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

23 January 2025

**Regional Memorandum**  
No. 63 s. 2025

**WORKSHOP ON THE DEVELOPMENT OF M&E FRAMEWORK  
AND TOOLS IN THE IMPLEMENTATION OF PROGRAMS,  
PROJECTS, AND ACTIVITIES (PPAs)**

To **Schools Division Superintendents**

1. This Office through the Quality Assurance Division (QAD) announces the Workshop on the Development of M&E Framework and Tools in the Implementation of Programs, Projects, and Activities (PPAs) on March 27-28, 2025 at the venue to be announced later.
2. This activity enables the participants to:
  - a. acquire knowledge on the development of M&E framework and tools for monitoring and evaluation of Programs, Projects and Activities (PPAs);
  - b. develop M&E Framework and Tools for the implementation and monitoring of Programs, Projects, and Activities (PPAs)
  - c. customize the existing M & E Tools
3. The participants in this activity are the 23 SDO M&E focal persons and 9 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 [gad.calabarzon@deped.gov.ph](mailto:gad.calabarzon@deped.gov.ph)
6. Immediate and widest dissemination of this Memorandum is enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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Certificate No. PHP QMS  
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Enclosure 1

**INDICATIVE PROGRAM OF ACTIVITIES**

<b>March 27, 2025 (Day 1)</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
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	<b>LUZ E. OSMEÑA</b> <i>Chief Education Supervisor</i>
9:05-9:20 AM	Acknowledgment of the Participants	<b>BUENALYN M. MANUEL</b> <i>Education Program Supervisor</i>
9:20-9:30 AM	Presentation of Indicative Activities	<b>EMELIA M. AYTONA</b> <i>Education Program Supervisor</i>
9:30-10:00 AM	Inspirational Message	<b>ATTY. ALBERTO ESCOBARTE, CESO II</b> <i>Regional Director</i>  <b>LOIDA A. NIDEA</b> <i>Assistant Regional Director</i>
10:00- 10:30 AM	<b>Break</b>	
10:30- 12:00 AM	<b>Session 1:</b> <b>Revisiting DM 44 s. 2023</b> <i>Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs</i>	<b>LUZ E. OSMEÑA</b> <i>Chief Education Supervisor</i>
12:00-1:00 PM	<b>Lunch Break</b>	
1:00-4:00 PM	<b>Session 2:</b> Reviewing and enhancement of the Quality Assurance Monitoring and Evaluation (QAME) tools for PPAs and L&D; Presentation of QAME Standardized Tools in Monitoring and Evaluation of PDPs and other PPAs.	<b>EMELIA M. AYTONA</b> <i>Education Program Supervisor</i>  <b>REYMUND M. FERRY</b> <i>Education Program Supervisor</i>
4:00-4:30 PM	Questions and Answers (Q&A) on Sessions 1 and 2	<b>BUENALYN M. MANUEL</b> <i>Education Program Supervisor</i>
4:30- 5:00 PM	Announcement on the Day 2 Activities	<b>EMELIA M. AYTONA</b> <i>Education Program Supervisor</i>
<b>March 28, 2025 (Day 2)</b>		
8:00-8:30 AM	Preliminaries	QAD TWG

8:30-10:30 AM	<b>Session 3:</b> Workshop on the Development of M&E Framework and Tools for the implementation and monitoring of Programs, Projects, and Activities (PPAs)	<b>LUZ E. OSMEÑA</b> <i>Chief Education Supervisor</i>  <b>JEFFRIE F. DITABLAN</b> <i>Education Program Supervisor</i>
10:30- 10:45 AM	<b>Break</b>	
10:45-12:00 NN	<b>Continuation of Session 3:</b>	<b>LUZ E. OSMEÑA</b> <i>Chief</i>  <b>JEFFRIE DITABLAN</b> <i>Education Program Supervisor</i>
12:00-1:00 PM	<b>Lunch Break</b>	
1:00-3:00 PM	Presentation of Workshop Output	<b>MA. LOURDES O. MANIMTIM</b> <i>Education Program Supervisor</i>
3:00-3:30 PM	Wrap-up/Synthesis/Agreements	<b>JEFFRIE F. DITABLAN</b> <i>Education Program Supervisor</i>
3:30-4:00 PM	Closing Program	<b>LOIDA G. TOMELDEN</b> <i>Education Program Supervisor</i>
4:00 PM	Home Sweet Home	

## Enclosure 2

**LIST OF PARTICIPANTS**  
**SDO M & E Focal Persons**

<b>No</b>	<b>Name of Participants</b>	<b>SDO</b>
1	Edmer Constantino	Antipolo City
2	Levin Pabriaga	Bacoor City
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	<u>Maria Belen Mojica</u>	Cavite Province
9	Charlene Lei O. Esguerra	Cavite City
10	Crizel Ann L. Villanueva	Dasmaringas City
11	Haidi M. Morales	Gen. Trias City
12	Naamah Nambalos	Imus City
13	Frenie V. Aquino	Laguna Province
14	Elvie M. Malaluan	Lipa City
15	Pascual C. La Rosa Jr.	Lucena City
16	Michelle Duma	Quezon Province
17	Emmalyn P. Guevarra	Rizal Province
18	Ryan L. Race	San Pablo City
19	Laurence Porto	San Pedro City
20	Louie L. Saldivar	Santa Rosa City
21	Ronnie Gado	Sto. Tomas City
22	Xander B. Castillo	Tanauan City
23	Montano Agudilla	Tayabas City

## Enclosure 3

**LIST OF TECHNICAL WORKING GROUP MEMBERS**

<b>No.</b>	<b>Name of TWG Member</b>	<b>Division</b>
1	Luz E. Osmena	QAD
2	Emelia M. Aytona	QAD
3	Buenalyn M. Manuel	QAD
4	Jeffrie F. Ditalan	QAD
5	Loida G. Tomelden	QAD
6	Ma. Lourdes O. Manimtim	QAD
7	Reymund M. Ferry	QAD
8	Florence M. Santos	QAD
9	Mara Mae L. Hornido	QAD