



RECORDS FILE



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

7 June 2024

Regional Memorandum
No. 412 s. 2024

REGIONAL ONSITE MONITORING OF THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT) FOR THE IMPLEMENTATION OF MATATAG CURRICULUM

To **Schools Division Superintendents**
Regional Functional Division Chiefs
All concerned personnel

1. Pursuant to DepEd Memorandum No. 44, s. 2023 on Interim Guidelines for the Quality Assurance Monitoring and Evaluation of the NEAP Core programs, this Office in cooperation with the Quality Assurance Division (QAD), Human Resources Development Division (HRDD), and Curriculum Learning & Management Division (CLMD) shall conduct a Regional Onsite Monitoring of the School-based Training of Teachers (SBTT) in the Implementation of MATATAG Curriculum on specified dates and venues attached hereto.
2. The objective of this activity is to ensure that the conduct of the School-based Training of Teachers (SBTT) meets the standards set in the implementation of the MATATAG Curriculum in the schools.
3. Please refer to the attached Monitoring and Evaluation Team and the NEAP-QAD-M&E Tools to be used and the list of monitoring officials during the conduct of the said activity per Schools Division Offices (SDO).
4. The Regional Monitoring Team is composed of the Functional Division Chiefs, Education Program Supervisors, Senior Education Program Specialists, EPS II, and other RO Personnel trained on Monitoring and Evaluation of PD programs. Please refer to the attached NEAP-QAD-M&E Tools to be used and the list of regional monitoring personnel during the conduct of the said activity per SDO.
5. The Regional Monitoring Officials are expected to comply with **R.A 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. *"Public Officials and employees shall not solicit or accept directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office."*



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6. Travel and other incidental expenses of Regional Monitors relative to the conduct of the said activity shall be charged against the Sub-allotment Release Order No. OSEC-4A-24-2090 is subject to the usual accounting and auditing rules and regulations.
7. For further clarifications, please contact Emelia M. Aytona, Education Program Supervisor, through email at qad.calabarzon@deped.gov.ph.
8. Immediate dissemination of and compliance with this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

05/ROQ4

Schools Division	School-based Training Schedule	Venue	Assigned Regional Monitor	Dates of Monitoring
Antipolo City	July 1 – 5, 2024	<ul style="list-style-type: none"> • Bagong Nayon II Elementary School (Kindergarten from DLC I A, I, B, II A, II G) • Sta. Cruz Elementary School (Kindergarten from DLC IC, II B, IIC, II D, II E, II F) • San Isidro Elementary School (Grade 1 from DLC IA, IB, II F, II G) • Mambugan I Elementary School (Grade 1 from DLC IC, II C, II D) • Lores Elementary School (Grade 1 from DLC II A, II B, II E) • Bagong Nayon I Elementary School (Gr. 4 and 7 Filipino) • San Jose National High School (Gr. 4 and 7 English) • Antipolo National High School (Gr. 4 and 7 Math) • San Isidro National High School (Gr. 4 and 7 Science) • Mayamot National High School (Gr. 4 and 7 Araling Panlipunan) • Juan Sumulong Elementary School (Gr. 4 and 7 MAPEH) • San Roque National High School (Gr. 4 and 7 EPP/TLE) • Dela Paz National High School (Gr. 4 and 7 GMRC/VALUES ED) 	<p>Luz E. Osmena</p> <p>Elena L. Lopez</p>	<p>July 1-3, 2024</p> <p>July 1-5, 2024</p>
Bacoor City	May 6-10 and 13-17, 2024	CONDUCTED		
Batangas City	July 15-19, 2024	TBD	Jonalyn B. Pattalitan	July 15-19, 2024
Batangas Province	July 15-19, 2024	By District (Simultaneous)	Emelia M. Aytona (1-Congressional District)	July 15-19, 2024
Biñan City	July 8 – 12, 2024	<ul style="list-style-type: none"> • Kindergarten (SDO Training Hall- Biñan 	Randle Atienza	July 8-12, 2024

		Elementary School compound) <ul style="list-style-type: none"> • Grade 1 (Biñan Elementary School-Gabaldon Hall) • Grade 4 (Biñan Elementary School Library Hub) • Grade 7 (Biñan City Senior High-San Antonio Campus) 		
Cabuyao City	July 15-19, 2024	<ul style="list-style-type: none"> • Banay-banay Elementary School • Cabuyao Integrated NHS • Bigaa ES • Southville I ES, Pulo ES 	Nadina Gaton	July 15-19, 2024
Cavite City	July 8-12, 2024	TBD	Loida G. Tomelden	
Cavite Province	July 2-6, 2024	<ul style="list-style-type: none"> • North Cluster: Tanza Comprehensive NHS Court, Tanza Comprehensive NHS Hall & Amaya School of Home Industries • South Cluster: Tagaytay Central ES, Tagaytay City Science HS- ISHS, & San Jose ES • East Cluster: Silang Central ES Covered Court, Silang West ES, & Silang Central ES Gabaldon • West Cluster: Trece Martires City NHS, Trece Martires City ES Hall & Trece Martires City ES Court 	Emelia M. Aytana (South Cluster) Margaret P. Musa (North Cluster)	July 2-5, 2024 July 2-6, 2024
Calamba City	July 1-5, 2024	<ul style="list-style-type: none"> • Kindergarten: 4th Floor, Deped Main Bldg. • Grade 1: Calamba Elementary School, Mabini St. Calamba City • English, GMRC and Values Ed.: Calamba City Science Integrated School, Brgy. Lecheria Calamba City • Filipino, Math, Science and AP: Jose 	Ma. Lourdes Manimtim	July 1-5, 2024

		Rizal Memorial School, JP Rizal St. Calamba City • MAPEH, EPP and TLE: Gabaldon Hall, Jose Rizal Memorial School.		
Dasmariñas City	July 22-26, 2014	TBD	Jeffrie F. Ditablan Lowiesito O. Erni	July 22-26, 2024
General Trias City	July 1-5, 2024	Sunny Brooke ES, Gov. Ferrer Memorial Integrated National High School and Gov. Ferrer Memorial Integrated National High School- Sta. Clara Annex	Lowiesito O. Erni	July 1-2, 2024
Imus City	May 20-24, 2024	CONDUCTED		
Laguna	May 20-24, 2024	<ul style="list-style-type: none"> • Cluster 1 - Calauan-Alaminos • Cluster 2 - Bay • Cluster 3 - Famy-Mabitac • Cluster 4 - Kalayaan Lumban • Cluster 5 - Los Baños • Cluster 6 - Magdalena-Majayjay-Luisiana • Cluster 7 - Nagcarlan-Rizal-Liliw • Cluster 8 - Pagsanjan-Cavinti • Cluster 9 - Paete-Pakil • Cluster 10 - Pila-Victoria • Cluster 11 - Santa Cruz • Cluster 12 - Siniloan-Pakil • Cluster 13 - Santa Maria 	CONDUCTED	
Lipa City	July 1-5, 2024	North District- Marawoy ES East District- Gaudencio B. Lontok MIS	Maricris R. Tadioan	July 1-5, 2024

		West District- Rafael M. Lojo MS South District- Sen. Claro M. Recto MIS Secondary- Inosloban-Marawoy INHS		
Lucena City	July 1-5, 2024	<ul style="list-style-type: none"> • Cluster 1: MI Sevilla's Resort Lucena City • Cluster 2: St. Jude Coop Hotel Lucena City 	Glenda E. Dela Torre Michael Girard R. Alba	July 1-5, 2024
Quezon	July 15-19, 2024	District-based <ul style="list-style-type: none"> • Panukulan Central School, Panukulan Quezon • Agdangan Central Elementary School, Agdangan Quezon • Alabat Central Elementary School • Alabat, Quezon • Atimonan 1 Central ES, • Atimonan Quezon • Tagbakin Elementary School, Atimonan II • Buenavista I Central ES, Buenavista Quezon • Hagonghong ES, Buenavista II 	Jeffrie F. Ditalban Mark Anthony R. Malonzo	July 15-19, 2024
Rizal	July 1-5, 2024	<ul style="list-style-type: none"> • Angono C1 -Angono ES • Angono C2- Joaquin Guido ES • Angono C3- San Vicente ES • Angono C4 -Angono NHS • Baras - Baras ES • Binangonan C1 - Binangonan ES • Binangonan C2 - Bilibiran ES • Binangonan C3- Sapang ES • Binangonan C4- Don Jose Ynares NHS • Binangonan C5- Vicente Madrigal NHS • Binangonan C6- Pag-asa NHS 	Luz E. Osmeña Loida G. Tomelden Jisela N. Ulpina	July 4-5, 2024 July 1-5, 2024 July 4-5, 2024

		<ul style="list-style-type: none"> • Binangonan C7- Rizal Nat'l Science HS • Cainta C1 - Cainta ES • Cainta C2- Marick ES • Cainta C3 - FP. Felix MNHS • Cardona C1- M. C. San Juan ES • Cardona C2- BB.F. San Juan NHS • Jalajala- Jalajala ES • Montalban C1- E. Rodrigues ES • Montalban C2- Gen. L. Geronimo NHS • Morong C1 - Tomas Claudio ES • Morong C2 - Morong NHS • Pililla C1- Virgilio Melendres ES • Pililla C2- Pililla NHS • Tanay C1- Ilaya ES • Tanay C2 - P. Jarin ES • Tanay C3 - Tanay NHS • Taytay C1 - Rosario Ocampo ES • Taytay C2 - San Isidro ES • Taytay C3 - Manuel I. Santos IS • Taytay C4- Casimiro A. Ynares NHS • Teresa C1- Teresa ES 		
Sta. Rosa City	July 1-5, 2024	<ul style="list-style-type: none"> • Our Lady of Fatima University -Laguna, Brgy. Macabling, Santa Rosa City 	Nadina G. Gatton	July 3-5, 2024
Sto. Tomas City	JULY 1 – 5, 2024	<ul style="list-style-type: none"> • Sto. Tomas South Central School, San Pedro, City of Sto. Tomas, Batangas 	Buenalyn M. Manuel	July 1-3, 2024
San Pablo City	July 1-5, 2024	<ul style="list-style-type: none"> • Kinder – Paaralang Pag-ibig at Pag-asa (PPP) • Grade 1 – San Pablo Central School • AP – Teacher Center (San Pablo Central School) 	Emelia P. Crescini	July 1-5, 2024

		<ul style="list-style-type: none"> • GMRC/VALUES - Library/Research Center • Math/TLE/EPP - San Juan Training Center • MAPEH – San Jose IHS • Filipino – Felix Amanate SHS • English – SPC High School • Science – Col. Lauro Dizon IHS 		
San Pedro City	July 16-20, 2024	TBD	Elena L. Lopez	July 16-20, 2024
Tanauan City	July 7-11, 2024	Tanauan Institute	Emelia M. Aytona	July 8-11, 2024
Tayabas City	July 1-5, 2024	TBD	Eugenio S. Adrao	July 1-5, 2024



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PROFESSIONAL DEVELOPMENT (PD) COMPLIANCE MONITORING TOOL

This tool will be used by the assigned Monitoring and Evaluation Officer during the MATATAG Curriculum Training. Please fill out all the fields below.

I. PROGRAM OWNER PROFILE AND PROGRAM DETAILS	
PD Program Owner:	
PD Program Manager:	
Title of the PD Program:	
Venue of the PD Program:	
Implementation Dates of the PD Program:	

MONITORING AND EVALUATION OFFICER			
Name	Position	Office	Signature

INSTRUCTIONS:

1. Put a check (/) in the box that corresponds to your observation to the program.
2. Assign the following points to each column that was selected during the monitoring.
3. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
4. For items with more than one indicator, compute the average to obtain a single rating.
5. All categories are considered crucial to any program, thus, weights are inapplicable.

II. PD PROGRAM MONITORING SECTION**1.0 PARTICIPANTS**

Are the actual participants the same with the target participants of the program?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> About 91-100% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 81-90% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 51-80% of the actual participants are the target participants of the PD Program.	<input type="checkbox"/> About 50% or less of the actual participants are the target participants of the PD Program.
<input type="checkbox"/> About 91-100% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 81-90% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 51-80% of the actual participants are qualified to the selection criteria of the PD Program.	<input type="checkbox"/> About 50% or less of the actual participants are qualified to the selection criteria of the PD Program.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS:

2.0 PROGRAM DESIGN

To what extent was the delivered PD Program compliant to the quality assured PD Program Design?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> The delivered PD Program: <ul style="list-style-type: none"> fully complied with and was consistent with the quality assured PD Program Design. 	<input type="checkbox"/> The delivered PD Program made minimal adjustments in any of the following aspects: <ul style="list-style-type: none"> Professional Standards Learning Objectives Session Contents Time Allotment Logical Sequence Program Methodology Session Outputs Workplace Application 	<input type="checkbox"/> There were minor revisions in the design aspects of the PD Program: <ul style="list-style-type: none"> Professional Standards Learning Objectives Session Contents Logical Sequence Program Methodology Program Methodology Session Outputs Workplace Application Time Allotment Logical Sequence 	<input type="checkbox"/> There were major revisions in the design aspects of the PD Program: <ul style="list-style-type: none"> Professional Standards Learning Objectives Session Contents Time Allotment Logical Sequence Program Methodology Session Outputs Workplace Application

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS

To what extent were the resource speakers/subject-matter experts compliant to the PD Program Delivery Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> All the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers.	<input type="checkbox"/> Most of the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers. Some of the sessions were delivered by alternatives who are equally excellent (or better). NEAP was informed of the changes ahead of time.	<input type="checkbox"/> There were minor changes regarding the expected resource speakers/subject-matter experts to deliver the sessions. Almost half of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers. NEAP was not informed of the changes ahead of time.	<input type="checkbox"/> There were major changes regarding the expected resource speakers/subject-matter experts to deliver the sessions. More than half of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers. NEAP was not informed of the changes ahead of time.
<input type="checkbox"/> The resource speakers/subject-	<input type="checkbox"/> About 81-90% of the following	<input type="checkbox"/> About 51-80% of the following	<input type="checkbox"/> About 50% or less of the following

<p>matter experts executed 91-100% of the following indicators in the PD Program Quality Standards for Learning Management.</p> <p>Note: Average all the indicators met in the Standards Checklist for all the sessions.</p>	<p>indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>	<p>indicators in the PD Program Quality Standards for Learning Management were accomplished by the resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>	<p>indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p>Note: Average all the indicators met in the Standards Checklists for all the sessions.</p>
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ADDITIONAL INFORMATION (e.g. Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

4.0 LEARNING RESOURCE MATERIALS

To what extent were the LRMs compliant to the PD LRMs Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
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<input type="checkbox"/> The learning resource materials were the same as the quality assured learning materials. The program owner fully complied with the PD LRMs Quality Standards.	<input type="checkbox"/> The learning resource materials used in the PD program were different from the quality assured LRMs. The LRMs were edited to better suit the session and are still compliant to the PD LRMs Quality Standards. NEAP was informed of the changes ahead of time.	<input type="checkbox"/> About 30-50% of learning resource materials used were different to the quality assured LRMs. NEAP was not informed ahead of time regarding the changes in the LRMs.	<input type="checkbox"/> There were major changes in the learning resource materials used in the program than the quality assured LRMs. NEAP was not informed ahead of time regarding the changes in the LRMs.
<input type="checkbox"/> About 91-100% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 81-90% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 51-80% of the learning materials aligned with the purpose of the methodology of the learning design were distributed.	<input type="checkbox"/> About 50% or less of the learning materials aligned with the purpose of the methodology of the learning design were distributed.
<input type="checkbox"/> About 91-100% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 81-90% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 51-80% of the participants received a copy of the learning resource materials.	<input type="checkbox"/> About 50% or less of the participants received a copy of the learning resource materials.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

5.0 PROGRAM MANAGEMENT

To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> 91-100% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 81-90% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 51-80% of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> 50% or less of the following Program Management indicators were implemented: Note: Average all the indicators met in the Standards Checklist.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under columns C and D.)

REMARKS

6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM

To what extent was the venue for the face-to-face PD Program compliant to standards?

COLUMN A	COLUMN B	COLUMN C	COLUMN D
<input type="checkbox"/> About 91-100% of the following indicators of the learning environment and venue were met. Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> About 81-90% of the following indicators of the learning environment and venue were met. Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> About 51-80% of the following indicators of the learning environment and venue were met. Note: Average all the indicators met in the Standards Checklist.	<input type="checkbox"/> About 50% or less of the following indicators of the learning environment and venue were met. Note: Average all the indicators met in the Standards Checklist.

ADDITIONAL INFORMATION (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

REMARKS

III. SUMMARY OF FINDINGS

INSTRUCTIONS:

Calculate the average of all six (6) categories to get the overall rating for the program. Compute the average of the rating to obtain the category rating.

1. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
2. For items with more than one indicator, compute the average to obtain a single rating.
3. All categories are considered crucial to any program, thus, weights are inapplicable.

INTERPRETATION PER CATEGORY:

Rating	Description
3.26 to 4.0	Fully met all agreed standards.
2.51 to 3.25	Partially met agreed standards.
1.76 to 2.50	Minimal conformance to the standards.
1.0 to 1.75	Non-conformance to the standards.

INDICATORS	Category Rating
1.0 PARTICIPANTS Are the actual participants the same with the target participants of the PD Program?	
2.0 LEARNING DESIGN To what extent was the delivered PD Program compliant to the Detailed PD Program Design?	
3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS To what extent were the resource speakers and subject-matter experts compliant to the PD Program Delivery Quality Standards?	
4.0 LEARNING RESOURCE MATERIALS To what extent were the LRMs compliant to the PD LRMs Quality Standards?	
5.0 PROGRAM MANAGEMENT To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?	

6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM

To what extent was the venue for the face-to-face PD Program compliant to standards?

TOTAL RATING**MAJOR OBSERVATION, FINDINGS, AND RECOMMENDATIONS****MAJOR OBSERVATION AND FINDINGS****RECOMMENDATIONS**

**GUIDE FOR MONITORING AND EVALUATION OF MATATAG CURRICULUM TRAINING
FOR MONITORING OFFICIAL/M&E OFFICER**

Monitoring Section/Aspects	MOVs	Rating (A=4 Points, B=3 Points, C=2 Points, D= 1 point)
1. Participants	<ul style="list-style-type: none"> • Memorandum • Filled Up Registration Form • Attendance • Profile of the Participants 	
2. Program Design	<ul style="list-style-type: none"> • Prescribed PD from NEAP Slide Decks Session Guides 	
3. Resource Speakers/Subject Matter Experts	<ul style="list-style-type: none"> • Profile of Resource Speakers • M&E Results for Speakers • Accomplished Learning Management Quality Standards 	
4. Learning Resource Materials	<ul style="list-style-type: none"> • M&E Results (Checklist of LRMs compliant with PD LRMs QS) 	
5. Program Management	<ul style="list-style-type: none"> • PD Program Delivery M&E Results 	
6. Learning Environment	<ul style="list-style-type: none"> • M&E results for venue and accommodation 	
Overall Rating		



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ON-SITE MONITORING AND EVALUATION FORM

(To be accomplished by individual monitors)

GENERAL INFORMATION			
PROGRAM / ACTIVITY MONITORED			
REGION		LEARNING AREA	
NUMBER OF PARTICIPANTS		NUMBER OF TRAINERS	
VENUE		INCLUSIVE DATES	
DATE MONITORED			

I. Checklist

MONITORING SYSTEM	YES	NO
1. School-based Training Monitoring & Evaluation Implementation Plan was duly signed.		
2. Division/Cluster Monitoring Team was present.		
3. Daily End-of-Day Evaluation was in place.		
4. At least one (1) monitor is assigned per class.		
5. Latest Monitoring and Evaluation tools and forms were used.		
6. Conducted daily debriefing.		
7. Issues discussed in debriefing sessions were resolved/addressed.		

Comments and Suggestions:

- II. **CRITICAL INCIDENTS:** For any remarkable event/situation (positive or negative) encountered, accomplish the **STAR** form.
Situation/Task- Describe the specific situation and/or task that needed to be accomplished.
Action – Describe how the person/s or the team responded to the situation or acted on the task at hand.
Result – Describe the effect of the action or lack of action.



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CRITICAL INCIDENTS

(STAR form will be used to document critical incidents not captured in M&E Tools; to be accomplished as needed)

Situation/Task- Describe the specific situation and/or task that needed to be accomplished.	Action – Describe how the person/s or the team responded to the situation or acted on the task at hand.	Result – Describe the effect of the action or lack of action.

Prepared by: