Indicators:  | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-------------------|----------|-------|----------------|
| 1. Session started on time                                   |                   |          |       |                |
| 2. Session ended on time                                     |                   |          |       |                |
| 3. Topic was relevant to our work                            |                   |          |       |                |
| 4. Objectives of the session were achieved                   |                   |          |       |                |
| 5. Activities and methodologies were congruent to objectives |                   |          |       |                |
| 6. Activities were appropriate for adult learners            |                   |          |       |                |
| 7. Participants were engaged in activities                   |                   |          |       |                |
| 8. Learning materials were relevant                          |                   |          |       |                |
| 9. Learning materials were adequate                          |                   |          |       |                |
| 10. Learning materials were given on time                    |                   |          |       |                |
| 11. Time allotment for the topic was adequate                |                   |          |       |                |

*Facilitator Rating*

| Indicators:   | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-------------------|----------|-------|----------------|
| 1. Exhibited mastery of the topic                       |                   |          |       |                |
| 2. Expressed ideas clearly                              |                   |          |       |                |
| 3. Asked stimulating questions                          |                   |          |       |                |
| 4. Processed questions and responses to deepen learning |                   |          |       |                |
| 5. Was sensitive to the participants' mood              |                   |          |       |                |
| 6. Maintained positive learning environment             |                   |          |       |                |
| 7. Observed proper attire                               |                   |          |       |                |

Comments/suggestions: \_\_\_\_\_

How can the session be improved, if at all?

\_\_\_\_\_



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**II. SIGNIFICANT LEARNING**

What is your most significant learning for the day?

\_\_\_\_\_

What will you do differently in your work, because of your learning?

\_\_\_\_\_

**III. PROGRAM MANAGEMENT AND OPERATIONS**

*Training Venue*

| Indicators:                                     | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-------------------|----------|-------|----------------|
| 1. Adequately lit                               |                   |          |       |                |
| 2. Well ventilated                              |                   |          |       |                |
| 3. good soundproofing                           |                   |          |       |                |
| 4. With sufficient space                        |                   |          |       |                |
| 5. Clean session halls                          |                   |          |       |                |
| 6. Equipment were serviceable                   |                   |          |       |                |
| 7. Clean comfort rooms                          |                   |          |       |                |
| 8. social/physical distancing is observed       |                   |          |       |                |
| 9. availability of medical and health personnel |                   |          |       |                |

Comments/Suggestions: \_\_\_\_\_

*Meals*

| Indicators:             | Strongly Disagree | Disagree | Agree | Strongly Agree |
|-------------------------|-------------------|----------|-------|----------------|
| 1. Satisfactory quality |                   |          |       |                |
| 2. Sufficient quantity  |                   |          |       |                |
| 3. Good variety         |                   |          |       |                |
| 4. Generally healthy    |                   |          |       |                |
| 5. Served on time       |                   |          |       |                |

Comments/Suggestions: \_\_\_\_\_

*Accommodations*

| Indicators:              | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--------------------------|-------------------|----------|-------|----------------|
| 1. With sufficient space |                   |          |       |                |



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| Indicators:                  | Strongly Disagree | Disagree | Agree | Strongly Agree |
|------------------------------|-------------------|----------|-------|----------------|
| 2. Clean                     |                   |          |       |                |
| 3. comfortable beds          |                   |          |       |                |
| 4. Internet access is usable |                   |          |       |                |

Comments/Suggestions: \_\_\_\_\_

**Program Management Team**

| Indicators:                          | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--------------------------------------|-------------------|----------|-------|----------------|
| 1. Overseeing day to day activities  |                   |          |       |                |
| 2. Courteous                         |                   |          |       |                |
| 3. Efficient                         |                   |          |       |                |
| 4. Responsive to participants' needs |                   |          |       |                |

Comments/Suggestions: \_\_\_\_\_

**Is there any critical incident happen with in the day?**

\_\_\_\_\_

**Comments/suggestions for improvement of program management/operations**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

