

Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025 - DO

То

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 . ESTACIO, PhD, CESO VI

Division Superintendent
Officer In-Charge

JepEd Schools Division of Digos Cit

X

BY:

Enclosed: As stated. SGOD/jsa









Department of Education

DAVAO REGION

January 2, 2025

SCHOOLS DIVISION OF DIGOS CR.

REGIONAL MEMORANDUM OAD-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

Officer-In-Charge
Office of the Regional Director

ROQ4/bsb







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

Email Address: region11@deped.gov.ph Website: www.depedroxi.ph Doc. Ref. Code RO-KMT-F001 Rev 00 7 Effectivity 07.01.24 Page 1 of





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REGIONAL MEMORANDUM

QAD-2024-046

Assistant Regional Director

Schools Division Superintendents Chief Education Supervisors of FDs

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

ACTIVITIES

Date :

August 08, 2024

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 &	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 (1st-2nd 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	4th 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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Email Address: region 13 (042) 271-6147

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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
 - 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

ROQ4/bsb

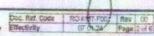






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RM QAD-2024-046 Enclosure A. Timelines of QAME reports

QAME reports shall be submitted based on the following timelines:

QAME Report	Date Submission	of	Link for the online submission	
2024 Midyear QAME Conference (1st-2nd Quarters QAME Accomplishments)	August 2024	19,	https://tinyurl.com/QAMEmi dyearreports2024	
3rd Quarter, FY 2024 QAME Conference	September 2024	27,		
4th Quarter and Year-End, FY 2024 QAME Conference	January 2025	3,		

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	

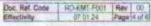
Committee	Name of Personnel	Terms of Reference	Expected Outputs	
Documentation		Prepares and submits	Approved Minutes/	
Chair:	Rubilyn Dee C. Ampong EPS, QAD	minutes/proceedings of the midyear conference three (3)	proceedings of the 2024 Midyear Conference	
Co-Chair:	Maria Cristina Dionisio EPS, QAD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







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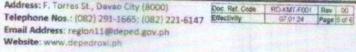
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Co-Chair	EPS, QAD	*Communicate the invitations to the concerned personnel in the Regional Office and SDOs. * prepares the slide deck for the flow of the program	Program flow of the activity
Certificates and Chair:		*Prepares certificates of participation, certificates of appearance, certificates of recognition for the Pos working committees *prepares attendance sheets for the inperson attendees and ensure 100% attendance for the virtual participants	Signed certificate of participation, certificate of appearance, certificate of recognition Accomplished attendance sheets
IT Management Flow Committee Chair: Members:	Pocholo Hernandez Head, ICTU ICTU Staff	*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
Activity Manager Consolidated QAME	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person Address: F. Torres St., D	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













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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.

Prepared by:

BRENDA/S/BELONIO, EdD EPS, QAD RXI QAME Focal Person

Noted:

JENIELITO A. ATILLO Chief, QAD

ROQ4/bsb







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Website: www.depedrexl.ph

