

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



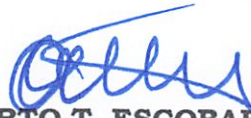
30 September 2024

Regional Memorandum
No. 688 s. 2024

**LIST OF PARTICIPANTS IN THE MONITORING AND
EVALUATION CAPACITY BUILDING (M&E CapB)
ON DATA ANALYSIS AND INFORMATION
DISSEMINATION, REPORTING, AND UTILIZATION**

To: **Schools Division Superintendents**

1. With reference to the Memorandum from DepEd Central Office – Planning Service on the Conduct of Monitoring and Evaluation Capacity Building (M&E CapB) Phases 3 and 4 re: Data Analysis and Information Dissemination, Reporting and Utilization, this Office announces the list of participants per SDO to participate in the said activity which will be held on **October 1-4, 2024** at **Privato Hotel Makati, 9745 Kamagong St., San Antonio, Makati City**.
2. The participants are advised to bring laptop and must have Office 365 account. Kindly coordinate with your ICT Unit for updating/activating account.
3. Traveling expenses, per diem and incidental expenses of the participants shall be charged against Local Funds/MOOE subject to the usual accounting and COA rules and regulations. Please see attached DepEd Memorandum for activity details and list of participants per SDO.
4. For clarifications, you may get in touch with the QAD at (02) 88682-2114 loc. 450.
5. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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Certificate No. PHP QMS
22 93 0085

**List of Participants in The Monitoring and Evaluation Capacity Building
(M&E CapB) on Data Analysis and Information Dissemination,
Reporting and Utilization**

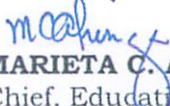
SDO	Name of Participant
Antipolo City	Edmer M. Constantino
Bacoor City	Levin R. Pabriaga
Batangas Province	Cora V. Samson
Batangas City	Magielyn R. Babao
Binan City	Isidra L. Galman
Cabuyao City	Marvin R. Vicente
Calamba City	Joseph L. Guerrero
Cavite Province	Maria Belen C. Mojica
Cavite City	Charlene Lei O. Esguerra
Dasmarinas City	Crizel Ann L. Villanueva
Gen. Trias City	Haidi M. Morales
Imus City	Jenielyn A. Sadang
Laguna Province	Frenie V. Aquino
Lipa City	Elvie M. Malaluan
Lucena City	Pascual C. La Rosa Jr.
Quezon Province	Mary Joyce P. Salamat
Rizal Province	Emmalyn P. Guevarra
San Pablo City	Ryan L. Race
San Pedro City	Laurence E. Parto
Santa Rosa City	Louie L. Saldivar
Sto. Tomas City	Ronnie A. Gado
Tanauan City	Xander B. Castillo
Tayabas City	Montano L. Agudilla Jr.



Republic of the Philippines
Department of Education
PLANNING SERVICE

MEMORANDUM

FOR : **JOCELYN DR. ANDAYA**, Regional Director, NCR
ALBERTO T. ESCOBARTE, Regional Director, CALABARZON
Concerned Schools Division Offices

FROM : 
MARIETA C. ATIENZA
Chief, Education Management Information System Division
Officer-in-Charge, Planning Service, *ps*

SUBJECT : **Conduct of Monitoring and Evaluation Capacity Building (M&E CapB) Phases 3 and 4 re: Data Analysis and Information Dissemination, Reporting and Utilization**

DATE : September 25, 2024

Consistent with the institutionalization of a DepEd Order 29 s.2022 or the Basic Education Monitoring and Evaluation Framework (BEMEF) in the Department of Education (DepEd), the Planning Service - Policy Research and Development Division (PS-PRDD) will conduct a Monitoring and Evaluation Capacity Building (M&E CapB) with DepEd personnel. This activity seeks to capacitate the M&E personnel and program owners into the concepts and principles of M&E and strengthen the conduct of monitoring and evaluation of the DepEd's organizational and learner performance.

The Innovations for Poverty Action (IPA), select DepEd partners from various education institutions, and technical staff from the PS-PRDD shall serve as resource persons in the M&E CapB. The CapB program is composed of four (4) phases, namely: Phase 1: Basic Concepts on M&E and Theory of Change (ToC); Phase 2: Data Collection and Management; Phase 3: Data Analysis; Phase 4: M&E Results Utilization, Dissemination and Reporting.

Phase 1 of the M&E CapB was conducted in 2021 and was attended by the participants from the central and regional offices. Participants during this phase have developed the ToC of a particular DepEd program or policy and finalized the indicators for measurement. In 2023, PS-PRDD rolled out Phase 2: Data Collection and Management which enabled DepEd M&E personnel and program and/or policy owners to determine the data collection and management mechanisms applicable to their program and/or policy. For the last phase of the CapB, Phases 3 and 4 shall be conducted to provide program and policy owners with further knowledge on analyzing and utilization of data.

The M&E CapB Phase 3 and 4 for CO (Cluster 1) will be conducted in-person at **Privato Hotel Makati, 9745 Kamagong St. San Antonio, Makati City** from **01-04 October 2024** (inclusive of travel time). To maximize available slots, we invite the **Senior Education Program Specialists (SEPS) for Monitoring and Evaluation (M&E)** from the Schools Division Offices of the DepEd-National Capital Region and CALABARZON as participants. If the SEPS for M&E is not available, the SEPS for Planning and Research of the SDOs may participate in the training.

At the end of the M&E CapB Phase 3 and 4, participants are expected to develop a Monitoring and Evaluation Plan. The following are the participation requirements of the CapB:

- Participants are required to have a program/policy ToC and/or log frame with indicators using the template provided and must upload it to <https://tinyurl.com/PreWorkNCRCALABARZON> prior to the start of the activity;
- All participants are required to accomplish the diagnostic test through <https://tinyurl.com/MECapB34CODiagnostic> upon registration.
- Can fully commit to complete the 3-day in-person training, and;
- Able to communicate and/or transfer the gained knowledge and skills in their respective office.

All participants shall accomplish the online registration through <https://tinyurl.com/ME3-4-NCR4A> until September 30, 2024. Attached are the following documents for your reference:

- Annex A: Indicative program of M&E CapB Phase 3 and 4
- Annex B: Participation Guidelines and Training Requirements

For more information regarding the activity, you may contact the PS-PRDD through email ps.prd@deped.gov.ph or telephone number (02) 8635-3976.

For your reference and appropriate action.

Annex A: Indicative program of M&E CapB Phases 3 and 4

Day/Time	Topic / Session
Day 1: Data Analysis	
8:00 am – 8:30 am	Preliminaries <ul style="list-style-type: none"> National Anthem Invocation Opening and Welcome Remarks Background and Statement of Purpose and Overview of the M&E CapB Phase 3&4 Leveling-off of Participants
8:30 am – 9:20 am	Session 1: Introduction to/Preparation for Data Analysis for M&E (referencing from ToC and data collection and management plan) <ul style="list-style-type: none"> Review on <ul style="list-style-type: none"> -Overview of Indicators (quantitative and qualitative) -Data source(s) and Types of data (quantitative and qualitative data) -Overview/Principles of Data Analysis for M&E
9:20 am – 9:30 am	AM Break
9:30 am – 11:00 am	Session 2: Data Cleaning and Validation <ul style="list-style-type: none"> Data Cleaning Process/techniques/considerations Hands-on exercise on data cleaning and validation
11:00 am – 12:00 nn	Session 3: Data Analysis using Quantitative methods <ul style="list-style-type: none"> Principles/Description of quantitative data analysis methods/techniques Types of quantitative data analysis methods/techniques <ul style="list-style-type: none"> -Descriptive analysis -Inferential analysis Interpretation of results and formulation of conclusions and recommendations
12:00 nn – 1:00 pm	LUNCH BREAK
1:00 pm – 1:10 pm	ICE BREAKER
1:10 pm – 2:30 pm	Session 3 (continuation) <ul style="list-style-type: none"> Hands-on Exercise for Quantitative analysis Processing of outputs IPA
2:30 pm – 3:30 pm	Session 4. Data Analysis using Qualitative methods <ul style="list-style-type: none"> Principles/Description of qualitative data analysis methods/techniques Types of qualitative data analysis methods/techniques Interpretation of results and formulation of conclusions and recommendations
3:30 pm – 3:40 pm	PM Break
3:40 pm – 5:00 pm	Session 4 (continuation) Hands-on Exercise for Qualitative Analysis
8:00 am – 8:15 am	Preliminaries <ul style="list-style-type: none"> Ice Breaker MOL/Recap of the previous session
8:15 am – 9:00 am	Session 4 (continuation) <ul style="list-style-type: none"> Processing of outputs
9:00 am – 10:00 am	Session 5: Data Visualization
10:00 am – 10:10 am	AM Break
10:10 am – 12:00 nn	(Continuation) Session 5: Data Visualization <ul style="list-style-type: none"> Session 5 (continuation)

	<ul style="list-style-type: none"> Exercise in Data Visualization
12:00 nn – 1:00 pm	LUNCH BREAK
1:00 pm – 1:10 pm	ICE BREAKER
1:10 pm – 2:50 pm	Session 6.1: Communicating M&E Results <ul style="list-style-type: none"> Significance/Principles of Communicating M&E Results Identifying communication and reporting challenges Defining the purpose of communication Selecting Communication Method / Approach Frequency / timeline of reporting / communication (referencing from data analysis)
2:50 pm – 3:00 pm	PM Break
3:00 pm – 5:00 pm	(Continuation) Session 6.1: Communicating M&E Results <ul style="list-style-type: none"> Session 6.1 (continuation) Exercise: Data presentation Processing
Day 3: Communicating and Utilization of M&E Results; and Drafting and Finalization of Workshop Outputs and Critiquing of Outputs	
8:00 am – 8:15 am	Preliminaries <ul style="list-style-type: none"> Ice Breaker MOL/Recap of the previous session
8:15 am – 9:30 am	Session 6.2 Utilization of M&E results <ul style="list-style-type: none"> Use of M&E results for policy and program development, plan adjustment
9:30 am – 10:00 am	Workshop 2: Crafting the Data Analysis and Communication Plan (using PS-PRDD matrix)
10:00 am – 10:10 am	AM Break
10:10 am – 12:00 nn	Workshop 2: Crafting the Data Analysis and Communication Plan (using PS-PRDD matrix)
12:00 nn – 1:00 pm	LUNCH BREAK
1:00 pm – 1:10 pm	ICE BREAKER
1:10 pm – 3:00 pm	Presentation and Critiquing of Workshop Outputs
3:00 pm – 3:10 pm	PM BREAK
3:10 pm – 4:30 pm	(continuation) Presentation and Critiquing of Workshop Outputs
4:30 pm – 5:00 pm	Closing Program
Day 4: Departure of Participants	

Annex B: Participation Guidelines and Training Requirements

- Pre-Training Requirements.** Prior to their attendance to the training, all participants are required to submit the following:
 - a clear program/policy Theory of Change or log frame with identified indicators; and
 - M&E Plan with filled out Core Processes 1 (Purpose and Scope) and 2 (Data Collection and Management Plan)

The ToC / log frame and filled out Core Processes 1 and 2 of the M&E Plan will serve as the basis for developing the Data Analysis and Communication Plan. Participants must upload the said pre-training requirements to be used during the training using the template provided, through <https://tinyurl.com/PreWorkNCRCALABARZON>.

- **Training Requirements.** Participants shall fulfill the following requirements in order to receive a Certificate of Completion:
 - **Attendance.** Attendance of not less than 90% of the total number of training hours. Should there be instances where a participant needs to leave early due to emergency, urgent, or other important matters, s/he shall submit a letter bearing the reason for early departure and signed by their immediate supervisor to the training secretariat in order to be issued with a certificate of appearance.
 - **Training Outputs.** Submission and presentation of group workshop outputs, namely: revised Theory of Change and Monitoring and Evaluation Plan.
 - **Training assessments.** These include (1) pre- and post-training assessment and (2) evaluation of the training program and resource speakers per day.
- **Administrative and logistical arrangements.** The following are administrative and logistical arrangements:
 - The training shall be conducted in-person at **Privato Hotel Makati, 9745 Kamagong St. San Antonio, Makati City** from **01-04 October 2024** (inclusive of travel time). Meals and accommodation will be provided for the participants. The first meal is AM snack and the last meal is breakfast.

For instance, if the inclusive dates for Cluster 1 are October 01-04, 2024, the program will commence on October 01 at 8:00 am with AM snack as first meal. Check-out and travel back to participants' respective residences will be on October 4, 2024, with breakfast as the last meal. Participants may leave the venue earlier than the said travel time, provided that the closing activity has been completed.

- Transportation and incidental expenses of the participants shall be charged against respective local funds per office, subject to the usual accounting and auditing rules and regulations.
- Participants shall use laptops as all training exercises and workshops are computer-based.