

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



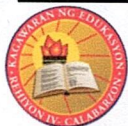
27 June 2022

**Regional Memorandum**

**SCHEDULE OF DIVISION-WIDE E-RAISE UP PROGRAM  
JOB-EMBEDDED LEARNING (JEL) MONITORING AND  
EVALUATION (BATCH 1)**

To: **Schools Division Superintendents  
NEAP Learning Facilitators  
E-RAISE UP PMT**

1. Relative to the implementation of **Employees Reskilling Advocacy, Initiatives, Support for Excellence and Upskilling Program (E-RAISE UP)**, the Human Resource Development Division- National Educators Academy of the Philippines of this Region will be monitoring the conduct of Division-wide Evaluation of Job-Embedded Learning undertaken by the participants last August and October 2021.
2. This activity aims to produce caring, committed, and competent:
  - a. teachers who are able to respond to diverse needs of learners by implementing a relevant and responsive curriculum and instructional plans efficiently;
  - b. school heads who are equipped with competencies to effectively manage school operations and human resources; and
  - c. supervisors who are equipped with competencies to respond to the professional needs of school heads and teachers effectively and efficiently.
3. To this end, all the members of the Program Management Team for E-RAISE UP are requested to review their Terms of Reference herewith attached and help the Regional Office plot their schedules for the Virtual JEL Evaluation following the prescribed guidelines, tools, and mechanisms. Google Calendar is shared to HRD Specialists to plot the schedule for this activity. Follow this link <https://bit.ly/ERAISEUPJELME1>
4. Schedules of Evaluation Session through the Google Calendar should include the following:
  - a. Date and Time in the Calendar
  - b. Modality (Google Meet, Zoom, MS Teams) with open meet links
  - c. Number of Participants per session (10 participants per hour)



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- d. Attach List of Participants in Google Sheets (Follow the coding order in the Guidelines)
  - e. Submission folder for the 3-minute video presentation and JEL Plan duly signed by the learner/ participant and his/ her immediate superior (ratee and rater)
5. A virtual meeting to set up the schedules in the Google Calendar and discuss the JEL Evaluation Guidelines, Mechanisms and Tools will be held via Google Meet:
- Virtual Meeting for JEL Evaluation Session Scheduling and Discussion
  - Thursday, July 4, 2022 · 9:00 – 11:30am
  - Video call link: <https://meet.google.com/hyg-doeo-btr>
6. Please refer to the enclosures A. Program Management Team and Terms of Reference and B. Monitoring and Evaluation Mechanism, Tools and Guidelines
7. Should there be queries or other related concerns pertaining to this matter, feel free to e-mail us at [neap.calabarzon@deped.gov.ph](mailto:neap.calabarzon@deped.gov.ph) and look for **Mr. Mark Anthony R. Malonzo** or **Mr. Alvin P. Metrillo**.
8. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

neapr/alvin/marm

## Enclosure A. Program Management Team Composition and Terms of Reference

### A. Regional Office

NAME	DESIGNATION	DIVISION	ROLE
FRANCIS CESAR B. BRINGAS	Regional Director	ORD	Chair
CHERRYLOU D. REPIA	OIC-Assistant Regional Director	OARD	Co-Chair
LUZ E. OSMEÑA	Chief Education Supervisor In-Charge of NEAP- CALABARZON	HRDD- NEAP	Co-Chair Overall Team Lead
JISELA N. ULPINA	EPS, In-Charge of NEAPR PDDT	HRDD	Member - Team Lead (Supervisors Group)
NADINA G. GATON	EPS, In-Charge of NEAPR LET	HRDD	Member - Team Lead (SH Group)
MARK ANTHONY R. MALONZO	SEPS	NEAPR	Member - Team Lead (HP Group and SDO PMTs)
ALVIN P. METRILLO	EPS II	NEAPR	Member - Team Lead (PT Group)
JOSEPH C. DAMIAN	ADAS III	HRDD	Member - Team Lead (Technical Works) with RO ICTU
BRYAN A. POBE	EPS	HRDD	Member
DONNA L. LAGO	EPS	HRDD	Member
GLENDA E. DELA TORRE	EPS	HRDD	Member
MARICRIS R. TADIOAN	EPS II	HRDD	Member
EFREN V. CLAVELES	ADAS II	HRDD	Member – Technical Assistant

### B. Schools Division Office

POSITION	OFFICE	ROLE
Schools Division Superintendent	OSDS	Chair
Assistant Schools Division Superintendent	OSDS	Co-Chair
Chief Supervisor	SGOD	Co-Chair
HRD SEPS	SGOD	Member-Team Lead for PMT, Classroom Organization and Coordination, Completion Reporting
HRD EPS-II	SGOD	Member-Team Lead for Classroom Management and Certification
SMME SEPS	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 3 and 4)
SMME EPS-II	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 1 and 2)
School Leaders (Supervisors or School Heads) - <i>Non-attendees of the batch</i>	Schools/ Districts	Class Managers



## **General Terms of Reference of the PMTs**

### **NEAPR – CALABARZON shall:**

1. ensure overall implementation of the courses in the given time frame and according to quality standards;
2. lead in data capture and provide the SDOs guidance in issuing Certificates of Participation and Completion;
3. monitor and evaluate the progress of program implementation;
4. facilitate a consolidated completion report based on submitted ACRs of SDOs;
5. coordinate with NEAP-CO and SDOs the implementation schedules; and
6. submit to NEAPCO the consolidated completion report using R.6.

### **SDOs shall:**

1. ensure that only the target participants were the ones to register in the courses;
2. check outputs using the rubrics embedded in the Google Classrooms and consolidate the lists of completers using the prescribed template in the MS Excel (Office 365);
3. determine viable schedules for the implementation of the 4 courses considering the timeframe of the program;
4. set up Learning Management System (LMS) using Google Classrooms;
5. provide all the learning materials and assessment tools in the Google Classroom;
6. have coordinated with the Regional PMT before, during and after the implementation of the program;
7. submit to NEAPR the Activity Completion Report (R.6) by the Division PMT;
- 8. included in the DFTAT's Plan mentoring and coaching sessions for the teachers and school leaders that guided them in implementing their Workplace Application Plan; and**
- 9. scheduled a Division-wide Workplace Application Evaluation Session through a virtual conference.**



## Enclosure B: Monitoring and Evaluation Mechanism, Tools, and Guidelines

### Monitoring and Evaluation Mechanism

**GOAL:** Realize Kirkpatrick's 3<sup>rd</sup> Level of Monitoring and Evaluating Learning *(Based on the NEAP R.1 for E-RAISE UP)*

Level 3: Behavior - Documentations of improvement in the identified professional standards (domains, strands, and indicators) through validated Workplace Application Projects/ Job-Embedded Learning.

The composition of evaluators should be the approver of the IPCRF in reference to DO 02 s., 2015:

<b>Participant (Ratee)</b>	<b>Immediate Superior (Rater)</b>	<b>Evaluator (Approver)</b>
Principal	Assistant Superintendent	Superintendent
Head/ Master Teacher	Principal	Superintendent (Small & Medium Divisions) Assistant Superintendent (Large and Very Large Divisions)
Teacher	Head Teacher/ Master Teacher	Principal

### Monitoring and Evaluation Tools

The following tools and templates are required to implement the activity.

1. Master List and Coding System (Must be Google Sheets)
2. Automated Rating Sheet/ Evaluation Tool (Must be Google Sheets)
3. JEL Plan and Video Documentation Submission Form (Must be Google Forms)
4. Activity Evaluation Form (Must be Google Forms)

### Monitoring and Evaluation Guidelines

#### For the Participants

1. Use Canva to capture the documentation of JEL Plan Implementation and make a 3-minute video. Upload the video in MP4 format together with the duly signed JEL. JEL Plan should be in PDF format. Follow the naming convention for your files:  
Video File:  
SDO NAME\_CODE NUMBER\_VID e.g. **SDOANTIPOLOCITY\_B1-D1-C1-S1-00001\_VID**  
PDF:  
SDO NAME\_CODE NUMBER\_DOC e.g. **SDOANTIPOLOCITY\_B1-D1-C1-S1-00001\_DOC**
2. Check for the link to be shared with you by your SDO through a Division Memorandum.
3. Look for the Master List per Session to take note of your Code Number. Such Master List will be shared by your SDO in Google Sheets (View Only). The order of presentation will follow the sequence in the Master List.



4. You will receive an invitation in your Google Calendar to join the JEL Evaluation Session from your SDO. It may be via Google Meet, MS Teams or Zoom whichever is viable.
5. You are expected to enter the virtual meeting room 10 minutes before the scheduled session.
6. You are responsible in ensuring that you will have a reliable internet connection, functional camera, microphone, and audio system during the session.
7. Prepare for a 2-minute Q&A for validation. The PMT will observe STRICTLY the 3-minute run of your video, so please do not exceed on what is required.
8. Wait for the Moderator to dismiss the session.

#### **For the Evaluators**

9. Be exclusively present during the evaluation session. You have 4-hours per session. You may be included in more than one session.
10. Secure a copy of electronic evaluation sheet shared by the Program Management Team through Google Sheets.
11. Do previewing of submitted JEL plans and Video Documentations from the Shared-with-Me Drive by the PMT.
12. Prepare clarificatory questions, if necessary, to ask the presenter. Limit the Q&A in 2 minutes.
13. Strictly observe time schedule during the presentation/ evaluation.
14. Complete the evaluation and convene for a deliberation.

#### **For the Program Management Team**

15. SDO shall organize their PMT which may be composed of SGOD and CID personnel who are not participants of E-RAISE UP Batch 1. Each of the Class shall be assigned with a Moderator who is part of the PMT.
16. Moderator is responsible for ensuring that the time per presentation (3mins) and Q&A (2mins) is followed.
17. He/She is responsible for ensuring the smooth flow of the session. Thus, he/she will do the sharing of screen to play the video documentation.
18. PMT shall prepare all the M&E Tools and organize them in the Google Drive. Check for the video instruction on how to organize your files. Please follow, **[bit.ly/METoolsOrgB1](https://bit.ly/METoolsOrgB1)**
19. PMT shall secure copies of the M&E Tools from the Google Drive shared through **<https://bit.ly/JELEVALB1>**
20. PMT shall organize per folder the submitted video materials sorted accordingly for the purpose of proper sequencing of presenters based on the Master List.