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Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-012

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum and Implementation Division  
Senior Education Program Specialists, SMME and HRTD  
Education Program Specialists II, SMME and HRDT  
All Concerned

Subject: **ATTENDANCE TO THE STRATEGIC PLANNING FOR 2025 QAME ACTIVITIES**

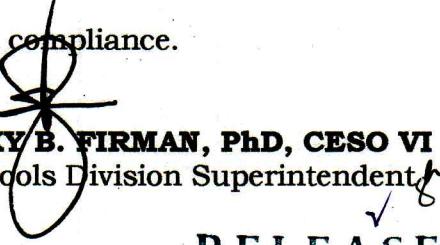
Date: January 8, 2025

Attached is Regional Memorandum No. QAD-2025-046 re: 2024 Quality Assurance, Monitoring and Evaluation (QAME) Activities informing that the Strategic Planning for 2025 QAME Activities shall be on January 21, 2025, with the following participants, to wit:

No.	Name	Position
1.	<b>AILENE B. AÑONUEVO, PhD.</b>	Chief ES – SGOD
2.	<b>JANWARIO E. YAMOTA</b>	Chief ES – CID
3.	<b>KENNETH S. DELIGENCIA, MPA</b>	SEPS – HRTD
4.	<b>LILANNIE L. SOMOSO</b>	EPS II – HRTD
5.	<b>LEA JANE M. ISLETA</b>	EPS II – SMME/QAME Associate

Travel, meals and other incidental expenses relative to the said activity are chargeable against Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

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

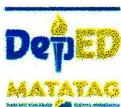
SGOD/ABA/jji

RELEASED

**JAN 10 2025**

RECORDS SECTION-SDO PANABO CITY

BY 



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@deped.gov.ph

**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blazing and Fostering commitment in  
providing quality education, MATATAG for all.



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KAGANDAHAN NG EDUCATION  
DEPARTMENT OF EDUCATION  
Republic of the Philippines  
Department of Education  
DAVAO REGION

January 2, 2025

REGIONAL MEMORANDUM  
QAD-2025-001

**ADDENDUM TO REGIONAL MEMORANDUM QAD-2024-046 OR THE 2024  
QUALITY ASSURANCE, MONITORING AND EVALUATION  
(QAME) ACTIVITIES**

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

1. Relative to **Memorandum QAD-2024-046** or the **2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES**, list of participants is hereby modified to include the **SEPS** and **EPS2** of the **Human Resource Development Section** of the School Governance and Operations Division (SGOD).
2. Likewise, the schedule on Strategic Planning for 2025 QAME Activities is transferred from January 30, 2025 to **January 21, 2025**.
3. All other provisions of Regional Memorandum QAD-2024-046 remain in effect.
4. For information, guidance and compliance.

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

ROQ4/bsb

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION  
**RELEASER**

By: *[Signature]* Date: *JAN. 06, 2025*  
Time: *10:00 AM* File No.: *43577*


  
**Republic of the Philippines**  
**Department of Education**  
DAVAO REGION

**REGIONAL MEMORANDUM**

QAD-2024-046

To : Assistant Regional Director  
Schools Division Superintendents  
Chief Education Supervisors of FDs

Subject: 2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES

Date : August 08, 2024

1. Pursuant to DO 009, s. 2021 "Institutionalization of the Quality Management System in the Department of Education and Regional Memo 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," this Regional Office through the Quality Assurance Division, will conduct the following activities on Quality Assurance, Monitoring and Evaluation (QAME) for Learning and Development (L&D) Programs:

DATE & TIME	ACTIVITY	PARTICIPANTS	MODALITY
August 14, 2024 9:00AM-12:00PM	<b>Planning Meeting:</b> MATATAG DTOT and SBTT QAME Reports, QAME Midyear Conference and Quarterly reports	RO-QAD, SDO Chiefs, SDO QAME Associates	Online
August 19, 2024	Submission of QAME Reports on the MATATAG Curriculum Rollout on DTOT and SBTT	In-charge: SGOD-QAME Focal Person	Online submission thru the link
August 23, 2024 8:30AM-4:30PM	2024 Midyear QAME Conference (1 <sup>st</sup> -2 <sup>nd</sup> Quarters QAME Accomplishments)	RO Top Management RO-QAD, RO Chiefs, SDO SGOD Chiefs SDO QAME Associates	Virtual
October 4, 2024 8:30AM-3:30PM	3 <sup>rd</sup> Quarter, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs SDO SGOD Chiefs SDO QAME Associates	Virtual
January 8, 2025 8:30AM-4:30PM	4 <sup>th</sup> Quarter and Year-End, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs SDO SGOD Chiefs SDO QAME Associates	Virtual
January 30, 2025	Strategic Planning for 2025 QAME Activities	RO Top Management RO-QAD, RO-HRDD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	In-person @ Durian hall

  
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2. Objectives of the activity:

- Identify QAME level of evaluation of the PD/L&D Program's implementation;
- Identify the effectiveness of QAME in the delivery of PD/L&D programs;
- present ROFDs and SDOs QAME Mid-Year and quarterly accomplishments for the L&D Programs of FY 2024 with analysis and interpretation;
- capture the quarterly profile of the L&D programs in the Region and status on the utilization of QAME results for continual improvement of the L&D programs;
- discuss and address gaps, issues and concerns on QAME implementation for the L&D programs;
- provide technical assistance to SDOs on the implementation of QAME for L&D programs;
- account QAME innovations in the region; and
- ensure the interfacing of QAD with the RO FDs and SDOs on the implementation of QAME in the region and its QAME processes.

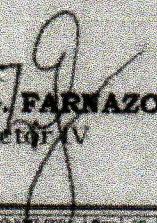
3. QAME Matrix for the presentation of accomplishments, timelines of QAME Reports, and Working Committees are in the enclosures, while Templates of the Accomplishment Reports and slide decks can be downloaded through this link: <https://tinyurl.com/2024QAMEMidyeartemplates>

4. Virtual links for the QAME Activities will be provided to all participants a day before the activity via the QAME Region XI Group Chat and the DepEd email addresses.

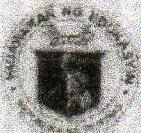
5. SDO QAME Accomplishment Reports **approved by the SDS** must utilize the official templates and slide decks and are to be submitted at the designated link provided by QAD through the email address of the QAME Focal person. *Attention: Brenda S. Belonio, EdD, RXI QAME Focal Person, for consolidation of reports, analysis and interpretation.*

6. Travel expenses and meals of the participants for the in-person activities shall be charged against local funds, subject to the auditing rules and regulations.

7. Immediate dissemination and appropriate action to this Memorandum is required.

  
**ALLAN G. FARNAZO**  
Director IV

ROQ4/bsb


  
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**RM QAD-2024-046 Enclosure A. Timelines of QAME reports**

QAME reports shall be submitted based on the following timelines:

QAME Report	Date of Submission	Link for the online submission
2024 Midyear QAME Conference (1 <sup>st</sup> -2 <sup>nd</sup> Quarters QAME Accomplishments)	August 19, 2024	<a href="https://tinyurl.com/QAMEmidyearreports2024">https://tinyurl.com/QAMEmidyearreports2024</a>
3 <sup>rd</sup> Quarter, FY 2024 QAME Conference	September 27, 2024	
4 <sup>th</sup> Quarter and Year-End, FY 2024 QAME Conference	January 3, 2025	

**Enclosure B. Order of Presentation and Process Observers of QAME Accomplishment Reports**

**Mechanics:**

- Time allotment for presentation of QAME Accomplishments is **5-7 minutes only**.
- Digital timer will be used to determine the time consumption of the reporter/presenter
- Each **Process Observer (PO)** gives feedback to the presenter using the POA Tool for a **maximum of 5 minutes only**.
- Process Observers are the Chiefs and Education Program Supervisors of DepEd RXI.
- Process Observation tools shall be submitted to the QAME Focal Person within the day of the activity
- E copy/printed copy of the PO report shall be submitted to RQMT at the end the activity @ [roxiqadbsx@gmail.com](mailto:roxiqadbsx@gmail.com)

SDO	Presenter	Process Observer
Davao City	Maria Luz Tan CES, SGOD	Nelma Lyn Barnija, EdD CES, HRDD
Davao Oriental	Ernesto C. Cabanes CES, SGOD	Brenda S. Belonio, EdD EPS, QAD
Tagum City	Josefina B. Palaca, EdD CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
Davao De Oro	Ruben Reponce CES, SGOD	Nelma Lyn Barnija, EdD CES, HRDD
Davao Del Sur	Mario C. Mondejar, EdD CES, SGOD	Rubilyn Dee Ampong EPS, QAD



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SDO	Presenter	Process Observer
Davao Occidental	Jesus Q. Lascuna CES, SGOD	Maria Cristina B. Dionisio EPS, QAD
Panabo City	Ailene Anonuevo, EdD CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
IGACOS	Jay Nang CES, SGOD	Darly D. Lamentac EPS, QAD
Davao Del Norte	Janette G. Veloso, EdD ASDS & Concurrent OIC, SGOD	Brenda S. Belonio, EdD EPS, QAD
Digos City	Sollie B. Oliver CES, SGOD	Alfeo B. Ingay, EdD EPS, QAD
Mati City	Jorlie Uy CES, SGOD	Darly D. Lamentac EPS, QAD

*Enclosure C: Executive and Working Committees*

Executive Committee:	
<b>Chair:</b>	<b>Allan G. Farnazo</b> Director IV
<b>Co-chair:</b>	<b>Rebonfamil R. Baguio</b> Asst. Regional Director
<b>Program Manager:</b>	<b>Jenielito S. Atillo</b> Chief Education Supervisor Quality Assurance Division
<b>Members:</b>	SDSs, ASDSs, RQMT, RO-FD Chiefs, SDO Chiefs of SGOD and CID, SDO QAME Associates

Committee	Name of Personnel	Terms of Reference	Expected Outputs
<b>Documentation</b>		Prepares and submits minutes/proceedings of the midyear conference three (3) working days after the conduct of the activity	Approved Minutes/proceedings of the 2024 Midyear Conference
Chair:	Rubilyn Dee C. Ampong EPS, QAD		
Co-Chair:	Maria Cristina Dionisio EPS, QAD		
<b>Program and Invitation</b>		*Prepares and design the program and invitation for the activity.	Printed Program invitation
Chair:	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person		


  
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Co-Chair:	Darly D. Lamentac EPS, QAD	<ul style="list-style-type: none"> <li>*Communicate the invitations to the concerned personnel in the Regional Office and SDOs.</li> <li>* prepares the slide deck for the flow of the program</li> </ul>	Program flow of the activity
<b>Certificates and Attendance</b>			
Chair:	Puriflor M. Limjuco Staff, QAD	<ul style="list-style-type: none"> <li>*Prepares certificates of participation, certificates of appearance,</li> </ul>	Signed certificate of participation, certificate of appearance, certificate of recognition
Co-Chair:	Aaron Cubelo Staff, QAD	<ul style="list-style-type: none"> <li>certificates of recognition for the Pos working committees</li> <li>*prepares attendance sheets for the in-person attendees and ensure 100% attendance for the virtual participants</li> </ul>	Accomplished attendance sheets
<b>IT Management and Online Program Flow Committee:</b>			
Chair:	Pocholo Hernandez Head, ICTU	<ul style="list-style-type: none"> <li>*Assists QAD in the conduct of the 2024 Mid-year Conference</li> <li>*Presents virtually the slide decks of the program flow</li> <li>*Provides TA on ICT related concerns.</li> </ul>	TA provided to QAD and SDO presenters
<b>Activity Manager Consolidated QAME</b>	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person	<ul style="list-style-type: none"> <li>Plans and prepares the program/activity flow, process, POA tools, guidelines and mechanics of the Midyear Conference</li> <li>Ensures that the implementation of the quarterly QAME Conference is implemented as planned.</li> <li>Coordinates with the process observers, technical working group, RQMT, and top management.</li> </ul>	<ul style="list-style-type: none"> <li>*Activity program</li> <li>*Activity matrix</li> <li>*Program/activity flow</li> <li>*Accomplished POA Tools</li> <li>*Mechanics/guidelines on the conduct of the Midyear conference, and quarterly conferences</li> <li>*consolidated QAME Accomplishment reports</li> <li>*SDO Accomplishment Reports</li> <li>*SDOs QAME Form 2</li> </ul>

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Submits quarterly  
QAME accomplishment  
report.

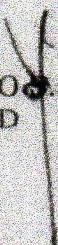
Provides Technical  
Assistance to all SDOs  
on QAME  
implementation across  
Kirk Patrick's levels of  
evaluation:  
QAME Level 1  
QAME Level 2  
QAME Level 3  
QAME Level 4

Troubleshoot the  
problem/s  
encountered in the  
QAME implementation  
both in the Regional  
Office and SDOs.

Prepared by:

  
BRENDA S. BELONIO, EdD  
EPS, QAD/ARI QAME Focal Person

Noted:

  
JENIELITO A. ATILLO  
Chief, QAD

ROQ4/bsb