



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 912, S. 2019

October 15, 2019

POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME) AND UTILIZATION OF RESULTS IN THE REGION

TO: MELANIE P. ESTACIO, PhD.	ASDS
SOLLIE B. OLIVER	Chief ES, SGOD
BEVERLY S. DAUGDAUG	Chief ES, CID
RONALD B. DEDACE	SEPS - HRD
ELESER D. MATEO	EPS II- SMM&E
CECILE C. UY	EPS II – HRD

1. In reference to Regional Memorandum No. 079, s 2019, dated August 7, 2019, you are hereby directed to implement the QATAME **as a policy** to all DepEd Training/L&D and other DepEd activities with a duration of two (2) or more days.
2. Enclosed are the guidelines and procedures in QATAME implementation.
3. Only the QATAME associates are allowed to conduct QATAME to said activities using the QATAME mechanism.
4. An orientation to all PPA holders/in-charge on QATAME Mechanism/Framework shall be conducted by the SGOD.
5. Quarterly Accomplishment Reports shall include the progress report on the utilization of QATAME Results.
6. Immediate dissemination and compliance of this Memorandum is earnestly desired.


WINNIE E. BATON, EdD.

Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office, Digos City
RECORDS SECTION

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DATE: OCT 16 2019 TIME: 4:46 PM
BY: 

Encl: As stated

References: AO No. 161 and EO No. 605

To be indicated in the Perpetual Index under the following subjects: SGOD HRD POLICY QATAME
CUY-HRD-SGOD: October 15, 2019: Policy on the Implementation of Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) and Utilization of Results in the Region

16/15
Mrs Uy / Mr. Deon

DepEd Schools Division of Digos City

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DEPARTMENT OF EDUCATION
REGION XI
Davao City



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August 7, 2019

REGIONAL MEMORANDUM
No. 079, s. 2019

**POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE,
TECHNICAL ASSISTANCE, MONITORING AND EVALUATION
(QATAME) AND UTILIZATION OF RESULTS IN THE REGION**

To : Schools Division Superintendents
Chiefs of Functional Divisions
This Region

1. Pursuant to Administrative Order No. 161: "Institutionalizing Quality Management System in Governance," amended through Executive Order No. 605 "Institutionalizing the Structure, Mechanism and Standards to Implement Quality Management Program" which direct all government agencies to implement and institutionalize a national quality management system as a strategy to promote transparency and accountability in governance; provide a framework for assessing quality system performance; establish public service quality standards; and recognize quality excellence among government organizations; and the installation of DepEd Quality Management System (QMS) thru Quality Assurance and Accountability Framework (QAAF) Key Reform Thrust (KRT) 4: Quality Assurance and Accountability and Monitoring and Evaluation by virtue of DepEd Order No. 118, s. 2010, which aims to improve coordination and integration of reforms efforts; streamline decision-making processes; and ensure appropriate governance and consultative mechanisms. One of the documented processes in the Quality Assurance Division (QAD) in the Regional Office installation of QMS certified with ISO 9001:2015, this Office hereby informs all SDOs and FDs to implement the Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) *as a policy* to all DepEd training/L&D and other DepEd activities.

2. The guidelines and procedures in QATAME implementation are found in Enclosure A.

3. Training/L&D Programs and other DepEd activities with two (2) or more days shall be monitored by the QATAME Associates through QATAME Mechanism.

4. Only those trained personnel/QATAME Associates are allowed in the conduct of QATAME to activities and the L&D Program.

5. An orientation for QATAME Mechanism/Framework to all PPAs in-charge shall be done by the QAD and SGOD.

Empowerment Adaptability Goal-oriented Leadership Excellence

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6. Progress Report on the Utilization of QATAME Results shall be included in the Quarterly Accomplishment reports.
7. Immediate dissemination and compliance of this Memorandum is earnestly enjoined.


DR. EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ROQ5/bsb

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Regional Memorandum No. 079, s.2019 Enclosure

- a. Learning Service Provider write a request letter or inclusion in the memorandum for QATAME and provide the QAD/SGOD a copy together with the training matrix at least one week before the conduct of the activity so that QATAME Associates have time for scheduling and preparation of the QAME plan;
- b. QATAME cycle is pre-implementation, during implementation, and post implementation, therefore, it shall be included in the planning stage;
- c. Learning Service Provider (end-user/program owner), QAD/SGOD and HRDD are the Program Management Team (PMT) of every training/L&D program, and other DepEd activities, thus, coordination and interfacing shall be implemented in the pre, during, and post implementation of the activity;
- d. Regional Office (RO) Functional Divisions (FDs) submit List of training/L&D program, and other DepEd activities quarterly (2 weeks before a start of a quarter) at the Quality Assurance Division (QAD);
- e. SDOs QATAME Focal persons submit quarterly schedules of training/L&D program, and other DepEd activities 2 weeks before a start of a quarter at QAD for monitoring of regional monitors; Form 3; and Accomplishment Reports quarterly (e-copy and printed). The Consolidated QATAME Profile of RXI shall be submitted to CO quarterly, *attention: Dr. Brenda S. Belonio*, QATAME Focal Person, RXI;
- f. Utilization of QATAME results to PMT, internal and external service providers, closure of issues and concerns in the conduct of activities must be implemented. Attached is the template for external service provider on agreement/s for QATAME results with the PMT/QATAME Associate;
- g. **Four-point Likert Scale** is used in the computation of results. A rating score of **3.5** is the minimum standard in this region as a passing score of an activity/L&D Program. Below is the equivalent of the scale used in the computation of results:

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Scale	Equivalent
Strongly Disagree	1
Disagree	2
Agree	3
Strongly Agree	4

- h. QATAME Associates conduct orientation for online/offline evaluation during the implementation stage of the program and part of the opening program. QATAME Results shall be presented during the closing activity of the program. Use the standard templates for the orientation of the online evaluation (Daily Online and End Program Evaluation) and dashboard of results per domain of the online evaluation
- i. Submit daily online evaluation results to PMT/Learning Service Provider (LSP) as one of the bases for daily debriefing. Attend debriefing, if necessary;
- j. Conduct On-site Monitoring to the venue; training/L&D activity; FGD and interview for validation of results (if necessary);
- k. PMT shall be given a copy of the following QAME Results:
 1. QAME Tools with ratings of the following competencies, to wit:
Daily Operation Tool - Session Rating, Facilitators Rating, Training Venue, Meals, Accommodation, and Program Management Team
End-Program Tool - Program Management, Attainment of Objectives, Delivery of Content, Provision of Support Materials, Program Management Team, Venue, Meals
On-site Monitoring - Schedule and Participant Management, Training Venue/Site, Accommodations, Meals, Program Management Team, Sessions and Trainers, and Critical Incidents
FGD, if available
 2. QAME Form 2 (SDO) - Summary of Results
 3. QAME Form 3 (RO) - Summary of Results

These shall be submitted 2 days after the conduct of the activity.

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- l. A certification for QATAME Rating shall be issued to the Learning Facilitator (LF) in his/her Facilitation of the session signed by the QATAME Associates conducted the QATAME and the QATAME Team Leader (QAD/SGOD Chief). Attached are the certification templates;
- m. Results shall be utilized by the concerned Functional Division, units, and sections as basis for continual improvement, future directions, and monitoring and evaluation on the trends of progress of competencies;
- n. Attendance to Regional Quarterly Conference and presentation of QATAME Accomplishments and progress in the implementation of the program with status of service providers (internal and external) and agreement/s using the templates shall be done by the QATAME Associate. Use the standard format and dashboard provided by the QAD during this conference; and
- o. QATAME shall be implemented down to school level.

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
DepEd Complex, Meralco Ave., Pasig City

CERTIFICATION OF LEARNING FACILITATOR'S QATAME RATINGS

CONFIDENTIAL

This document is served to certify that (name of facilitator) _____
was a learning facilitator/resource speaker during the following training programs with the
corresponding QATAME ratings.

Training/Program Title	Inclusive Dates	QATAME Rating
Average Rating		
Description		

Given this (day) _____ of (month) _____, (year) _____ at (venue) _____.

Certified:

(Signature Over Printed Name
of QATAME Team Leader)

To be accomplished by the QATAME Team Leader.