



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 502

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Section and Unit Heads
Public Schools District Supervisors
Division Program Holders
Public School Heads
All Others Concerned

Subject : **2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES**

Date : August 16, 2024

1. In reference to Regional Memorandum QAD-2024-046 with the same title above, this Office hereby informs the field of the conduct of the QAME Activities for the Learning and Development (L&D) Programs:

Date and Time	Activity	Participants	Modality
Aug. 14, 2024 9Am to 12Pm	Planning Meeting: MATATAG DTOT and SBTT QAME Reports, QAME Mid-year Conference and Quarterly Reports	RO-QAD, SDO, SGOD Chiefs, SDO QAME Associates	Online
Aug 19, 2024	Submission of QAME Reports on the MATATAG Curriculum Rollout on DTOT and SBTT	In-charge: SGOD-QAME Focal Person	Online submission thru the link https://tinyurl.com/QAMEmidyearreports2024
Aug. 23, 2024 8:30AM-4:30PM	2024 Midyear QAME Conference (1 st -2 nd Quarters QAME Accomplishments)	RO Top Management RO-QAD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	Virtual
Sept. 27, 2024	Submission of 3 rd Quarter, FY 2024 QAME Reports	In-charge: SGOD-QAME Focal Person	Online submission thru the link https://tinyurl.com/QAMEmidyearreports2024
Oct 4, 2024 8:30Am-3:30Pm	3 rd Quarter, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	Virtual
Jan. 3, 2025	Submission of 4th Quarter, FY 2024 QAME Reports	In-charge: SGOD-QAME Focal Person	Online submission thru the link https://tinyurl.com/QAMEmidyearreports2024



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Jan 8, 2025 8:30Am-4:30Pm	4 th Quarter and Year-End, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	Virtual
January 30, 2025	Strategic Planning for 2025 QAME Activities	RO Top Management RO-QAD, RO HRDD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	In person @ Durian Hall

2. For you reference, please find enclosed copy of the RM for the link of the templates, processes and mechanics involved, and the list of participants and process observers for the said activity.
3. Travel expenses and meals of then participants for the in-person activities shall be charged against local funds, subject to the auditing and accounting rules and regulations.
4. For immediate dissemination and appropriate action.

MELANIE P. ESTACIO
OIC - Schools Division Superintendent

Schools Division of Digos City,
RECORDS SECTION

24-125667
DATE: AUG 19 2024 TIME: 3:17
BY:

Enclosed: As stated.
SGOD/smm&e/cuy



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DAVAO REGION

SCHOOLS DIVISION OFFICE
RECORDS SECTION
RECEIVED 175667
DATE: 13 AUG 2024 TIME: 1:14
BY: [Signature]

REGIONAL MEMORANDUM
QAD-2024-046

To : Assistant Regional Director
Schools Division Superintendents
Chief Education Supervisors of FDs

Subject: 2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES

Date : August 08, 2024

1. Pursuant to **DO 009, s. 2021 “Institutionalization of the Quality Management System in the Department of Education and Regional Memo No. 003, s. 2024 “Amendment to Regional Memorandum 079, s. 2019 (Policy on the Implementation of Quality Assurance, Technical Assistance, Monitoring and Evaluation, and Utilization of Results in the Region,”** this Regional Office through the Quality Assurance Division, will conduct the following activities on Quality Assurance, Monitoring and Evaluation (QAME) for Learning and Development (L&D) Programs:

QAME Form 1 + 2

DATE & TIME	ACTIVITY	PARTICIPANTS	MODALITY
August 14, 2024 9:00AM-12:00PM	Planning Meeting: MATATAG DTOT and SBTT QAME Reports, QAME Midyear Conference and Quarterly reports	RO-QAD, SDO SGOD Chiefs, SDO QAME Associates	Online
August 19, 2024	Submission of QAME Reports on the MATATAG Curriculum Rollout on DTOT and SBTT	In-charge: SGOD-QAME Focal Person	Online submission thru the link
August 23, 2024 8:30AM-4:30PM	2024 Midyear QAME Conference (1 st -2 nd Quarters QAME Accomplishments)	RO Top Management RO-QAD, RO Chiefs, SDO SGOD Chiefs SDO QAME Associates	Virtual
October 4, 2024 8:30AM-3:30PM	3 rd Quarter, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs SDO SGOD Chiefs SDO QAME Associates	Virtual
January 8, 2025 8:30AM-4:30PM	4 th Quarter and Year-End, FY 2024 QAME Conference	RO Top Management RO-QAD, RO Chiefs SDO SGOD Chiefs SDO QAME Associates	Virtual
January 30, 2025	Strategic Planning for 2025 QAME Activities	RO Top Management RO-QAD, RO-HRDD, RO Chiefs, SDO SGOD Chiefs, SDO QAME Associates	In-person @ Durian hall



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2. Objectives of the activity:

- Identify QAME level of evaluation of the PD/L&D Program's implementation;
- Identify the effectiveness of QAME in the delivery of PD/L&D programs;
- present ROFDs and SDOs QAME Mid-Year and quarterly accomplishments for the L&D Programs of FY 2024 with analysis and interpretation;
- capture the quarterly profile of the L&D programs in the Region and status on the utilization of QAME results for continual improvement of the L&D programs;
- discuss and address gaps, issues and concerns on QAME implementation for the L&D programs;
- provide technical assistance to SDOs on the implementation of QAME for L&D programs;
- account QAME innovations in the region; and
- ensure the interfacing of QAD with the RO FDs and SDOs on the implementation of QAME in the region and its QAME processes.

3. QAME Matrix for the presentation of accomplishments, timelines of QAME Reports, and Working Committees are in the enclosures, while Templates of the Accomplishment Reports and slide decks can be downloaded through this ink: <https://tinyurl.com/2024QAMEMidyeartemplates>

4. Virtual links for the QAME Activities will be provided to all participants a day before the activity via the QAME Region XI Group Chat and the DepEd email addresses.

5. SDO QAME Accomplishment Reports **approved by the SDS** must utilize the official templates and slide decks and are to be submitted at the designated link provided by QAD through the email address of the QAME Focal person. *Attention: Brenda S. Belonio, EdD, RXI QAME Focal Person, for consolidation of reports, analysis and interpretation.*

6. Travel expenses and meals of the participants for the in-person activities shall be charged against local funds, subject to the auditing rules and regulations.

7. Immediate dissemination and appropriate action to this Memorandum is required.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: *[Signature]* 36/89
Aug. 13, 2024

ALLAN G. FARNAZO
Director IV

ROQ4/bsb



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RM QAD-2024-046 Enclosure A. Timelines of QAME reports

QAME reports shall be submitted based on the following timelines:

QAME Report	Date of Submission	Link for the online submission
2024 Midyear QAME Conference (1st-2nd Quarters QAME Accomplishments)	August 19, 2024	https://tinyurl.com/QAMEmidyyearreports2024
3rd Quarter, FY 2024 QAME Conference	September 27, 2024	
4th Quarter and Year-End, FY 2024 QAME Conference	January 3, 2025	

Enclosure B. Order of Presentation and Process Observers of QAME Accomplishment Reports

Mechanics:

- Time allotment for presentation of QAME Accomplishments is **5-7 minutes only**.
- Digital timer will be used to determine the time consumption of the reporter/presenter
- Each **Process Observer (PO)** gives feedback to the presenter using the POA Tool for a **maximum of 5 minutes only**.
- Process Observers are the Chiefs and Education Program Supervisors of DepEd RXI.
- Process Observation tools shall be submitted to the QAME Focal Person within the day of the activity
- E copy/printed copy of the PO report shall be submitted to RQMT at the end the activity @ roxiqadbsb@gmail.com

SDO	Presenter	Process Observer
Davao City	Maria Luz Tan CES, SGOD	Nelma Lyn Barnija, EdD CES, HRDD
Davao Oriental	Ernesto C. Cabanes CES, SGOD	Brenda S. Belonio, EdD EPS, QAD
Tagum City	Josefina B. Palaca, EdD CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
Davao De Oro	Ruben Reponte CES, SGOD	Nelma Lyn Barnija, EdD CES, HRDD
Davao Del Sur	Mario C. Mondejar, EdD CES, SGOD	Rubilyn Dee Ampong EPS, QAD



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SDO	Presenter	Process Observer
Davao Occidental	Jesus Q. Lascuña CES, SGOD	Maria Cristina B. Dionisio EPS, QAD
Panabo City	Ailene Anonuevo, EdD CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
IGACOS	Jay Nang CES, SGOD	Darly D. Lamentac EPS, QAD
Davao Del Norte	Janette G. Veloso, EdD ASDS & Cuncurrent OIC, SGOD	Brenda S. Belonio, EdD EPS, QAD
Digos City	Sollie B. Oliver CES, SGOD	Alfeo B. Ingay, EdD EPS, QAD
Mati City	Jorlie Uy CES, SGOD	Darly D. Lamentac EPS, QAD

Enclosure C: Executive and Working Committees

Executive Committee:	
Chair:	Allan G. Farnazo Director IV
Co-chair:	Rebonfamil R. Baguio Asst. Regional Director
Program Manager:	Jenielito S. Atillo Chief Education Supervisor Quality Assurance Division
Members:	SDSs, ASDSs, RQMT, RO-FD Chiefs, SDO Chiefs of SGOD and CID, SDO QAME Associates

Committee	Name of Personnel	Terms of Reference	Expected Outputs
Documentation		Prepares and submits minutes/proceedings of the midyear conference three (3) working days after the conduct of the activity	Approved Minutes/proceedings of the 2024 Midyear Conference
Chair:	Rubilyn Dee C. Ampong EPS, QAD		
Co-Chair:	Maria Cristina Dionisio EPS, QAD		
Program and Invitation		*Prepares and design the program and invitation for the activity.	Printed Program invitation
Chair:	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person		



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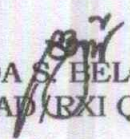
Co-Chair:	Darly D. Lamentac EPS, QAD	*Communicate the invitations to the concerned personnel in the Regional Office and SDOs. * prepares the slide deck for the flow of the program	Program flow of the activity
Certificates and Attendance		*Prepares certificates of participation, certificates of appearance, certificates of recognition for the Pos working committees *prepares attendance sheets for the in-person attendees and ensure 100% attendance for the virtual participants	Signed certificate of participation, certificate of appearance, certificate of recognition Accomplished attendance sheets
Chair:	Puriflor M. Limjuco Staff, QAD		
Co-Chair:	Aaron Cubelo Staff, QAD		
IT Management and Online Program Flow Committee:		*Assists QAD in the conduct of the 2024 Mid-year Conference *Presents virtually the slide decks of the program flow *Provides TA on ICT related concerns.	TA provided to QAD and SDO presenters
Chair:	Pocholo Hernandez Head, ICTU		
Members:	ICTU Staff		
Activity Manager	Brenda S. Belonio, EdD	Plans and prepares the program/activity flow, process, POA tools, guidelines and mechanics of the Midyear Conference Ensures that the implementation of the quarterly QAME Conference is implemented as planned. Coordinates with the process observers, technical working group, RQMT, and top management.	*Activity program *Activity matrix *Program/activity flow *Accomplished POA Tools *Mechanics/guidelines on the conduct of the Midyear conference, and quarterly conferences *consolidated QAME Accomplishment reports *SDO Accomplishment Reports *SDOs QAME Form 2
Consolidated QAME	EPS, QAD/RXI QAME Focal Person		



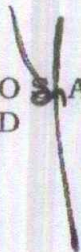
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		Submits quarterly QAME accomplishment report. Provides Technical Assistance to all SDOs on QAME implementation across Kirk Patrick's levels of evaluation: QAME Level 1 QAME Level 2 QAME Level 3 QAME Level 4 Troubleshoot the problem/s encountered in the QAME implementation both in the Regional Office and SDOs.	
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Prepared by:


BRENDA S. BELONIO, EdD
EPS, QAD/ROXI QAME Focal Person

Noted:


JENIELITO S. ATILLO
Chief, QAD

ROQ4/bsb



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