

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

10 October 2022

Regional Memorandum
No.666 s.2022

**CAPABILITY BUILDING CUM WORKSHOP OF RO AND SDO
M&E FOCAL PERSONS ON QATAME OF LEARNING AND
DEVELOPMENT (L&D) ACTIVITIES**

To **Schools Division Superintendents**
Regional FD Chiefs

1. This Office through the Quality Assurance Division (QAD) shall conduct **Capability Building Cum Workshop of RO and SDO Associates for QATAME of Learning and Development Activities** on **October 25-27, 2022** at the venue to be announced in a separate memorandum.
2. This activity aims to provide the participants with:
 - a. an in-depth understanding on Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) of L&D activities;
 - b. familiarity on the use of varied and customized tools in the QATAME of L&D activities;
 - c. enhanced knowledge and skills in addressing issues and concerns encountered from the planning to submission of reports relative to QATAME.

Please refer to Enclosure 1 (Activity Matrix) the activity details.

3. The participants to this activity are the Regional Office and SDO M & E Focal Persons, select HRDD Personnel, select ICT Personnel and Quality Assurance Division (QAD) Personnel. Please refer to Enclosure 2.
4. Food, accommodation, and other incidental expenses including travel cost of the Regional Office personnel shall be charged to Regional Funds while the travel expenses of division office personnel shall be charged to local funds, subject to usual COA and accounting rules and regulations.

QAD/ema/ell




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5. For clarifications, please contact Dr. Emelia M. Aytona through QAD Landline No. (02) 88682-5773 local 450.
6. Immediate and widest dissemination of this Memorandum is enjoined.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Enclosure 1

ACTIVITY MATRIX

Day/Time	Activity	In-Charge
Day 1 – October 25, 2022		
8:00-9:00 am	Registration	Technical Working Group
9:00-9:30 am	Opening Program	
9:30-10:00 am	Health Break	
10:00-12:00 nn	What is Quality Assurance? What is Technical Assistance? What is Monitoring and Evaluation?	
12 :00 – 1:00 pm	LUNCH BREAK	
1:00 – 3:00 pm	Conducting FG Discussions	
3:00 – 5:00 pm	How to Conduct Process Observation	
Day 2 – October 26, 2022		
8:00 – 8:30 am	Management of Learning	
8:30 – 9:30 am	The QATAME Process vis-à-vis QATAME Tools	
9:30 – 9:45 am	Health Break	
9:45 – 12:00 nn	Continuation of QATAME Process vis-à-vis QATAME Tools	
12:00 –1:00 pm	Lunch Break	
1:00 – 5:00 pm	Creating Online Evaluation Tools and Quick Response Code	
Day 3 – October 27, 2022		
8:00 – 8:30 am	Management of Learning	
8:30 – 9:45 am	Customization of Tools	
9:45– 10:00 am	Health Break	
10:00-12:00 nn	Continuation	

Day/Time	Activity	In-Charge
12:00-1:00 pm		Lunch Break
1:00 – 3:30 pm	Simulation	
3:30 – 4:00 pm		Closing Program
4:00 pm		Home Sweet Home

Enclosure 2

LIST OF PARTICIPANTS

No	Name	Office/SDO
1	Isabel Gonzales	Antipolo
2	Ludiverna Joy Reyes	Bacoor
3	Cora V. Samson	Batangas Province
4	Magielyn R. Babao	Batangas City
5	Isidra D. galman	Binan City
6	Reyarr Cruz	Cabuyao City
7	Florette Laarni C. Bautista	Calamba City
8	Maria Belen C. Mojica	Cavite Province
9	Charlene Lei O. Esguerra	Cavite City
10	Wilson G. Centeno	Dasmaringas City
11	Haidi M. Morales	Gen. Trias City
12	Jenielyn A. Sadang	Imus City
13	Frenie V. Aquino	Laguna Province
14	Ariel D. Garcia	Lipa City
15	Pascual La Rosa Jr.	Lucena City
16	Oscar Duma Jr.	Quezon Province
17	Emmalyn Guevarra	Rizal Province
18	Ryan Race	San Pablo City
19	Nicanor Limjuico	San Pedro City
20	Louie L. Saldivar	Santa Rosa City
21	Florentino Lara	Sto. Tomas City
22	Xander B. Castillo	Tanauan City
23	Edwin Rodriguez	Tayabas City
24	Eugene Ray Santos	Regional Office
25	Neil B. Evangelista	Regional Office
26	Maybel Abrencillo	Regional Office
27	Mark Anthony R. Malonzo	Regional Office
28	Adrian Bullo	Regional Office
29	Rich D. Garbreza	Regional Office
30	Anselmo E. Lageras Jr.	Regional Office
31	Elino S. Garcia	Regional Office
32	Pacita Q. Lungcay	Regional Office
33	Danilo H. Ilagan	Regional Office
34	Buenalyn M. Manuel	Regional Office
35	Emelia M. Aytona	Regional Office
36	Romyr Lazo	Regional Office
37	Florence Santos	Regional Office
38	Mary Mae Hornido	Regional Office