



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0635

To: **BASILIO P. MANA-AY JR., CESO VI**
 Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PHD
 Chief Education Supervisor (SGOD)

Subject: **CAPACITY BUILDING ON QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) LEVELS 3 AND 4 TO SELECTED M&E PERSONNEL**

Date: December 2, 2024

Attached is Regional Memorandum QAD -2024-075 re **CAPACITY BUILDING ON QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) LEVELS 3 AND 4 TO SELECTED M&E PERSONNEL** which shall be conducted on December 4-6, 2024, at The Ritz Hotel at Garden Oases, Davao City. Contents of which are self-explanatory.

The following personnel are directed to attend to wit:

1. **Ronmar V. Jayoma, RN**
Senior Education Program Specialist- SMME
2. **Lea Jane M. Isleta**
Education Program Specialist II
3. **Ker Denzel G. Infiesto**
Planning Officer II

Travel and other incidental expenses relative to this activity are chargeable against the Division MOOE Funds while food and hotel accommodation are chargeable against the RO-QAD funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

For and in the Absence of the SDS:

BASILIO P. MANA-AY JR., CESO VI
 Assistant Schools Division Superintendent
 Officer In Charge

RELEASED

Enclosed: As stated.
 SGOD/aba



Schools Division of Panabo City
 City Hall Compound, Panabo City
 Tel. No. (084) 823-1469
 Email: panabocity.division@deped.gov.ph

DEC 02 2024

BY *[Signature]*



Empowering Champions in Education
 through Journeying, Blending and Fostering commitment in
 providing quality education, MATATAG for all.



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November 28, 2024

REGIONAL MEMORANDUM
QAD-2024-075

**CAPACITY BUILDING ON QUALITY ASSURANCE, MONITORING
AND EVALUATION (QAME) LEVELS 3 AND 4 TO
SELECTED M and E PERSONNEL**

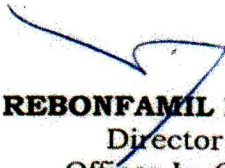
To: Assistant Regional Director
Schools Division Superintendents
Chiefs of DepEd RO XI Functional Divisions
All Others Concerned

1. This Regional Office through the Quality Assurance Division will conduct a **Capacity Building on Quality Assurance, Monitoring and Evaluation (QAME) Level 3 & Level 4 of the Kirk Patrick's Level of Evaluation to Selected M&E Personnel** at The Ritz Hotel at Garden Oases, Brgy. 15-B Poblacion, Porras Street, Bo. Obrero, Davao City on December 4-6, 2024.
2. This **activity** aims to:
 - equip QAME Associates and DepEd key players with the necessary knowledge, skills and attitudes towards QAME Level 3 and Level 4;
 - map the L&D programs conducted with QAME Levels 1&2 for the QAME Levels 3&4 field monitoring and evaluation;
 - identify/profile the impact of the L&D programs through QAME.;
 - provide technical assistance; and
 - address issues and concerns in the implementation of QAME.
3. The activity matrix, list of participants, speakers/trainers/facilitators and members of the technical working group are in the herein enclosures;
4. Participants are required to confirm their attendance through **tinyurl.com/CapBQAMEL3-4registration** up to December 3, 2024 only.
5. A virtual planning conference with the learning facilitators and concerned TWG shall be conducted on November 30, 2024 and December 1, 2024. While a conference to be spearheaded by the QAD with the learning facilitators/Resource Persons, and members of the Technical Working Group (TWG) will be conducted via MS Teams on December 3, 2024, at 8:00 in the morning. Meeting link will be sent through the official DepEd email address of the concerned personnel.



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6. As an offshoot of the CapB, a division roll-out shall be conducted by the Schools Division Offices up to the school level **starting January 2025 up to March 2025** strictly following the training matrix provided by the Quality Assurance Division and the SDO Action Plan produced during the aforementioned activity.
7. Schedules of the CapB SDO rollout shall be coordinated with the QAD. As program owner, the Quality Assurance Division and in coordination with the concerned SDO, is mandated to monitor the roll-out and provide the necessary technical assistance to the SDOs.
8. A two (2) day Compensatory Time Off (CTO) shall be granted to the participants who will render on November 30 and December 1, 2024.
9. Completion report regarding this activity shall be submitted to this Regional Office through Quality Assurance Division, **Attention; Brenda S. Belonio, RXI QAME Focal Person, on or before March 29, 2025**. Templates and guide of the completion report are attached (Reference: DM 44, s. 2023).
10. Travel expenses, board, lodging and other incidental expenses are chargeable against local funds, while, food, venue and accommodation are chargeable against RO-QAD Funds subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination and strict compliance of this Memorandum is earnestly enjoined.


REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

ROQ4/bsb



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Enclosure to Regional Memorandum No. QAD-2024-075

Enclosure A: Planning Activities

Date/s	Activity/Details	Persons Involved	Modality
November 30, 2024 and December 1, 2024	Learning Facilitators and Selected TWGs' Planning Conference	Learning Facilitators: Brenda S. Belonio, EdD RXI QAME Focal Person Liezel C. Padua PSDS, Mati City Technical Working Committee: Arlene Lubrano-SEPS, IGACOS Reyzen Monserate-SEPS, Digos City Ryan Millan-EPS2, Davao Occidental Lea Jane M. Isleta-EPS2, Panabo City Joselito Edong-EPS2, Davao Oriental Danilo Lumayno-EPS2, Davao Del Norte Cecile Uy – EPS2, Digos City	Virtual -MS Teams
December 3, 2024	Conference of all Learning Facilitators and TWGs/Committees	Brenda S. Belonio, EdD RXI QAME Focal Person Liezel C. Padua PSDS, Mati City All committees for the CapB	Virtual -MS Teams

Enclosure B: CapB on Quality Assurance, Monitoring and Evaluation (QAME) Level 3 & Level 4 of the Kirk Patrick's Level of Evaluation to Selected M&E Personnel
Venue: The Ritz Hotel of Garden Oases
Dates: December 4-6, 2024

What to bring:

<ul style="list-style-type: none"> Laptop QAME Level 1 and Level 2 Outputs: -available Accomplished QAME Form 3 in FY 2020, 2021, 2022, 2023 -QAME Level 2/Pretest and Posttest results Samples of an approved WAP as outputs of the L&D programs being conducted in 2020-2023 Examples: HOTS-PLPs, ABC+, etc.

Participants:		
Office	Name of Participants	Designation
Regional Office	Allan G. Farnazo	Regional Director
	Rebonfamil R. Baguio	Asst. Regional Director
	Jenielito S. Atillo	CES, QAD
	Brenda S. Belonio	EPS, QAD/QAME RXI Focal Person
	Alfeo B. Ingay	EPS, QAD
	Darly D. Lamentac	EPS, QAD
	Ma.Cristina B. Dionisio	EPS, QAD
	Rubilyn Dee R. Ampong	EPS, QAD
	Puriflor M. Limjuco	Staff, QAD
	Aaron Cubelo	Staff, QAD



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HRDD	Nelma Lyn R. Barnija	CES, HRDD
	Glen Villonez	L&D Focal Person/EPs, HRDD
	Ava Marie Acuna	Scholarship Program Focal Person
PPRD	Jomar Boy Cuyos Or representative	Research Program Focal Person
FTAD	Aida P. Placencia	EPs, FTAD
ESSD	Stephen Mark Castres Or representative	LRP/Mental Health Focal Person/Nurse 2, ESSD
	Reissa Silda Or representative	SBFP Focal Person/ Nutritionist, ESSD
CLMD Representatives	Jaime Carlom, EdD	EPs ALS, Panabo City
	Susan Obenza, EdD	PSDS Madrasah Education, Davao Del Sur
	Ronnie Publico, EdD	PSDS IPed, Davao Del Norte
	Andy Cabodoc, EdD	EPs SNEd, Davao De Oro
	Elven Caraballe, EdD	EPs Multigrade, Davao Del Sur
SDOs: Mati City	Liezel C. Padua	Learning Facilitator/PSDS, Mati City
	Jaycel P. Labrador, EdD	SEPS, HRD Unit
	Leo Siarot	SEPS, SMME Unit
	Mercy Paglinawan	EPs2, SMME Unit
Davao Occidental	Jesus Lascuna or representative	CES, SGOD
	Hazel Disabelle	SEPS, SMME Unit
	Ryan Millan	EPs2, SMME Unit
Digos City	Sollie B. Oliver or representative	CES, SGOD
	Reyzen Monserate	SEPS, SMME Unit
	Cecile Uy	EPs2, SMME Unit
Davao Del Sur	Elyn L. Suprente	SEPS, HRD
	Patrick John Peresores	EPs2, SMME Unit
	Kirk Sonny Heruela	SEPS, P&R
IGACOS	Jay C. Nang or representative	CES, SGOD
	Arlene C. Lubrano	SEPS, SMME Unit
Davao City	Jasmine Camilotes	SEPS, HRD Unit
	Flora Arcenal	SEPS, SMME Unit
	Leah Saavedra	EPs2, SMME Unit
Panabo City	Ailene C. Anonuevo or representative	CES, SGOD
	Ronmar Jayoma	SEPS, SMME Unit
	Lea Jane M. Isleta	EPs2, SMME Unit
Davao Del Norte	Janette G. Veloso or representative	ASDS/Concurrent SGOD Chief
	Arnel Labasan	SEPS, SMME Unit
	Danilo Lumayno	EPs2, SMME Unit
Tagum City	Josefina Palaca or representative	CES, SGOD
	Rollan Inis	SEPS, SMME Unit
	Febbie Kirstin Ibita	EPs2, SMME Unit
Davao De Oro	Ruben Reponte or representative	CES, SGOD
	Marnely Jane A. Bernal	SEPS, SMME Unit



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Davao Oriental	Joseph Corpuz	EPS2, SMME Unit
	Ernesto Cabanes or representative	CES, SGOD
	Alan Limbadan	SEPS, SMME Unit
	Joselito Edong	EPS2, SMME Unit

TRAINING MATRIX

TIME	TOPIC	In-charge/ RESOURCE SPEAKER
December 4, 2024		QAD and HRDD
9:30AM-11:00	Arrival & Registration of the Participants	
11:00-12:00	Opening Program *National Anthem *Regional Hymn *Checking of Attendance – HRDD *Message – RD Allan G. Farnazo, Director IV Training House Rules	*Prayer – Aaron G. Cubelo *DepEd Quality Policy -Nelma Lyn R. Barnija, EdD CES, HRDD
	Rationale and Training Mechanics	Jenielito S. Atillo -CES, QAD
12:00-1:00	Lunch	
1:00-1:15	QAME Level 2-Pretest	Reyzen Monserate QAME Associate, Digos City
1:15-2:30	Session 1A: QAME Process on the Kirkpatrick's Levels of Evaluation for PD/L&D Programs	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person
2:30-2:40	Health Break	
2:40-4:30	Session 1B: Inventory of L&D Programs with QAME Level 1, Level 2 and approved WAP across governance levels	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person
4:30-6:30PM	Session 2: QAME Level 3 and its Application to L&D Programs -Competencies and Indicators -QAME Tools	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person Liezel C. Padua PSDS, Mati City/QAME Associate
6:30PM	Online QAME	Reyzen Monserate QAME Associate, Digos City
7:00PM	Dinner	
December 5, 2024		
7:30 AM	MOL	Participants
8:00-9:30	Workshop: QAME Level 3 and its Application to L&D Programs	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person
9:30-9:40	Health Break	
9:40-12:00	Session 3: QAME Level 4, its Application to L&D Programs and Impact to policies, Strategic Objectives and Organizational goals/Objectives (SO/OO)	Liezel C. Padua QAME Associate/PSDS, Mati City
12:00-1:00	Lunch Break	
1:00-2:30	Workshop: QAME Level 4, its Application to L&D Programs and Impact to policies, Strategic Objectives and Organizational goals/Objectives	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person



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	-Competencies and Indicators -QAME Tools	
2:30-2:40	Health Break	
2:40-4:40	Session 4: Kirk Patrick's Model M&E Plan	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person
4:40-6:00	Workshop: Crafting M&E Plan using Kirk Patrick's Model	Liezel C. Padua QAME Associate/PSDS, Mati City
6:00-6:40	Session 5: Work Application Plan	Glen D. Villones EPS, HRDD/RXI L&D Program In-charge
6:40-7:00 PM	Online QAME	Reyzen Monserate QAME Associate, Digos City
7:00	Dinner	
December 6, 2024		
TIME	TOPIC	In-charge/RESOURCE SPEAKER
7:45-8:00	MOL	Participants
8:00-9:00	Making of the Work Application Plan for QAME Level 3 and Level 4 of the L&D Programs	Liezel C. Padua QAME Associate/PSDS, Mati City
	QAME Tools to be used for the field validation	Brenda S. Belonio, EdD EPS,QAD/RXI QAME Focal Person
9:00-9:20	Clearing of Issues and Concerns -Agreements for the Field Monitoring of QAME Level 3 and Level 4 for the L&D programs	Jenielito S. Atillo CES, QAD
9:20-9:30	Health Break	
9:30-10:00	QAME Level 2 – Posttest Online QAME Level 1	Reyzen Monserate QAME Associate, Digos City
10:00-10:30	Closing Program	
10:30	HOME SWEET HOME	

Schedule of Meals and Accommodation

Date	Accommodation	Meals				
		Breakfast	AM Snack	Lunch	PM Snack	Dinner
December 4, 2024	Check-in: 3:00 PM			12:00	2:00	6:30 PM
December 5, 2024	Full-board	6:00 AM	9:15	12:00	2:00	6:30 PM
December 6, 2024	Check-out:12:00PM	6:00 AM	9:30			

Enclosure C: RESOURCE SPEAKERS/LEARNING FACILITATORS

Brenda S. Belonio, EdD EPS, QAD/M&E Focal Person Region XI	Liezel C. Padua SEPS M&E/MEA-PIR Developer Mati City, Region XI
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Enclosure D: Executive Committee & Technical Working Group (TWG)

Executive Committee:	
Chair:	Allan G. Farnazo Director IV



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Co-chair:	Rebonfamil R. Baguio Asst. Regional Director	
Program Managers:	Jenielito S. Atillo CES, QAD Nelma Lyn R. Barnija CES, HRDD Brenda S. Belonio EPS, QAD/QAME Focal Person, Region XI Glen Villonez EPS, HRDD/L&D Focal Person	
Technical Working Group (TWG)		
Committee	Name of M&E Personnel	Terms of Reference:
IT Management Committee:	<i>Chair: Elvis Ryan Millan</i> EPS2, SMME Unit, DavOcc <i>Co-chair:</i> Danilo Lumayno EPS2 M&E, Davao Del Norte Joselito Edong EPS2 SMME, Davao Oriental <i>Member:</i> Ronmar Jayoma EPS2 M&E, Panabo City	*Provides the direction of the program; *spearhead the tech-run activity; *prepare the electronic Program Flow of the activity particularly in the opening and closing programs, and in the launching activity;
Program and Invitation:	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD	*Prepares and design the program and invitation for the activity. *Communicate the invitations to the concerned personnel in the region.
Attendance and Registration:	Elvis Ryan J. Millan EPS2 M&E, Davao Occidental Hazel Disabelle Arlene Lubrano SEPSs SMME DavOcc & IGACOS Puriflor M. Limjuco - Staff, QAD Aaron G. Cubelo - Staff, QAD	Ensures 100% of attendance and registration of participants
Assessment Committee	Liezal C. Padua SEPS M&E, Mati City Lea Jane M. Isleta EPS2, Panabo City	Prepares and conduct the pre and post assessments of the participants and presents results and analysis at the end of the activity.
Training Manager:	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building is implemented as planned.



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Production Committee	Brenda S. Belonio, EdD Darly D. Lamentac Ma.Cristina B. Dionisio, PhD Rubilyn Dee R. Ampong EPSs, QAD Puriflor M. Limjuco - Staff, QAD Aaron G. Cubelo - Staff, QAD Elvis Ryan Millan EPS2, SMME Unit DavOcc	*Prepare all training materials, print and sort all hand-outs/ learning materials, including the printing of certificates of participation, certificate of appearance, certificate of recognition for the speakers **Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
Stage Decorations	Darly D. Lamentac-EPS, QAD Puriflor M. Limjuco - Staff, QAD Aaron G. Cubelo - Staff, QAD Mercy Paglinawan EPS2 M&E, Mati City Hazel Disabelle SEPS, SMME Unit Cecile C. Uy EPS2, Digos City	Ensures the readiness of the stage and venue for the activity. It is well decorated, both for the launching activity, all IT equipment, and other materials needed for the activity are already available.
Monitoring of Outputs and Dashboard:	Resource Speakers/Learning Facilitators	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for deeper and better understanding of the topics.
QAME In-Charge:	Reyzen Monserate QAME Focal Person, Digos City	*Conducts QAME for the activity, process and analyze results. *Submits daily QAME results to the PMT and presents the overall results at the end of the activity.
Emcees:	Darly D. Lamentac Rubilyn Dee R. Ampong EPSs, QAD	*Sets the tone of the activity. *Provide context and clarity on the flow of the program, and ensure smooth transitions between different segments/part of the program so that it flows smoothly.



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Enclosure E: Activity Completion Report Template and Guide

Reference: DM 44, s. 2023

Activity Documentation Report

Contents

Part 1 Background Information

- A. Rationale of the Program/Activity
- B. Objectives of the Activity
- C. Expected Outcome and Results
- D. Summary Profile of Participants

Part II Highlights of the Activity

- A. Preliminary Activities
- B. Key Learning (per session)
- C. QAME Results and Analysis: Level 1 and Level 2 of the Kirk
Patrick's Level of Evaluation
- D. Issues and Recommendations
- E. Synthesis
- F. Closing Activities

Part III Annexes

- A. Activity Evaluation Result
- B. Photo Documentation

Prepared by:

QAME Focal Person

Noted:

Chief, SGOD

Recommending Approval:

ASDS, _____

Approved:

SDS, _____



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(Guide)

Background Information

- A. **Rationale of the Program/Activity**
(1 or more paragraphs containing the brief description, background and basis or reason behind the conduct of the activity, including legal bases and Institutional Framework, if any).
- B. **Objectives of the Activity**
(Enumerate what the activity aims to do, what the participants will be acquiring, and the output to be delivered. Learning objectives must be using SMART approach: specific, measurable, attainable, relevant, and time-bound)
- C. **Expected Outcome and Results**
(Define the expected end-result or impact of the activity (i.e. what should be achieved, what changes must be observed after the activity)
- D. **Summary Profile of Participants**
(Provide description of the participants such as Offices of origin, positions or category of positions (administrative, technical, middle managers, management/executives), sex disaggregation, total no. of pax, batches, etc.)

Highlights of the Activity

- A. **Preliminary Activities**
(Provide brief narration of preliminary activities prior session proper)
- B. **Key Learning and Output (per module/session)**
(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)
- C. **Monitoring and Evaluation (M&E) Results and Analysis**
1. Level 1 of Evaluation: QAME results per competency
2. Level 2 of Evaluation: Pretest and Posttest Results
3. Level 3 of Evaluation: Behavior/Application to PAPs, districts and schools

D. Issues and Recommendations

(In a tabular form, list down all issues captured and the recommendations including the responsible person/office)

Issue/Concern	Recommendations/ Agreements	Responsible Person/Office

- E. **Synthesis and Closing**
(Provide brief narration of closing activities and synthesis of all sessions)

Annexes

- A. **Kirk Patrick's Level 1: QAME Results**
- Daily Evaluation
 - End of the Program Evaluation
 - QAME Form 2



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B. Kirk Patrick's Level of Evaluation 2

Pretest and Posttest Results

- Graphical presentation of the pretest and posttest results with analysis

C. Kirk Patrick's Level of Evaluation 3

*Behavior/Application to PAPs in the division, districts and schools

ACTION PLAN IMPLEMENTATION

M&E Personnel	Number of programs and projects	No. of action plan submitted	Status on the implementation of the IMPLAN and M&E Plan			Remarks
			on-going	completed	For action	
SDO Program owners in CID						
SDO Program owners in SGOD						
PSDS/District						
SH/School						

D. Photo Documentation

- select photos of the highlights of the activity
- including outputs

E. List of Participants

- Attendance

F. Monitors

- RO and SDO Monitoring Teams

Prepared by:

BRENDA S. BELONIO, EdD
EPS, QAD/Training Manager

Noted:

JENIELITO S. ATILLO
Chief Education Supervisor
Quality Assurance Division