



Republic of the Philippines
Department of Education
Region V
Schools Division Office of Sorsogon
Sorsogon

16 February 2026

Division Memorandum
No. 72, s. 2026

**RETOOLING QAME ASSOCIATES ON M&E PROCESS vis-à-vis INTERIM
GUIDELINES FOR THE QUALITY ASSURANCE AND MONITORING &
EVALUATION OF THE NEAP CORE PROGRAMS**

To: **Assistant Schools Division Superintendent
Chief of CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/OIC-PSDSs
Concerned Secondary and Elementary School Heads
All Others Concerned**

1. In line with the mandate of the National Educators Academy of the Philippines (NEAP) in ensuring trainings provided to all DepEd personnel and adherence with **DepEd Memorandum No. 044, s. 2023 titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs**, this Office through the Schools Governance Operation Division (SGOD) – Schools Management and Monitoring and Evaluation (SMME) Section shall conduct the **RETOOLING QAME ASSOCIATES ON M&E PROCESS vis-à-vis INTERIM GUIDELINES FOR THE QUALITY ASSURANCE AND MONITORING & EVALUATION OF THE NEAP CORE PROGRAMS** on **March 16-18, 2026** at **401 Resort, Monbon, Irosin, Sorsogon**:
2. This activity aims to:
 - a) orient New QAME Associates on the policy guidelines in conducting QAME of NEAP core programs.
 - b) retool participants on the processes, strategies and tools relative to the conduct of QAME.
 - c) strengthen the utilization of M&E tools in ensuring of all DepEd PPAs particularly those pertain to L&D activities.
 - d) quality assure the Program Management and Learning Delivery; and
 - e) organize Division pool of QAME Associates that will quality assure the Program Management and Learning Delivery.



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3. Participants in this activity shall be identified by the PSDS/OIC-PSDS the district based on the allocated slots, while the secondary school heads shall designate the representatives in accordance with the allocation indicated in this Memorandum as Enclosure No. 1.
4. QAME Activity Matrix, Executive and Working Committees, Technical Support Staff and QAME Trainers and Facilitators are found in Enclosure Nos. 2 and 3 for your perusal and guidance.
5. Further, the nominated participants are expected to accomplish the online Pre-Registration Form at this link: <https://forms.office.com/r/thRkWxqhaO> not later than February 16, 2026, to facilitate the preparation of attendance sheets, certificates and accommodation. Bring laptop and extension wire for the workshop.
6. Furthermore, all participants are requested to be at the venue at 7:00 o'clock in the morning of Day 1 and are required to stay in the venue the whole duration of the training since this is a live-in activity.
7. Board and lodging, meals of participants and training staff and training materials/ supplies expenses incurred in this activity shall be charged to HRTD fund while travel and other incidental expenses shall be charged to MOOE/local funds subject to usual accounting and auditing rules and regulations.
8. For inquiries, you may contact Ms. Leah H. Peran through this email address: leah.peran@deped.gov.ph
9. For immediate dissemination, guidance, and compliance of all concerned.


JOSE L. DONCILLO CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2026

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NUMBER OF EXPECTED PARTICIPANT PER DISTRICT/SECONDARY SCHOOLS

	District/Secondary Schools	Identified Participants	Total Number of Participants
BATCH I			
1	Barcelona District	School Head	2
2	Barcelona NCHS	Master Teacher/ICT Teacher	2
3	San Antonio NHS	Master Teacher/ICT Teacher	1
4	Bulan I	School Head	3
5	Bulan II	School Head	3
6	Bulan III	School Head	3
7	Bulan IV	School Head	3
8	Bulan NHS	Master Teacher/ ICT Teacher	2
9	San Francisco NHS	Master Teacher/ ICT Teacher	2
10	Alcoba NHS	Master Teacher/ ICT Teacher	2
11	Bulusan District	School Head	2
12	Bulusan National HS	Master Teacher/ ICT Teacher	2
TOTAL			27
BATCH II			
13	Buhang NHS	Master Teacher/ ICT Teacher	1
14	Casiguran District	School Head	2
15	Casiguran Voc Tech	Master Teacher/ ICT Teacher	2
16	San Juan NHS	Master Teacher /ICT Teacher	1
17	Castilla East	School Head	2
18	Castilla South	School Head	2
19	Castilla West	School Head	2
20	Castilla NHS	Master Teacher/ ICT Teacher	2
21	Cumadcad NHS	Master Teacher/ ICT Teacher	2
22	Donsol East I	School Head	2
23	Donsol East II	School Head	2
24	Donsol West I	School Head	2
TOTAL			22
BATCH III			
25	Donsol West II	School Head	2
26	Donsol NCHS	Master Teacher/ ICT Teacher	2
27	Donsol VNHS	Master Teacher/ ICT Teacher	2
28	Gubat North	School Head	2
29	Gubat South	School Head	2
30	Gubat NHS	Master Teacher/ ICT Teacher	2
31	Bagacay NHS	Master Teacher/ ICT Teacher	1
32	Bulacao NHS	Master Teacher/ ICT Teacher	1
33	Irosin I	School Head	2
34	Irosin II	School Head	2
35	Gallanosa NHS	Master Teacher/ ICT Teacher	2
36	Gabao NHS	Master Teacher/ ICT Teacher	2
TOTAL			22



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	District/Secondary Schools	Identified Participants	Total Number of Participants
BATCH IV			
37	Batang IS	School Head/ICT Teacher	1
38	Juban District	School Head	2
39	Juban NHS	Master Teacher/ ICT Teacher	2
40	Olympio A. Guarin Jr. NHS	Master Teacher/ ICT Teacher	1
41	Magallanes North	School Head	2
42	Magallanes South	School Head	2
43	Magallanes NHS	Master Teacher/ ICT Teacher	2
44	Magallanes VNHS	Master Teacher/ ICT Teacher	2
45	Bartolome G. LEE Sr. IS	School Head/ICT Teacher	1
46	Matnog I	School head	2
47	Matnog II	School Head	2
48	Matnog NHS	Master Teacher/ ICT Teacher	2
49	Culasi NHS	Master Teacher/ ICT Teacher	1
TOTAL			22
BATCH V			
50	Calintaan IS	School Head/ICT Teacher	1
51	Pilar I	School Head	2
52	Pilar II	School Head	2
53	Pilar III	School Head	2
54	Pilar NCHS	Master Teacher/ ICT Teacher	2
55	Abucay NHS	Master Teacher/ ICT Teacher	1
56	Salvacion NHS	Master Teacher/ ICT Teacher	1
57	Pto. Diaz District	School Head	2
58	Prieto Diaz NHS	Master Teacher/ ICT Teacher	2
59	Calao NHS	Master Teacher/ ICT Teacher	1
60	Sta. Magdalena District	School Head	2
61	Sta. Magdalena NHS	Master Teacher/ ICT Teacher	2
62	Talaonga NHS	Master Teacher/ ICT Teacher	1
63	1st Congressional District-Castilla West	Marivic Sierte (ALS Teacher)	1
64	2nd Congressional District Bulusan District	Nelson Furaque (ALS Teacher)	1
TOTAL			23
			116



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TRAINING MATRIX

<i>Time</i>	<i>DAY 1</i>	<i>DAY 2</i>	<i>DAY 3</i>
7:30 - 8:30	Registration	MOL	MOL
8:30 - 9:30	Opening Program Pre-Test	Session 4: Noting Critical/Process Observation Analysis Michelle P. Pequiña	Session 6: Accomplishing QAME Analysis Forms Leah H. Peran
9:30 – 9:45	Health Break		
9:45- 12:00	Session 1: L&D Overview Bernadette R. Bedis	Session 5: QAME Tools Digitization & Digitalization Arvin Esmeña	Session 7: Managing Debriefing Bernadette R. Bedis
12:00-1:00	Health Break		
1:00 – 3:00	Session 2: QAME Framework Michelle P. Pequiña	Digitization & Digitalization Workshop and Output Presentation per Group Arvin Esmeña	Debriefing Simulation Leah H. Peran & Bernadette R. Bedis
3:00 – 5:00	Session 3: QAME Tools Leah H. Peran	Consolidation of QAME online and offline results using App. John C. Hidea	Closing Program
Officer of the Day	Ma Belle Daradar	Lilia Zita A. Pura	Francis Roy Cadag



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EXECUTIVE AND TECHNICAL WORKING GROUP AND COMMITTEES

Lead	SDS Jose L. Doncillo, CESO V ASDS Cheryll V. Bermudo
Advisory	CES, SGOD John Rey J. Perez CES, CID Gina Q. Tarog
Process-Owner	SGOD-SMME
Technical Working Group	<u>*SGOD</u> SMME, HRDS <u>*OSDS</u> Budget and Finance Section * Bids and Awards Committee * Administrative Office
Learning Facilitators	Michelle P. Pequiña, EPS -ROV,QAD John G. Hidea, ICTO Arvin Esmena, MT1, Gubat NHS Bernadette R. Bedis, SEPS-HRDS Leah H. Peran, SEPS, SMME
Technical Committee	Leah H. Peran, SEPS-SMME Bernadette R. Bedis, SEPS-HRDS Lilia Zita A. Pura, PSDS Francis Roy Cadag, PDO I Ma Belle Daradar, T-III Dodge E. Lagman, EPS II-HRDS John C. Hidea, ICTO Nurse on Duty