



Republic of the Philippines
Department of Education
REGION V
Schools Division of Sorsogon

March 3, 2023

DIVISION MEMORANDUM
No. 057, s. 2023

DIVISION TRAINING-WORKSHOP ON QUALITY ASSURANCE, MONITORING AND EVALUATION FOR NEW QAME ASSOCIATES

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/OIC-PSDSs
Education Program Specialists
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 Learning and Development (L&D) Activities provided to all DepEd personnel, this Office through the Schools Governance Operation Division (SGOD) – Schools Management and Monitoring and Evaluation (SMME) Section shall conduct the **Division Training-Workshop on Quality Assurance, Monitoring and Evaluation for New QAME Associates** on April 12-14, 2023 at Bulwagan ng Karunungan, SDO of Sorsogon Province, Balogo Sports Complex, Balogo, Sorsogon City.
2. This activity aims to:
 - a) capacitate participants on the policy guidelines on the implementation of QATAME starting Calendar Year 2019-2020 and onwards;
 - b) familiarize the New QAME Associates with the roles and responsibilities;
 - c) capacitate on the processes, strategies and tools relative to the implementation of QAME vis-à-vis L&D activities;
 - d) upskill on the digitization and digitalization of the QAME tools in terms of data gathering, consolidation and analysis using Microsoft forms;
 - e) equipped with the KSA in conducting quality assurance of all L&D activities pertaining to Program Management and Learning Delivery and;
 - f) establish Division Pool of QAME Associates that will help in conducting quality assurance of all L&D activities in the division, district and school levels.



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3. The identified participants in this activity shall register and confirm their attendance through this link: <https://forms.office.com/r/ZQz6JWM6W9> or submit the accomplished Confirmation Slip to SMME section on or before March 31, 2023 to facilitate the preparation of attendance sheets, certificates of appearance and participation. List of the participants and copy of confirmation slip are found in Enclosures No. 1 and 2.
4. Likewise, participants are advised to bring their laptop and extension wire needed during the workshops and shall strictly observe the basic health protocols to protect the health, safety, and well-being of everyone attending the activity.
5. Training Matrix, Executive and Working Committees, Technical Support Staff and QAME Trainers and Facilitators are found in Enclosures No. 3 and 4 for your perusal and guidance.
6. Meals of participants and training staff, training materials and 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.
7. For inquiries or any clarification, you may contact Ms. Leah H. Peran, SEPS, SMME through this email address: leah.peran001@deped.gov.ph or CP No. 09271835946.
8. For immediate dissemination, guidance, and compliance of all concerned.


JOSE L. DONCILLO CESOV
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 057, s. 2023

NAME OF EXPECTED PARTICIPANT PER PROGRAM/DISTRICT

	Name	Program/District	FD/School
1	ELY M. CADAG	KINDERGARTEN	PINAMANAAN ES
2	PRINCESS ANNE G. GRAJO	ENGLISH	STA. CRUZ ES
3	MA. LUISA C. AREVALO	FILIPINO	DONSOL VOC. HS
4	MARILOU GABARDA	MATHEMATICS	DONSOL CNHS
5	ERLINDA MAGDARAOG	MATHEMATICS	CASIGURAN VOC. HS
6	FERMIN G. ESPALLARDO JR.	SCIENCE	DANAOS NHS
7	MARY JEANE B. CASTILLO	ARALIN PANLIPUNAN	PTO. DIAZ NHS
8	IMELDA DIÑO	EPP/TLE	GUBAT NHS
9	ROQUE GEPIGA	MAPEH	BULAN NORTH CS-A
10	NOIME LUMBAO	EsP/GAD	PILAR NCHS
11	RENE BAROLA	MULTIGRADE	SAN JOSE ES
12	LESLIE J. GUANTERO	SPED	CUMADCAD CS
13	MARISSA H. LLANTO	MTB	SAN ISIDRO ES
14	CHERRY LUCES	READING	CALONGAY ES
15	JOCELYN GRACE DOB	ALS	CUMADCAD NHS
16	RENIEL B. GERERO	ALS	BULAN
17	MA. ELENA RETOMA	HRDS	COCOK-CABITAN ES
18	LENIE VILLA	HRDS	CAGDAGAT ES
19	JASON ENCINARES	HRDS	SANGAT ES, GUBAT
20	DOLORES E. ENDRACA	HRDS	GUBAT NHS
21	ARMAND ALMODIEL	OK SA DEPED	SHN
22	TERESA PAMELA ANGELES	OK SA DEPED	SHN
23	ELVIS PALLES	DRRM	VINISITAHAN ES
24	GARY ESTILLER	SOCMOBNET	SAN ANTONIO ES
25	VILMA ECHAVERIA	SOCMOBNET	MACABARI ES
26	LORENZO G. HATE	PLANNING & RESEARCH	TULAY ES
27	JAM AMIEL DELLOSA	EDUCATIONAL FACILITY	EFS
28	EDGAR MEJIA	YOUTH FORMATION	IROSIN NORTH HS
29	ARNEL DAVID E. DUKA	SPORTS	PI, SGOD-Detailed
30	JUVILYN GABITO	SMME	BACOD ES, IROSIN
31	TEDDY JAÑOLA	SMME	SAN RAFAEL ES, CASTILLA
32	KAREN MERCADO	ICT	BLISS ES
33	EILEN BACHILLER	BUDGET & FINANCE	ACCOUNTING
34	EDMOND MORATA	CHILD PROTECTION	SAN ISIDRO ES, BULAN
35	GARRY N. BELTRAN	BULUSAN DISTRICT	SAN RAFAEL ES
36	ALJON B. CAMACHO	MAGALLANES NORTH	ILUMINADO CARANZA ES
37	BERNALUZ DE ASIS	MAGALLANES SOUTH	MALBOG ES
38	ALELI ESPINEDA	GUBAT SOUTH	BUENAVISTA ES
39	RUSSEL VILLA	PILAR II	CATAMLANGAN ES
40	GENEATH V. DONES	PTO. DIAZ II	CALAO ES
41	GASPAR D. ESCOTE	JUBAN II	CATANUSAN ES
42	ALMA B. FERNANDO	PTO. DIAZ I	PTO. DIAZ CS
43	MARIFE G. HUGO	BULAN I	INARARAN ES



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	NAME	PROGRAM/DISTRICT	FD/SCHOOL
44	CHRISTY R. MAGCAYAN	BULAN IV	ADES
45	MARVIN G. DEMORIN	MATNOG II	CORON CORON ES
46	MARY GRACE L. GUSTUIR	BULAN III	MONTE CALVARIO ES
47	EVA B. REDUTA	DONSOL EAST II	GOGON ES
48	MARITES TAN	CASTILLA EAST	MONTE CARMELO ES
49	MELANIE MENDOZA	BARCELONA NORTH	CAGANG ES
50	DANIEL A. SALVADOR	DONSOL EAST I	SAN RAMON ES
51	JONATHAN A. DELOVINO	MATNOG I	CULASI ES
52	ANA RIZA F. BUCIO	BARCELONA SOUTH	MAPAPAC ES
53	DAISY T. LOZA	IROSIN II	BULAWAN ES
54	AGNES A. LLANDELAR	CASTILLA SOUTH	MACALAYA ES
55	JESANT ESCOBER	GUBAT NORTH	OGAO ES
56	DESIREE M. BELMONTE	PILAR III	DAPDAP ES
57	EDNA ROSE B. LIM	IROSIN I	BENEDICTO GABITO ES
58	ALLAN TAROY	CASIGURAN II	PONONG ES
59	ERWIN A. BARTOLATA	BULAN II	SAN RAMON ES
60	MA. VICTIROIA P. CABATE	CASTILLA WEST	BURABOD ES
61	ANABELLE H. DIAZ	CASIGURAN I	SAN JUAN ES
62	RHEA FELICIANO	DONSOL WEST I	DONSOL WEST CS
63	VALDEMAR M. AVISADO	DONSOL WEST II	PAWALA ES
64	MARY ANN P. EREÑO	GUBAT III	CABIGAAN ES
67	LENY A. OPLIDA	JUBAN I	CALATEO ES
67	ELVIN B. CORNELIO	MAGALLANES III	MAGALLANES
68	LIZA M. REVERENTE	PILAR I	TINAGO ES
69	REY ANN MARFIL	PILAR IV	CAGDONGON ES
70	DOMINICA C. LEE	STA. MAGDALENA	SAN SEBASTIAN ES
71	MICHELLE P. PEQUIÑA	FACILITATOR	EPS, ROV-QAD
72	REX T. BARBIN	FACILITATOR	EPS, SGOD
73	BERNADETTE R. BEDIS	FACILITATOR	SEPS, SGOD-HRDS
74	GRLORIA E. REYMUNDO	FACILITATOR	P III, OIC-PSDS
75	LEAH H. PERAN	FACILITATOR	SEPS, SGOD-SMME
76	ARVIN ESMEÑA	FACILITATOR	MT-1, ICT-Detailed
77	RONALD D. ESTEVES	SUPPORT STAFF/PARTICIPANT	EPS II, SGOD-SMME
78	DR. BELARDO G. HADAP	WELFARE OFFICER	MEDICAL OFFICER III
79	ROSEMARIE D. LISANO	SUPPORT STAFF	AO II, SGOD-Detailed
80	RAYMART A. EREVE	SUPPORT STAFF	ADA I



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Enclosure No. 2 to Division Memorandum No. 057, s. 2023

CONFIRMATION SLIP

This is to confirm my attendance in _____
on _____ at _____

LAST NAME **FIRST NAME** **MIDDLE NAME**

DISTRICT/ OFFICE **SCHOOL**

SEX: M
F

CONTACT DETAILS:

a. Mobile Number: _____

b. DepEd Email Address: _____

c. Facebook Account: _____

Food Restriction: _____

Signature of Participant: _____ **Date:** _____

In case of emergency, please contact:

Name: _____

Contact Number: _____



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Enclosure No. 3 to Division Memorandum No. 057, s. 2023

Division Orientation-Workshop on Quality Assurance, Monitoring and Evaluation for New QAME Associates

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 Setting up of Expectations House Rules Leah H. Peran	<i>Session 4:</i> Noting Critical/Process Observation Analysis Rex T. Barbin	<i>Session 7:</i> Accomplishing QAME Analysis Forms 1 and 2 Leah H. Peran
9:30 – 9:45	Health Break		
9:45- 12:00	<i>Session 1:</i> L&D Overview Bernadette R. Bedis	<i>Session 5:</i> QAME Tools Digitization & Digitalization Arvin E. Esmeña	<i>Session 8:</i> Managing Debriefing Gloria E. Reymundo
12:00-1:00	Health Break		
1:00 – 3:00	<i>Session 2:</i> QAME Framework and M&E Tools of ROV Michelle P. Pequiña	Digitization & Digitalization Workshop Output Presentation per Group	Debriefing Simulation Gloria E. Reymundo, Leah H. Peran & Bernadette R. Bedis
3:00 – 5:00	<i>Session 3:</i> QAME Tools Leah H. Peran	<i>Session 6:</i> Data Gathering and Consolidation using Application John C. Hidea	Closing Program
Officer of the Day	Leah H. Peran	Gloria E. Reymundo	Leah H. Peran



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Enclosure No. 4 to Division Memorandum No. 057, s. 2023

EXECUTIVE COMMITTEE

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

BERNIE C. DESPABILADERO
Assistant Schools Division Superintendent

FLORENCIO P. BERMUNDO
Chief ES, SGOD

PROGRAM/TRAINING MANAGEMENT TEAM

Program & Training Manager	LEAH H. PERAN -SEPS, SMME
	RONALD D. ESTEVES – EPS II, SMME
Learning Facilitators	MICHELLE P. PEQUIÑA - EPS, QAD ROV REX T. BARBIN – EPS, SGOD GLORIA E. REYMUNDO, OIC-PSDS (Barcelona North BERNADETTE R. BEDIS - SEPS, HRDS LEAH H. PERAN – SEPS, SMME ARVIN E. ESMEÑA – MT 1 (ICT -Detailed) JOHN C. HIDEA – AOII (ICT- Detailed)
Resource Manager	VALENTINA E. HUGO – AO V
Welfare Manager	BELARDO G. HADAP JR. M.D.- Medical Officer III
QAME Associates	RONALD D. ESTEVES – EPS II, SMME
Registration	ROSEMARIE D. LISANO, AO II
Documentation	RAYMART A. EREVE, ADA 1
Support Staff	JEMWEL G. LUNA NOEL ANDRIE M. HUGO



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