



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2022-100

To : Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Eleser D. Mateo – SEPS for SMM&E  
 Cecile C. Uy – EPS II for SMM&E

Subject : CAPACITY BUILDING ON BASIC EDUCATION MONITORING AND  
 EVALUATION FRAMEWORK (BEMEF) IMPLEMENTATION,  
 CRAFTING OF M&E PLANS, AND LAUNCHING OF THE RXI MEA-PIR  
 ONLINE SYSTEM

Date : November 17, 2022

Pursuant to Regional Memorandum QAD-2022-037, the Regional Office through the Quality Assurance Division informs the field on the conduct of **Capacity Building on DepEd Order No. 29, s. 2022: “Adoption on Basic Education Monitoring and Evaluation Framework (BEMEF)” Implementation, Crafting of M&E Plans, and Launching of the Region XI Monitoring, Evaluation and Adjustment (MEA)-Program Implementation Review (PIR) Online System** in person at The Ritz Hotel at Garden Oases, Brgy. 15-B Poblacion, Porras Street, Bo. Obrero, Davao City on December 1-3, 2022.

The activity aims to:

- orient RO and SDO selected M&E personnel on DepEd Order No. 29, s. 2022: “Adoption of Basic Education Monitoring and Evaluation Framework”;
- disseminate the MEA-PIR process of Region XI;
- familiarize with the theory of Change, as a process in crafting the M&E plans;
- develop M&E plans consistent with DepEd policies; and
- launch the RXI MEA-PIR Online System.

The following are the SDO personnel involved in the activity:

Name	Designation	Date of Attendance
Cristy C. Epe	Schools Division Superintendent	December 1, 2022
Eleser D. Mateo	SEPS for SMM&E	November 30 – December 3, 2022
Cecile C. Uy	EPS II for SMM&E	December 1-3, 2022



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



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A **planning conference** spearheaded by the QAD with the facilitators, Resource Persons, and members of the Technical Working Group (TWG) shall be conducted via **Google Meet on November 18, 2022** at 2:00 in the afternoon. Meeting link shall be sent through the official DepEd email addresses of the concerned personnel.

Schools Division Offices are directed to conduct this capacity building on BEMEF to all the SDO program owners, heads of Offices, and other M&E personnel up to the school level starting January 2023, the Quality Assurance Division (QAD) and in coordination with the concerned SDO, is mandated to monitor and provide technical assistance to the SDO BEMEF capacity building activities.

One (1) day Compensatory Time Off (CTO) for the services rendered on December 3, 2022, Saturday, shall be granted to the Program Management team and participants of this activity, and another Compensatory Time Off (CTO) for the services rendered of the TWG, Developers and writers on the following dates and Activities, depending on the number of days rendered:

<i>Date</i>	<i>Activity</i>	<i>Venue</i>	<i>TWG/Committee</i>
November 30, 2022	*Production of the RXI M&E handbook *Venue, Stage decoration, and hauling of materials for the CapB of BEMEF and Launching of RXI MEA-PIR Online System	The Ritz Hotel @ Garden Oasis	*MEA-PIR Developers and writers *TWG

Meals, training venue and accommodation shall be charged against PRP downloaded Funds while travel expenses shall be charged against local funds subject to the usual accounting and auditing rules.

Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the  
 Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

22-94147  
 RECEIVED  
 DATE: NOV 18 2022  
 BY: [Signature]

[Signature]  
 BEVERLY S. DAUG-DAUG, EdD  
 Chief-Curriculum Implementation Division  
 Officer-In-Charge

Enclosed: As stated.  
 SGOD/ME/edm



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<b>Day &amp; Time</b>	<b>Topic/Activity</b>	<b>In-Charge/ Resource Speaker</b>
0830-1200	Workshop in Crafting the M&E Plan	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD
1200-1300	<i>Lunch Break</i>	
1300-1310	Ice breaker/Energizer and Reminders	Participants
1310-1430	Continuation in Crafting the M&E Plan	Participants
1430-1600	Presentation and Critiquing of Outputs	Resource Persons, QAD RQMT
1600-1630	Post-Assessment	Liezel C. Padua SEPS M&E, Mati City Participants
1630-1730	Closing	Participants & RTWG
<b>Day 4: December 4, 2022</b>		
0800-0930	Debriefing and Post Evaluation Activity Departure from the activity venue	-QAD Team participants

Prepared by:

  
BRENDA S. BELONIO, EdD  
EPS, QAD/Training Manager

Noted:

  
JENIELITO S. ATILLO  
Chief  
Quality Assurance Division



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147

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<b>Day &amp; Time</b>	<b>Topic/Activity</b>	<b>In-Charge/ Resource Speaker</b>
1030-1200	<ul style="list-style-type: none"><li>• Orientation Proper: Discussion of BEMEF guideline<ul style="list-style-type: none"><li>○ Rationale</li><li>○ Scope of the Policy</li><li>○ Policy Statement</li></ul></li><li>• Development phases of BEMEF</li></ul>	Resource Speaker from PS-PRD
1200-1300	<i>Lunch Break</i>	
1300-1430	<ul style="list-style-type: none"><li>• Ice breaker</li><li>• Orientation Proper: Discussion of BEMEF guideline<ul style="list-style-type: none"><li>○ BEMEF and its Performance indicators</li></ul></li><li>• M&amp;E Mechanics</li></ul>	Participants Resource Speaker from PS-PRD
1430-1530	<ul style="list-style-type: none"><li>• Orientation Proper: Discussion of BEMEF guideline<ul style="list-style-type: none"><li>○ M&amp;E System per Governance Level</li><li>○ Roles and Responsibilities of Offices</li></ul></li></ul>	Brenda S. Belonio, EdD EPS, QAD
1500-1600	<ul style="list-style-type: none"><li>• Presentation of BEMEF guideline Implementation plan (regional level)</li><li>• Presentation of Regional M&amp;E Process</li></ul>	Resource person/s
1600-1700	Workshop 1: Crafting of Division BEMEF Implementation Plan	Participants Resource person/s
<b>Day 2: December 2, 2022</b>		
0800-0830	MOL and Reminders	
0830-0900	Further clarifications from workshop 1	Participants Resource person/s
0900-1030	Continuation of workshop 1	
1030-1200	Presentation of the Division and RO FD implementation plan (per SDO/FD/program; voluntary) and critiquing	Participants Resource person/s
1200-1300	<i>Lunch Break</i>	
1300-1315	<ul style="list-style-type: none"><li>• Ice breaker/Energizer and Reminders</li><li>• How to craft an M&amp;E Plan</li></ul>	Participants Resource Person
1315-1530	<ul style="list-style-type: none"><li>• Theory of Change (ToC) with workshop</li></ul>	Resource person/s
1530-1700	Crafting performance indicators	Brenda S. Belonio, EdD EPS, QAD
1700-1800	Workshop on Crafting Performance Indicators	Liezle P. Padua SEPS, SMME
<b>Day 3: December 3, 2022</b>		
0800-0830	MOL and Reminders	Participants



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		*Submits daily QATAME results to the PMT and presents the overall results at the end of the activity.
<b>Health and Safety:</b>	Alfeo B. Ingay, EdD Ronnie Mercado EPSS, ROXI Janice G. Gamalong CAO, ASD Hotel Medical team	*ensures health and safety of the participants; *coordinates the medical team of the hotel for the daily health monitoring of the participants
<b>Protocol Officers:</b>	Ma. Cristina B. Dionisio, PhD Alfeo B. Ingay, EdD EPSS, QAD	*guide and assist the CO resource speakers' arrival and departure of the training venue
<b>Emcees:</b>	Febby Kirstin Ibita EPS2 M&E, Tagum City  Leah C. Saavedra EPS2 M&E, Davao City	*Sets the tone of the activity. *Provide context and clarity on the flow of the program, and ensure smooth transitions between different segments/part of the program so that it flows smoothly.

**Enclosure E: TRAINING MATRIX**

INDICATIVE PROGRAM

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
<b>Day 0: November 30, 2022</b>		
	*conference and checking of the venue, food, and accommodation of the participants *Production of the RXI M&E Handbook *Stage Decoration and Hauling of the training materials to the venue *Preparation of the IT Management Team	QAD Personnel MEA-PIR Developers TWG
<b>Day 1: December 1, 2022</b>		
8:30-10:00AM	Opening Ceremonies <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Invocation</li> <li>• Introduction of participants</li> <li>• Message</li> <li>• Objectives of the Activity</li> <li>• Launching of the RXI M&amp;E -PIR Online System</li> <li>• Presentation of the RXI MEA-PIR Process</li> </ul>	QAD Personnel TWG
1000-1015	<ul style="list-style-type: none"> <li>• Training rules, norms, and requirements</li> <li>• Overview of the activity</li> </ul>	Darly D. Lamentac EPS, QAD
1015-1025	Pre-Test	Liezel C. Padua SEPS M&E, Mati City
1025-1050	Leveling off: Assessment of M&E initiatives/practices	Brenda S. Belonio, EdD EPS, QAD/M&E Focal Person



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		*Communicate the invitations to the concerned personnel in the region and Central Office.
<b>Attendance and Registration:</b>	Puriflor M. Limjuco - Staff, QAD Josephine Alaba - Staff, QAD	Ensures 100% of attendance and registration of participants
<b>Production Committee</b>	Brenda S. Belonio, EdD Darly D. Lamentac Maflor J. Dingal, EdD Alfeo B. Ingay, EdD Ma. Cristina B. Dionisio, PhD EPSs, QAD  Mary Jane Mejorada EPS, CLMD  Puriflor M. Limjuco Josephine Alaba Staffs, QAD  Hazel Disabelle Arlene Lubrano SEPSs SMME	*Prepare all training materials, print and sort all hand-outs/ learning materials, including the printing of certificates of participation, certificate of appearance, certificate of recognition, and Plaques for the speakers from CO and developers of MEA-PIR. *Printing and binding of the RXI M&E Handbook *Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
<b>Training Manager:</b>	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building of BEMEF and Launching of the RXI MEA-PIR Online System is implemented as planned.
<b>Assessment In-Charge</b>	Liezel C. Padua SEPS M&E, Mati City	Prepares the pre and post assessment of the participants and presents results and analysis at the end of the activity.
<b>Stage Decorations</b>	Darly D. Lamentac-EPS, QAD Puriflor M. Limjuco - Staff, QAD Josephine Alaba - Staff, QAD  Mercy Paglinawan EPS2 M&E, Mati City  Alan Limbadan SEPS SMME, Davao Oriental	Ensures the readiness of the stage for the activity. It is well decorated and all IT equipment, and other materials needed for the activity are already available.
<b>Monitoring of Outputs and Dashboard:</b>	Resource Speakers/Learning Facilitators	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for deeper and better understanding of the topics.
<b>QATAME In-Charge:</b>	Eleser Mateo QATAME Focal Person, Digos City	*Conducts QATAME for the activity, process and analyze results.





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Enclosure to Regional Memorandum No. QAD-2022-0\_\_

**Enclosure D: Executive Committee & Technical Working Group (TWG)**

<i>Executive Committee:</i>		
<b>Chair:</b>	<b>Allan G. Farnazo</b> Director IV	
<b>Co-chair:</b>	<b>Maria Ines C. Asuncion, CESO IV</b> Asst. Regional Director	
<b>Program Managers:</b>	<b>Mariel Bayangos, EdD</b> Chief, PS-PRDD DepEd Central Office  <b>Jenielito S. Atillo</b> Chief, Quality Assurance Division Region XI	
<b>Members:</b>	<b>Evelyn Relon</b> PDO II, PS-PRDD, DepEd Central Office  <b>Lia Angel Daus</b> TA, PS-PRDD, DepEd Central Office  <b>Brenda S. Belonio, EdD</b> EPS, QAD/RMEA-PIR Focal Person-Region XI  <b>Darly D. Lamentac</b> EPS, QAD-Region XI	
<i>Technical Working Group (TWG)</i>		
<b>Committee</b>	<b>Name of M&amp;E Personnel</b>	<b>Terms of Reference:</b>
<b>IT Management Committee:</b>	<i>Chair:</i> Elvis Ryan J. Millan EPS2 M&E, Davao Occidental  <i>Co-chair:</i> Eleser Mateo SEPS SMME, Digos City  <i>Members:</i> Ronmar Jayoma EPS2 M&E, Panabo City  Danilo Lumayno EPS2 M&E, Davao Del Norte	Provides the direction of the program and prepare the electronic Program Flow of the activity particularly in the opening and closing programs  Design and lay-out M&E handbook cover design
	<b>Program and Invitation:</b>	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD





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Enclosure to Regional Memorandum No. QAD-2022-037

**Enclosure A: PARTICIPANTS:**

Office	Participant s	Date of Attendance
<b>Central Office:</b>		
PS-PRD	3	December 1-3, 2022
<b>Regional Office:</b>		
RD	1	
ARD	1	
ROFDs Chiefs	7	December 1, 2022
QAD Chief and Personnel	8	December 1-3, 2022
ROFDMEA-PIR In-Charge	8	December 1-3, 2022
CLMD Program Owners	4	December 1-3, 2022
<b>SDOs:</b>		
SDSs	11	December 1, 2022
M&E Unit Personnel (SMME SEPS & EPS2)	22	December 1-3, 2022
Jose Barba, Jr.- MEA-PIR Developer, Mati City	1	December 1-3, 2022

**Enclosure B: RESOURCE SPEAKERS/LEARNING FACILITATORS**

**Mariel Bayangos, EdD**  
 Chief, PS-PRDD  
 DepEd Central Office

**Brenda S. Belonio, EdD**  
 EPS, QAD/RMEA-PIR Focal Person  
 Region XI

**Evelyn Relon**  
 PDO II, PS-PRDD  
 DepEd Central Office

**Darly D. Lamentac**  
 EPS, QAD  
 Region XI

**Lia Angel Daus**  
 TA, PS-PRDD  
 DepEd Central Office

**Liesel C. Padua**  
 SEPS M&E  
 Mati City, Region XI

**Enclosure C: MEA-PIR DEVELOPERS AND RXI MEA-PIR PROCESS WRITERS**

**Brenda S. Belonio, EdD**  
 EPS, QAD/RMEA-PIR Focal Person  
 \*RXI MEA System Developer  
 \*Writer, RXI MEA-PIR Process

**Liesel C. Padua**  
 SEPS M&E, Mati City  
 \*RXI MEA&PIR System Developer  
 \*Writer, RXI MEA-PIR Process

**Jose Barba, Jr.**  
 EPS/QATAME Associate, Mati City  
 \*RXI MEA System Developer

**Allan Limbadan**  
 SEPS M&E, Davao Oriental, Region XI  
 \*RXI MEA System Developer







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Google Meet on November 18, 2022 at 2:00 in the afternoon. Meeting link shall be sent through the official DepEd email addresses of the concerned personnel.

7. Schools Division Offices are directed to conduct this capacity building on BEMEF to all the SDO program owners, heads of Offices, and other M&E personnel up to the school level starting January 2023. As program owner, the Quality Assurance Division and in coordination with the concerned SDO, is mandated to monitor and provide technical assistance to the SDO BEMEF capacity building activities.

8. One (1) day Compensatory Time Off (CTO) for the services rendered on December 3, 2022, Saturday, shall be granted to the Program Management Team and participants of this activity, and another Compensatory Time Off (CTO) for the services rendered of the TWG, Developers and writers on the following dates and Activities, depending on the number of days rendered:

Date	Activity	Venue	TWG/Committee
November 19, 2022	*Preparation of the Training Materials and printing handouts *Planning of the Resource Speakers / Learning Facilitators	RO-QAD & Google Meet *Blended}	*Registration & Certificates Com. *Production of Materials Com.
November 26-27, 2022	*Finalization of the MEA-PIR Online System and Preparation for its Launching *Preparation and Planning for the RXI MEA-PIR Process	Eden Nature Park and Resort Davao	MEA-PIR Developers and Writers
November 30, 2022	*Production of the RXI M&E Handbook *Venue, Stage Decoration, and Hauling of materials for the CapB of BEMEF and Launching of RXI MEA-PIR Online System	The Ritz Hotel @ Garden Oasis	*MEA-PIR Developers and Writers *TWG

9. Meals, training venue and accommodation of the participants shall be charged against PRP downloaded Funds while travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**

By: 10977  
 Date: Nov. 16, 2022

**ALLAN G. FARNAZO**  
 Director IV  
**MARY JEANNE B. ALDEGUER, Ed.D.**  
 CHIEF EDUCATION SUPERVISOR

ROQA/bsb



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**REGIONAL MEMORANDUM**

QAD-2022-037

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of RO FDs

Subject: CAPACITY BUILDING ON BASIC EDUCATION MONITORING AND  
EVALUATION FRAMEWORK (BEMEF) IMPLEMENTATION, CRAFTING OF  
M&E PLANS, AND LAUNCHING OF THE RXI MEA-PIR ONLINE SYSTEM

Date : November 11, 2022

1. This Regional Office through the Quality Assurance Division will conduct a **Capacity Building on DepEd Order No. 29, s. 2022: "Adoption on Basic Education Monitoring and Evaluation Framework (BEMEF)" Implementation, Crafting of M&E Plans, and Launching of the Region XI Monitoring, Evaluation and Adjustment (MEA)-Program Implementation Review (PIR) Online System** in-person at The Ritz Hotel at Garden Oases, Brgy. 15-B Poblacion, Porras Street, Bo. Obrero, Davao City on December 1-3, 2022.

2. This **face to face activity** aims to:

- orient RO and SDO selected M&E personnel on DepEd Order No. 29, s.2022: "Adoption of Basic Education Monitoring and Evaluation Framework";
- disseminate the MEA-PIR process of Region XI;
- familiarize with the theory of Change, as a process in crafting the M&E plans;
- develop M&E plans consistent with DepEd policies; and
- launch the RXI MEA-PIR Online System.

3. The activity matrix, list of participants, speakers/trainers/facilitators and members of the technical working group are in the herein enclosures;

4. Each participant is required to confirm his/her attendance through this link: **[tinyurl.com/CapBEMEFregistration](https://tinyurl.com/CapBEMEFregistration)** on **November 18-23, 2022 ONLY**.

5. Schools Division Superintendents and Regional Office Functional Division Chiefs are required to attend on December 1, 2022.

6. A planning conference spearheaded by the QAD with the facilitators, Resource Persons, and members of the Technical Working Group (TWG) shall be conducted via



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