

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




08 January 2023

Regional Memorandum
No.17 s.2024

WORKSHOP ON THE ENHANCEMENT OF QUALITY ASSURANCE MONITORING AND EVALUATION (QAME) TOOLS

To **Schools Division Superintendent**
Regional Functional Division Chiefs

1. This Office through the Quality Assurance Division (QAD) announces the Workshop on the Enhancement of Quality Assurance Monitoring and Evaluation (QAME) Tools on February 7-8, 2024, at the venue to be announced later.
2. This activity enables the participants to:
 - a) be oriented on DM 44 s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation (QAME) of the National Educators Academy of the Philippines Core Programs;
 - b) enhance Quality Assurance Monitoring and Evaluation (QAME) tools for the implementation of Programs, Projects, and Activities (PPAs); and
 - c) contextualized M & E Tools based on Professional Development Programs (PDPs)
3. The participants in this activity are the RO and SDO M&E Focal Persons and Quality Assurance Division (QAD) Personnel. Please refer to Enclosure 2 for the List of Participants and Enclosure 1 (Activity Matrix) for the activity details.
4. Expenses relative to this activity such as transportation and other incidental expenses shall be charged against the local funds subject to COA rules and regulations.
5. For clarifications and other concerns, you may contact Emelia M. Aytona at 02-8682-2114 local 450 or email at qad.calabarzon@deped.gov.ph
6. Immediate and widest dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROQ4/ROQ2



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Enclosure 1

INDICATIVE PROGRAM OF ACTIVITIES

February 7, 2024 (Day 1)		
TIME	ACTIVITY	IN-CHARGE
8:30- 9:00 AM	Opening Program National Anthem Prayer CALABARZON March Quality Policy Statement	Audio Visual Presentation (AVP)
9:00-9:05 AM	Welcome Remarks and Statement of Purpose	LUZ E. OSMEÑA Chief Quality Assurance Division
9:05-9:20 AM	Acknowledgement of the Participants	ELENA L. LOPEZ Education Program Supervisor Quality Assurance Division
9:20-9:30 AM	Presentation of Indicative Activities Online Protocols	EMELIA M. AYTONA Education Program Supervisor Quality Assurance Division
9:30-10:00 AM	Inspirational Message	ATTY. ALBERTO ESCOBARTE, CESO II Regional Director LOIDA A. NIDEA Assistant Regional Director
10:00- 10:30 AM	Break	
10:30- 11:00 AM	Session 1: Discussion of DM 44 s. 2023 <i>Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs</i>	LUZ E. OSMEÑA Chief Quality Assurance Division Quality Assurance Division
11:00- 12:00 NN	Session 2: Review of Existing QAME Tools Used in Different PDPs and PPAs	EMELIA M. AYTONA Education Program Supervisor Quality Assurance Division
12:00-12:45 PM	Lunch Break	
1:00-4:00 PM	Session 3: Presentation of QAME Standardized Tools in Monitoring and Evaluation of PDPs and other PPAs.	ELENA L. LOPEZ Education Program Supervisor Quality Assurance Division
4:00-4:30 PM	Questions and Answers (Q&A) on Sessions 1 and 2	LOIDA TOMELDEN Education Program Supervisor Quality Assurance Division
4:30-4:45 PM	Synthesis	EMELIA M. AYTONA Education Program Supervisor Quality Assurance Division

3:30- 4:00 PM	Announcement on the Day 2 Activities	EMELIA M. AYTONA <i>Education Program Supervisor</i> <i>Quality Assurance Division</i>
February 8, 2024 (Day 2)		
8:00-8:30 AM	Preliminaries	QAD TWG
8:30-10:30 AM	Session 4: Workshop on the Enhancement of QAME Tools (PDPs and other PPAs)	LUZ E. OSMEÑA <i>Chief</i> <i>Quality Assurance Division</i>
10:30- 10:45 AM	Break	
10:45-12:00 NN	Continuation of Session 4: Workshop on the Enhancement of QAME Tools (PDPs and other PPAs)	LUZ E. OSMEÑA <i>Chief</i> <i>Quality Assurance Division</i> EMELIA M. AYTONA <i>Education Program Supervisor</i> <i>Quality Assurance Division</i>
12:00-1:00 PM	Lunch Break	
1:00-3:00 PM	Presentation of Workshop Output	QAD TEAM
3:00-4:00 PM	Wrap-up/Synthesis/Agreements	EMELIA M. AYTONA <i>Education Program Supervisor</i> <i>Quality Assurance Division</i>
4:00-4:30 PM	Announcements/Evaluation	QAD TWG

Enclosure 2

LIST OF PARTICIPANTS
SDO M & E Focal Persons

No	Name of Participants	SDO
1	Myra Villareal	Antipolo
2	Ludiverna Joy G. Reyes	Bacoor
3	Cora V. Samson	Batangas Province
4	Magielyn R. Babao	Batangas City
5	Isidra L. Galman	Binan City
6	Reyarr L. Cruz	Cabuyao City
7	Florette Laarni C. Bautista	Calamba City
8	Maria Belen Mojica	Cavite Province
9	Charlene Lei O. Esguerra	Cavite City
10	Crizel Ann L. Villanueva	Dasmaringas City
11	Haidi M. Morales	Gen. Trias City
12	Jenielyn A. Sadang	Imus City
13	Frenie V. Aquino	Laguna Province
14	Elvie M. Malaluan	Lipa City
15	Pascual C. La Rosa Jr.	Lucena City
16	Maria Bernadit M. Tupas	Quezon Province
17	Emmalyn P. Guevarra	Rizal Province
18	Ryan L. Race	San Pablo City
19	Nicanor A. Limjuico	San Pedro City
20	Louie L. Saldivar	Santa Rosa City
21	Florentino A. Lara	Sto. Tomas City
22	Xander B. Castillo	Tanauan City
23	Edwin R. Rodriguez	Tayabas City

LIST OF FD M & E FOCAL PERSONS

No	Name of Participants	Functional Division
1	Eugene Rey Santos	CLMD
2	Mark Anthony Malonzo	HRDD
3	Ma. Milagros Ong	Finance
4	Adrian Bullo	PPRD
5	Mattwil Abalos	ESSD
6	Danna Marie Alba	Admin
7	Eugenio S. Adrao	FTAD
8	Clemencia Minimo	ORD

LIST OF TECHNICAL WORKING GROUP MEMBERS

No	Name of Member	FD
1	Luz E. Osmena	QAD
2	Elena L. Lopez	QAD
3	Buenalyn M. Manuel	QAD
4	Emelia M. Aytona	QAD
5	Loida G. Tomelden	QAD
6	Florence M. Santos	QAD
7	Mary Mae Hornido	QAD
8	Richard G. Rufa	QAD
9	Joseph C. Damian	HRDD



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COLLECTIVE ACTIVITY PROPOSAL FOR FY 2024

PROPOSER OFFICE: Quality Assurance Division, Emelia M. Aytona
PROGRAM NAME: Workshop on the Enhancement of Quality Assurance Monitoring and Evaluation Tools
AMOUNT REQUESTED: 174,960.00/262,440.00
I. RATIONALE: <p>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 division and regional management can determine and adjust approaches and strategies that will ensure proper implementation of different programs, projects and activities conducted. Also, through this process the management can determine the worth or significance of the outputs and results in terms of efficiency, relevance, effectiveness and sustainability consistent with the goals and objectives set.</p> <p>The Department hereby establishes DepEd Order 029, s. 2022, Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) to ensure that basic education plans which contain the agency's programs, projects, and major activities are geared towards attaining the desired organizational and learner outcomes. This Framework sets the performance measures for the agency where all operating units are expected to contribute. It shall also define the roles and responsibilities of DepEd operating units in the M&E system and processes.</p>

II. PROPOSED ACTIVITIES FOR FY 2023

***Note: Arrange the order of your activities from most priority to least priority**

A. Workshop on the Enhancement of Quality Assurance Monitoring and Evaluation (QAME) Tools	
A.1. Date of Conduct: February 7-8, 2024	A.2. Duration of Activity: 2 days – 8:30 am to 5:00 pm 8 hrs per session
A.3. Venue/Platform: TBA/ Face to Face	A.4. Target Participants: 1 RD/ORD, 9 FD M&E, 23 SDO M&E Focal Persons, 7 QAD Personnel/Staff/TWG
A.5. Activity Rationale: The Department hereby establishes DepEd Order 029, s. 2022, Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) to ensure that basic	



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education plans which contain the agency's programs, projects, and major activities are geared towards attaining the desired organizational and learner outcomes. This Framework sets the performance measures for the agency where all operating units are expected to contribute. It shall also define the roles and responsibilities of DepEd operating units in the M&E system and processes.

Thus, a need to enhance the Quality Assurance Monitoring and Evaluation (QAME) tools must be conducted to provide the M&E associates the new standards set by NEAP as per DM 44 s. 2023.

A.6. Objectives:

This workshop aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:

1. acquire 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;
2. enhance Quality Assurance Monitoring and Evaluation (QAME) tools for PPAs and L&D programs;
3. customize M & E Tools based on PPAs and Professional Development Programs (PDPs).

A.7. Expected Output:

- Enhanced QAME Tools

A.8. Methodology:

- Discussions
- Workshops

A.9. Resource Requirement

TWG - QAD Personnel (See attached list)

A.10. Budgetary Requirement

Source of Fund: Regional Funds

Amount: 174,960.00

B. Capacity Building on the Conduct of Monitoring and Evaluation of Professional Development Programs for RO and SDO QAME Associates

A.11. Date of Conduct:
March 20-22, 2024

A.12. Duration of Activity:
3 days – 8:00 am to 5:00 pm
8 hrs per session

A.13. Venue/Platform:
TBA/ Face to Face

A.14. Target Participants:
1 RD/ORD, 9 FD M&E, 23 SDO M&E Focal Persons,
7 QAD Personnel/Staff/TWG

A.15. Activity Rationale:

The Department hereby establishes DepEd Order 029, s. 2022, Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) to ensure that basic education plans which contain the agency's programs, projects, and major activities are



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education plans which contain the agency's programs, projects, and major activities are geared towards attaining the desired organizational and learner outcomes. This Framework sets the performance measures for the agency where all operating units are expected to contribute. It shall also define the roles and responsibilities of DepEd operating units in the M&E system and processes.

Thus, a need to have a pool of personnel who are knowledgeable and capable of ensuring that all L&D programs/activities are properly implemented and monitored and through this activity, the objectives shall be achieved.

A.16.Objective:

This activity aims the participants to:

1. be oriented on DM 44 s. 2023 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation (QAME) of the National Educators Academy of the Philippines Core Programs;
2. enhance Quality Assurance and Monitoring and Evaluation (QAME) tools implementation of Programs, Projects, and Activities (PPAs); and
3. contextualized M & E Tools based on Professional Development Programs (PDPs)

A.17.Expected Output:

- Finalized Tool for L&D

A.18.Methodology:

- Lecturette
- Discussions
- Workshop


A.19.Resource Requirement

TWG - QAD Personnel (See attached list)

A.20.Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Board and Lodging	Travel	Honorarium	Contingency	
1	40	160,000.00	14,960.00			174,960.00
2	40	240,000.00	22,440.00			262,440.00

Prepared by:


EMELIA M. AYTONA

Education Program Supervisor

Date: January 08, 2024



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Noted and Reviewed by:



LUZ E. OSMEÑA

Chief Education Supervisor

Date: January 08, 2024

Recommending Approval as to Availability of
Fund:



MARITES L. GLORIA

Chief, Finance Division

Date

Recommending Approval:



LOIDA N. NIDEA

Assistant Regional Director

Approved:



ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

Date:



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