

03 June 2025

Regional Memorandum
No. 405, s. 2025

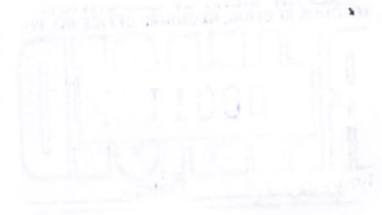
**CAPACITY BUILDING ON FORMULATION OF MONITORING &
EVALUATION (M&E) AND IMPLEMENTATION PLANS
FOR RESEARCH MANAGEMENT**

To **Assistant Regional Director
Schools Division Superintendents
All Others concerned**

1. To ensure effective monitoring and evaluation of the research management process as stipulated in DepEd Order No. 16, s. 2017 (Research Management Guidelines) this Office, through the Policy, Planning and Research Division (PPRD) shall conduct a Capacity Building on the Formulation of Monitoring & Evaluation (M&E) and Implementation Plans for Research Management on **July 10-11, 2025**. The venue will be announced in a separate advisory.
2. This activity aims the participants to:
 - a. be oriented on the salient features of DepEd Order No. 29, s. 2022;
 - b. be capacitated in developing M & E and Implementation Plans for Research Management; and
 - c. enhance the competencies of research managers in planning, implementing, and monitoring research activities.
3. To ensure a clear understanding of the activity's scope and to facilitate smooth administrative and logistical preparations, all participants (Senior Education Program Specialists (SEPSs) for Planning and Research) are reminded to be guided by the Indicative Program of Activities (Annex A).
4. Further, for administrative arrangements, kindly refer below:
 - a. All participants are requested to confirm their attendance by accomplishing the online registration link on or before **July 4, 2025**, through the link: tinyurl.com/CapBuildPLANS
 - b. Participants are requested to bring their own laptop, extension cords and back-up internet connections



Department of Education
KARNATAKA
BANGALORE



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Regional Memorandum
No. 402 of 2025

CAPACITY BUILDING ON FORMULATION OF MONITORING & EVALUATION (M&E) AND IMPLEMENTATION PLANS FOR RESEARCH MANAGEMENT

To
Assistant Regional Director
Schools Division
All Districts

1. To ensure effective monitoring and evaluation of the research management process as stipulated in the Karnataka Research Management Guidelines (KRMG) and Office Order No. 32 of 2023, the Department of Education (DOE) is conducting a Capacity Building on Formulation of Monitoring & Evaluation (M&E) and Implementation Plans for Research Management on July 10-11, 2025. The details are provided in a separate advisory.

2. This advisory is for the past reference.

a. To be conducted on the dates of July 10-11, 2025.
b. To be conducted in the Districts of M & S and Implementation Plans for Research Management and
c. To enhance the competence of research managers in planning, implementing, and monitoring research activities.

3. To ensure a clear understanding of the activity scope and to facilitate smooth administrative and logistic arrangements, all participants (School Education Program Specialist (SEPS), Planning and Research) are requested to be guided by the Institute Program on a timely basis.

4. Further, for administrative arrangements, kindly refer below:

a. All participants are requested to confirm their attendance by acknowledging the advisory in return, both on or before July 4, 2025, through the letter to the District Education Officer (DEO).
b. Participants are requested to bring their own laptop, stationery items, and necessary documents for reference.

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c. For board and lodging and meal arrangement, kindly refer to the table:

Day	Board and Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 1	✓	✓	✓	✓	✓	✓
Day 2	X	✓	✓	✓	✓	X

5. Travelling expenses of the participants shall be charged against local funds while board and lodging shall be charged against *FY 2025 Support for BERF (Continuing Fund)*. All expenses shall be subject to the usual accounting and auditing rules and regulations.
6. For clarifications and other concerns, you may contact the PPRD through trunk line 470 or email at pprd.calabarzon@deped.gov.ph.
7. Strict compliance with this memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Annex A

Indicative Program of ActivitiesCapacity Building on the Formulation of Implementation and M&E Plans for
Research Management

July 10-11, 2025

Start Time	End Time	Session Topic/ Activity
DAY 1		
8:45 AM	9:10 AM	Preliminaries
9:11 AM	9:31 AM	Session 1: Workshop Overview
9:32 AM	10:32 AM	Session 2: Orientation on DepEd Order No. 29, s. 2022 - Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)
10:33 AM	11:33 AM	Session 3: Implementation Plan in BEMEF
11:34 AM	12:00 NN	Workshop 1: Developing an Implementation Plan
12:01 NN	1:00 PM	LUNCH BREAK
1:01 PM	1:15 PM	Continuation of Workshop
1:16 PM	1:36 PM	Presentation of Workshop Output 1
1:37 PM	2:37 PM	Session 4: Monitoring & Evaluation Plan in BEMEF
2:37 PM	3:00 PM	Workshop 2: Workshop on Theory of Change
3:01 PM	3:30 PM	Presentation of Workshop Output 2
3:31 PM	4:31 PM	Workshop 3: Developing the Monitoring & Evaluation Plan
4:32 PM	5:00 PM	Presentation of Workshop Output 3
DAY 2		
8:30 AM	9:00 AM	Management of Learning
9:01 AM	12:00 NN	Refinement of Workshop Outputs
12:01 NN	1:00 PM	LUNCH BREAK
1:01 PM	3:00 PM	Presentation of Outputs and TA Provision
3:01 PM	4:00 PM	Closing Ceremony

Annex B

Technical Working Group

Name	Position	Designation	Office
Elin S. Garcia	Chief Education Supervisor	Chairperson	RO-PPRD
Jona M. Malonzo	Planning Officer III	Co-Chairperson	RO-PPRD
Randie B. Atienza	Education Program Supervisor	Member	RO-PPRD
Adrian A. Bullo	Planning Officer III	Member	RO-PPRD
Lorenzo Ruiz C. Costo	Education Program Specialist II	Member	RO-PPRD
Liesel M. Selda	Statistician I	Member	RO-PPRD
Emil O. Reambillo	Administrative Officer II	Member	RO-PPRD
Erick John N. Malaban	Administrative Assistant I	Member	RO-PPRD