

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



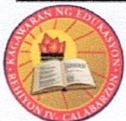
27 May 2022

Regional Memorandum

**CAPACITY BUILDING CUM WORKSHOP FOR DIVISION M & E
FOCAL PERSONS ON DEVELOPING MONITORING AND
EVALUATION TOOLS FOR DIFFERENT PROGRAMS,
PROJECTS AND ACTIVITIES (PPAS)**

To **Schools Division Superintendent
QAD Personnel
SDO M&E Focal Persons
All Other Concerned**

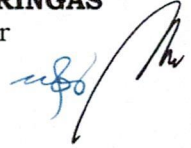
1. In consonance with the Regional Office-QAD KRA #1: Quality Assurance, Policies, Frameworks and Processes and with its objectives on crafting M & E tool for Programs, Projects and Activities, this office will hold a two (2) days workshop of Schools Division Office Monitoring & Evaluation (M & E) Focal Persons on **June 16-17, 2022**, at a venue to be determined in a separate issuance.
2. Participants to this meeting are the twenty-two (22) School Management Monitoring & Evaluation (SMME) Focal Persons of Schools Division Offices. From the Regional Office are nine (9) QAD EPSs/Staff, one (1) HRDD and one (1) ICT Unit personnel who will serve as members of the Technical Working Group (TWG).
3. An advance copy of the Final Draft RQAMEA Framework shall also be forwarded to each Division Office prior to the said meeting as the reference of the consultation and discussion with our resource person, Ms. Adelina H. Velasco from Save the Children Foundation.
4. Expenses relative to the conduct of this activity shall be charged against Regional Funds subject to the usual accounting and auditing rules and regulations. Provision of meals and accommodation shall be provided for all attendees. First meal to be served is breakfast for Day 1 and last meal to be served is pm snacks for Day 2. Travel expenses of SDO M & E Focal Persons shall be charged against their respective Division Funds.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

5. All participants are advised to confirm their attendance thru this link: bit.ly/METoolJune16-17. For inquiries, you may call *Dr. Allain B. Alvarez* of the QAD Office at 02-8682-2114 Local 450.
6. Strict adherence to this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director



Qad/aba