

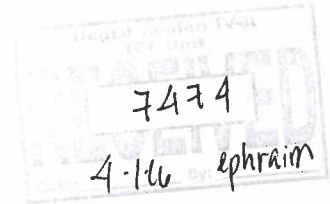


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal




**REGIONAL MEMORANDUM**

No: 090 s. 2016



TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM :   
**BEATRIZ G. TORNO**  
Director III

SUBJECT : **SCHEDULE OF MONITORING FOR GRADE 5 MASS TRAINING OF TEACHERS**

DATE : April 1, 2016

Per DepEd Memorandum No. OM-GO-2016-NEAP-00008, Constituting the Regional and Division Teams for Quality Assurance and Monitoring and Evaluation (GAME) of Mass Training of Teachers (MTOT) for Grade 5 and 11 of the K to 12 Basic Education Program, attached is the schedule of regional monitoring for your information and guidance.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.



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 Gate 2, Karangalan Village, Cainta Rizal



**SCHEDULE OF MONITORING FOR  
 GRADE 5 MASS TRAINING OF TEACHERS**

DIVISION	DATE OF TRAINING	VENUE	MONITORING OFFICIALS
ANTIPOLO CITY	April 10-16, 2016 April 17-23, 2016	<ul style="list-style-type: none"> <li>▪ Altora Mountain Resort</li> <li>▪ Femar Garden Resort</li> <li>▪ Las Brisas / Manila East Hotel</li> </ul>	Ferdinand Marquez
BACOR CITY	April 13-19, 2016	<ul style="list-style-type: none"> <li>▪ Hotel Dominique Tagaytay City</li> </ul>	Michael Alba
BATANGAS CITY	April 3-9, 2016	<ul style="list-style-type: none"> <li>▪ El Grande Residencia Hotel &amp; Resort San Carlos, Lipa City</li> </ul>	Lilia Ricero
BATANGAS PROV	April 10-16, 2016 April 17-23, 2016 April 24-30, 2016	<ul style="list-style-type: none"> <li>▪ La Virginia Resort Mataas na Kahoy, Batangas</li> <li>▪ Shercon Ecology Park &amp; Resort</li> <li>▪ La Virginia Shercon Ecology Park</li> </ul>	Job Zape Eliño Garcia
CALAMBA CITY	April 17-23, 2016	<ul style="list-style-type: none"> <li>• BP International Hotel, Los Banos</li> </ul>	Nadina Gatón
CAVITE CITY	April 3-8, 2016	<ul style="list-style-type: none"> <li>▪ Oasis Hotel &amp; Resort Tanza, Cavite</li> </ul>	Philip Baldera
CAVITE PROV	April 17-23, 2016 April 24-30, 2016	<ul style="list-style-type: none"> <li>▪ Oasis Hotel &amp; Resort Tanza, Cavite</li> </ul>	Pacita Lungca Jisela Ulpina
DASMARINAS CITY	April 4-10, 2016	<ul style="list-style-type: none"> <li>▪ Oasis Hotel &amp; Resort Tanza, Cavite</li> </ul>	Elena Lopez
IMUS CITY	April 4-8, 2016	<ul style="list-style-type: none"> <li>▪ Hotel Dominique Aguinaldo Hiway Tagaytay City</li> </ul>	Eugenio Adrao
LAGUNA & BINAN	April 11-17, 2016 April 18-24, 2016	<ul style="list-style-type: none"> <li>▪ Trace College Aquatic Sports Complex Los Banos, Laguna</li> </ul>	Lorie Catolico
LIPA CITY	April 3-9, 2016	<ul style="list-style-type: none"> <li>▪ La Virginia Resort Mataas na Kahoy Batangas City</li> </ul>	Dominador Villafria
LUCENA CITY	April 24-30, 2016	<ul style="list-style-type: none"> <li>▪ El Grande Nawawalang Paraiso Resort &amp; Hotel Tayabas City</li> </ul>	Jerome Chavez
QUEZON	April 24-30, 2016	<ul style="list-style-type: none"> <li>• Queen Margaret</li> <li>• Graceland Country Club</li> <li>• Kamayan sa Palaisdaan Hotel</li> <li>• Quezon Premiers Hotel</li> <li>• Sevilla Resort Hotel</li> </ul>	Viernalyn Nama
RIZAL	April 3-9, 2016 April 24-30, 2016	<ul style="list-style-type: none"> <li>▪ Boso Boso Highland Resort</li> <li>▪ Villa Lorenza Resort, Pililla</li> <li>▪ Altaroca Resort, Antipolo</li> </ul>	Danilo Ilagan
SAN PABLO CITY	April 17-23, 2016	<ul style="list-style-type: none"> <li>▪ Tala Resort, Talaga Rizal, Laguna</li> </ul>	Ellaine Balaogan
STA ROSA CITY	April 11-16, 2016	<ul style="list-style-type: none"> <li>• BSP International Hotel, Los Banos</li> </ul>	Leo Cargullo
TANAUAN CITY	April 24-29, 2016	<ul style="list-style-type: none"> <li>• Montevista Hotel</li> </ul>	Fe Enguero
TAYABAS CITY	April 24-29, 2016	<ul style="list-style-type: none"> <li>▪ El Grande Nawawalang Paraiso Resort &amp; Hotel Tayabas City</li> </ul>	Maybelle Abrencillo

**Note:** All RO Chiefs can choose the SDO they will monitor as per instruction.



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**MEMORANDUM**  
**OM-GO-2016-NEAP-00008**

**TO: Regional Directors**  
**QAD, HRDD, CLMD Chiefs, Regional Offices**  
**Schools Division Superintendents**

**FROM: JOHN ARNOLD S. SIENA**  
Director IV

**SUBJECT: *Constituting the Regional and Division Teams for Quality Assurance and Monitoring and Evaluation (QAME) of Mass Training of Teachers (MTOT) for Grades 5 and 11 of the K to 12 Basic Education Program***

**DATE: March 28, 2016**

Guided by the Academy's mandate to ensure quality training to all DepEd teaching personnel, NEAP will be conducting Quality Assurance and Monitoring and Evaluation (QAME) for the Mass Training of Teachers (MTOT) for Grades 5 and 11 to be conducted by the concerned regions/divisions/higher education institutions (HEIs).

The Quality Assurance Division (QAD) at the regional level shall lead the QAME team, with mandatory members from the Human Resource Development Division (HRDD), and the Curriculum and Learning Management Division (CLMD), if available. QAD monitors shall quality assure Program Management, while HRDD and CLMD monitors shall quality assure Learning Delivery.

To ensure efficiency of the QAME activities during the MTOT, the regional offices through the QAD are advised to:

- a. Constitute their Monitoring and Evaluation teams corresponding to the number of divisions and HEIs that will be monitored;
- b. Submit to NEAP Central Office the schedule of the Teacher Training of the schools divisions and the HEIs, with number and names of monitors for each site two (2) weeks before the start of the MTOT at: [anton.marfori@deped.gov.ph](mailto:anton.marfori@deped.gov.ph);



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- c. Conduct QAME orientation for their regional monitors (Slide presentations, tutorials on using the online QAME system, and standard NEAP forms and tools will be provided by NEAP Central Office. Slide deck and tutorial will include: NEAP Training Standards, QAME Forms and Tools, QAME mechanism, duties and responsibilities of monitors, protocols, data analysis, and reporting mechanisms);
- d. Ensure that the QAME system is in place, and adheres to NEAP Central Office standards;
- e. Conduct daily debriefing sessions with all monitors using the data gathered.

The standardized QAME Forms and Tools to be used are the following:

<b>TOOL</b>	<b>Accomplished by</b>	<b>Frequency</b>	<b>Upon Accomplishment</b>
Session-Facilitator Evaluation (D)	Participants/ Trainees	Once, Daily	Submit to class monitor for consolidation and analysis
End of Program Evaluation (F)	Participants/ Trainees	Once, at the end of the program	Submit to On-Site / Regional Monitoring Team Leader for consolidation and analysis
On-Site Monitoring Evaluation (E)	Program Management Monitors	Once, Daily	Use as basis for improvement of program management during daily debriefing
Process Observation and Analysis (FOA)	Learning Delivery Monitors	Once, Daily, for every session	Use as basis for improvement of sessions during daily debriefing
Analysis of M&E Results	Class monitors, On-Site Team Leader, and	Once, Daily, or at the End of the	Class monitor submits Form 1 to On-Site Team





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	<b>Regional Team Leader</b>	<b>Program</b>	<b>Leader; On-Site Team Leader submits Form 2 to Regional Team Leader; Regional Team Leader submits Form 3 to NEAP CO</b>

The QAME process is designed in such a way that at least one (1) Learning Delivery monitor is assigned for every class in a mass training. There will also be at least one (1) Program Delivery monitor for every four (4) classes.

Learning Delivery monitors ensure that at least eighty (80%) percent of participants evaluate the session-facilitator evaluation on a daily basis.

Participant feedback and monitors' observations will be reported to the on-site team leader and/or program manager, who will act according to the data received.

The QAME Analysis Form 3, to be accomplished by the Regional Team Leader shall be submitted to NEAP Central Office through [anton.marfor@deped.gov.ph](mailto:anton.marfor@deped.gov.ph) no later than twenty (20) working days after the end of the teacher training. Separate Form 3's will be submitted for Grade 5 and 11 teacher training.

The QAME findings will provide important input and serve as bases for continuous improvement and policy decisions with regard to training that the Department conducts.

For the guidance of all concerned.