



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED



**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT :** TRAINING WORKSHOP ON QATAME AND VARIED TOOLS IN  
MONITORING AND EVALUATION OF PROGRAMS, PROJECTS AND  
ACTIVITIES (PPAS) FOR PROPER UTILIZATION OF M&E TOOLS

**DATE :** November 12, 2018

1. Pursuant to DepEd Order No.43, s. 2010 also known as "Creation of the Quality Management Teams (QMTs)", and DepEd Order 44 s. 2010 known as "Adoption of KRT 3: Quality Assurance and Accountability Framework" Institutionalization of the Quality Management System in DepEd. Through Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME), the Department of Education Region IV-A CALABARZON through the Quality Assurance Division (QAD) will conduct the **Training Workshop on QATAME and Varied Tools In Monitoring And Evaluation of Programs, Projects And Activities (PPAs) For Proper Utilization of M&E Tools** on December 3 – 7, 2018 and venue to be announced on a separate issuance.
2. The activity aims to:
  - a. Gain an indepth understanding on Quality, Assurance, Technical Assistance, Monitoring and Evaluation;
  - b. Discuss the roles and responsibilities of a QATAME Associate;
  - c. Discuss and simulate Focus Group Discussion (FGD) and Process Observation Assessment (POA);
  - d. Revisit the processes and/or steps concerning the implementation of QATAME tools;
  - e. Create an on-line evaluation link of QATAME tools and conduct of on-site validation and data analysis;
  - f. Enhance knowledge on Learning and Development Framework and use of varied tools in monitoring and evaluation of Programs, Projects and Activities (PPAs) focus on learning and development sub-systems;



**Hot Line:** (02) 682-5773/684-4914 /647-7487  
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- g. Use of on-line and off-line Quick Response Code (QR Code) and customization of tools;
  - h. Share practices, experiences, issues and concerns encountered on the preparation and submission of reports and implementation of QATAME through focus group discussion.
3. Each schools division is required to send their assigned SEPS and EPS II M & E and one (1) selected Public Schools District Supervisors from the following Schools Division Office : Antipolo City, Lipa City, Sta. Rosa City, Lucena City, Dasmaringas City, Cabuyao City, General Trias City, Binan City, Tanauan City, Cavite Province, Laguna Province, Batangas Province, Rizal Province and Quezon Province. The SDOs are requested to submit (a) the names and designation of the participants on or before November 19, 2018 via email at [gad.calabarzon@deped.gov.ph](mailto:gad.calabarzon@deped.gov.ph)
  4. Registration and check-in of the participants will be in the morning of December 3, 2018 (Day1), first meal to be served is breakfast.
  5. Participants are also requested to bring laptops, extension cords, and pocket wifi (if available).
  6. Expenses relative to the conduct of this activity shall be charged against Regional funds while traveling and other expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
  7. Immediate dissemination of this Memorandum is desired.



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