



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-009

To : Assistant Schools Division Superintendent  
 SGOD Chief  
 Concerned Personnel

Subject : **ADDENDUM TO REGIONAL MEMORANDUM QAD-2024-046 OR THE 2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES**

Date : January 7, 2025

This is in reference to Regional Memorandum QAD-2025-001 dated January 2, 2025, signed by Rebonfamil R. Baguio, Director III, Officer-In-Charge, re: **Addendum to Regional Memorandum QAD-2024-046 or the 2024 Quality Assurance, Monitoring and Evaluation (QAME) Activities**, this Office informs that **Ronald B. Dedace – SEPS** and **Janice S. Alquizar – EPS II** of the Human Resource Development Section of the School Governance and Operation Division (SGOD) are designated as participants on the Strategic Planning for 2025 QAME Activity.

Likewise, the schedule on Strategic Planning for 2025 QAME Activities is transferred from January 30, 2025 to **January 21, 2025**.

All other provisions of the Regional Memorandum QAD-2024-046 remain in effect.

For information, guidance and compliance.

**MELANIE P. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent  
 Officer In-Charge

JepEd Schools Division of Digos City  
 RECORDS SECTION  
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 DATE: JAN 10 2025 TIME: 1:58 PM  
 BY: [Signature]

Enclosed: As stated.  
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Schools Division of Digos City  
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January 2, 2025

REGIONAL MEMORANDUM  
 QAD-2025-001

**ADDENDUM TO REGIONAL MEMORANDUM QAD-2024-046 OR THE 2024  
 QUALITY ASSURANCE, MONITORING AND EVALUATION  
 (QAME) ACTIVITIES**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. Relative to **Memorandum QAD-2024-046** or the **2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES**, list of participants is hereby modified to include the **SEPS and EPS2 of the Human Resource Development Section** of the School Governance and Operations Division (SGOD).
2. Likewise, the schedule on Strategic Planning for 2025 QAME Activities is transferred from January 30, 2025 to **January 21, 2025**.
3. All other provisions of Regional Memorandum QAD-2024-046 remain in effect.
4. For information, guidance and compliance.

**REBONFAMIL R. BAGUIO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

ROQ4/bsb

DEPARTMENT OF EDUCATION - DAVAO REGION  
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By: *[Signature]*  
 Date: Jan. 06, 2025  
 Time: 4:35 PM



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**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:

DATE & TIME	ACTIVITY	PARTICIPANTS	MODALITY
August 14, 2024 9:00AM-12:00PM	<b>Planning Meeting:</b> 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 <sup>st</sup> -2 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.

**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	<a href="https://tinyurl.com/QAMEmidyearreports2024">https://tinyurl.com/QAMEmidyearreports2024</a>
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 RXL.
- 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](mailto: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 & Concurrent 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**

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

Committee	Name of Personnel	Terms of Reference	Expected Outputs
<b>Documentation</b>		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		
<b>Program and Invitation</b>		*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
<b>Certificates and Attendance</b>		*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		
<b>IT Management and Online Program Flow Committee:</b>		*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		
<b>Activity Manager</b>	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
<b>Consolidated QAME</b>	EPS, QAD/RXI QAME Focal Person		



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		<p>Submits quarterly QAME accomplishment report.</p> <p>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</p> <p>Troubleshoot the problem/s encountered in the QAME implementation both in the Regional Office and SDOs.</p>	
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Prepared by:

*B. Belonio*  
 BRENDAS BELONIO, EdD  
 EPS, QAD/ROXI QAME Focal Person

Noted:

*J. Atillo*  
 JENIELITO A. ATILLO  
 Chief, QAD

ROQ4/bsb



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