



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-069

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
Senior Education Program Specialist – SMM&E  
Education Program Specialist II – SMM&E  
Senior Education Program Specialist – HRD  
Education Program Specialist II – HRD

Subject : QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)  
ACTIVITIES FOR FISCAL YEAR 2025

Date : February 4, 2025

In reference to Regional Memorandum QAD-2025-013 entitled “Quality Assurance, Monitoring, and Evaluation (QAME) Activities for Fiscal Year 2025”, this Office informs the above-mentioned personnel the schedules of the following activities:

| Activity                   | Quarter 1      | Quarter 2     | Quarter 3       | Quarter 4      | Modality                        |
|----------------------------|----------------|---------------|-----------------|----------------|---------------------------------|
| Planning Conference        | March 19, 2025 | June 13, 2025 | Sept. 12, 2025  | Sept. 26, 2025 | Virtual via MS Teams            |
| Submission of QAME Reports | April 1, 2025  | July 1, 2025  | October 1, 2025 | Dec. 26, 2025  | Online submission thru the link |
| Conduct of Quarterly QAME  | April 10, 2025 | July 11, 2025 | Oct. 10, 2025   | Jan. 6, 2026   | Virtual via MS Teams            |
| QAME Post Conference       | April 22, 2025 | July 18, 2025 | Oct. 17, 2025   | Jan. 9, 2026   | Virtual via MS Teams            |

Objectives of the activity:

- conduct progress monitoring on the status of QAME implementation across governance levels;
- profile QAME levels of evaluation of the PD/L&D Program’s implementation;
- identify the effectiveness of QAME in the delivery of PD/L&D programs;
- recommend policy based on the results of QAME analysis and interpretation of results;
- provide technical assistance on the implementation of QAME for L&D programs;
- account and present SDOs QAME quarterly accomplishments for the L&D Programs of FY 2025 with analysis and interpretation;
- capture the quarterly 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; and
- ensure the interfacing of QAD, HRDD, CLMD, and other L&D service providers and SDOs on the implementation of QAME in the region and harmonization of the L&D and QAME processes.



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**Telephone Nos.:** (082) 553-8375; (082) 553-8396



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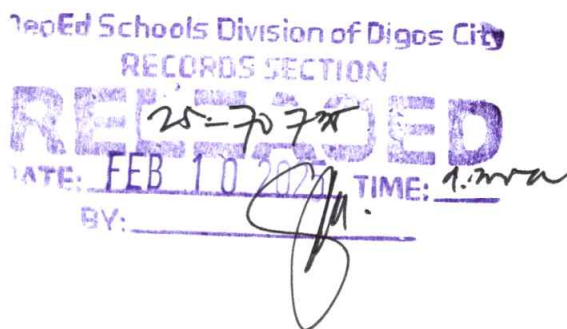
**Office of the Schools Division Superintendent**

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.

SDO QAME Accomplishment Report must utilize the official templates and slide decks and to be submitted at the designated link provided by QAD.

For information and compliance.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent 



Enclosed: As stated.  
SGOD/rom



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DepEd Schools Division of Digos  
 RECORDS SECTION

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January 21, 2025

REGIONAL MEMORANDUM  
 QAD-2025-013

**QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)  
 ACTIVITIES FOR FISCAL YEAR 2025**

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

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:

| ACTIVITY                          | 1st Quarter    | 2nd Quarter & Midyear | 3rd Quarter        | 4th Quarter & Year-End | MODALITY                        |
|-----------------------------------|----------------|-----------------------|--------------------|------------------------|---------------------------------|
| <b>Planning Conference</b>        | March 19, 2025 | June 13, 2025         | September 12, 2025 | December 5, 2025       | Virtual via MS Teams            |
| <b>Submission of QAME Reports</b> | April 1, 2025  | July 1, 2025          | October 1, 2025    | December 26, 2025      | Online submission thru the link |
| <b>Conduct of Quarterly QAME</b>  | April 10, 2025 | July 11, 2025         | October 10, 2023   | January 6, 2026        | Virtual via MS Teams            |
| <b>QAME Post Conference</b>       | April 22, 2024 | July 18, 2024         | October 17, 2027   | January 9, 2026        | Virtual via MS Teams            |

**Participants:** RO & SDOs Top Management, ROFD Chiefs, RO QAD and HRDD Personnel, RO-ICTU Unit, SGOD & CID Chiefs, SEPS and EPS2 personnel of SMME-Unit and HRD Unit, and SDO selected QAME Associates



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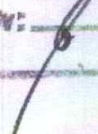





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2. Objectives of the activity:
  - conduct progress monitoring on the status of QAME implementation across governance levels;
  - profile QAME levels of evaluation of the PD/L&D Program's implementation;
  - Identify the effectiveness of QAME in the delivery of PD/L&D programs;
  - recommend policy based on the results of QAME analysis and interpretation of results
  - provide technical assistance to SDOs on the implementation of QAME for L&D programs;
  - account and present ROFDs and SDOs QAME quarterly accomplishments for the L&D Programs of FY 2024 with analysis and interpretation;
  - capture the quarterly 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; and
  - ensure the interfacing of QAD, HRDD, CLMD, other L&D service providers and SDOs on the implementation of QAME in the region and harmonization of the L&D and QAME processes.
3. QAME Matrix for the presentation of accomplishments, timelines of QAME Reports, Working Committees and guidelines are attached as enclosures.
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. *Attention: Brenda S. Belonio, EdD, RXI QAME Focal Person, for consolidation of reports, analysis and interpretation.*
6. For information, guidance, dissemination, and strict compliance.

DEPARTMENT OF EDUCATION - DAVAO REGION  
RECORDS SECTION  
**RELEASED**

By:   
Date: JAN. 30, 2024  
44814

  
**ALLAN G. FARNAZO**  
Director

ROQ4/bsb



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**RM QAD-2024-046 Enclosure A. Links on the submission of the Quarterly QAME Reports:**

| QAME Report  | Date of Submission | Link for the online submission  |
|--|--------------------|---|
| 1 <sup>st</sup> Quarter QAME Conference            | April 1, 2025      | <a href="https://tinyurl.com/QAME1stQ2025">https://tinyurl.com/QAME1stQ2025</a>   |
| 2 <sup>nd</sup> Quarter & Midyear QAME Conference  | July 1, 2025       | <a href="https://tinyurl.com/QAME2ndQ2025">https://tinyurl.com/QAME2ndQ2025</a>   |
| 3 <sup>rd</sup> Quarter QAME Conference            | October 1, 2025    | <a href="https://tinyurl.com/QAME3rdQ2025">https://tinyurl.com/QAME3rdQ2025</a>   |
| 4 <sup>th</sup> Quarter & Year-End QAME Conference | December 26, 2025  | <a href="https://tinyurl.com/QAME4th Q2025">https://tinyurl.com/QAME4th Q2025</a> |

**Enclosure B. Order of Presentation and Class assignment (Break-out Rooms), Process Observers, and Guidelines/Mechanics in the Presentation of Accomplishment**

| <b>CLASS A</b>  |  |  |   |
|---|--|--|---|
| Facilitator: Brenda S. Belonio, EdD<br>EPS, QAD/RXI QAME Focal Person |  |  |   |
| Time  | SDO  | Presenter                              | Process Observer                                  |
| 8:00-9:00A.M  | <b>Part I. Opening Program</b>                             |  |   |
| 9:00  | <b>Part II. Breakout-Reporting of QAME Accomplishments</b> |  |   |
| 9:00-9:30   | Digos City   | <b>Sollie B. Oliver</b><br>CES, SGOD   | Brenda S. Belonio, EdD<br>EPS, QAD/QAME Associate |
| 9:35-10:05  | Davao Oriental   | <b>Ernesto C. Cabanes</b><br>CES, SGOD | Brenda S. Belonio, EdD<br>EPS, QAD                |
| 10:05-10:15   | Health Break   |  |   |
| 10:50A.M.   | <b>Part III. Plenary Time</b>                              |  |   |

| <b>CLASS B</b>  |  |                                   |                                     |
|---|--|-----------------------------------|-------------------------------------|
| Facilitator: Darly D. Lamentac<br>EPS, QAD/QAME Associate |  |                                   |                                     |
| Time  | SDO  | Presenter                         | Process Observer                    |
| 8:00-9:00A.M  | <b>Part I. Opening Program</b>                             |                                   |                                     |
| 9:00  | <b>Part II. Breakout-Reporting of QAME Accomplishments</b> |                                   |                                     |
| 9:00-9:30   | Davao City   | <b>Maria Luz Tan</b><br>CES, SGOD | Nelma Lyn Barnija, EdD<br>CES, HRDD |



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| Time        | SDO                           | Presenter                              | Process Observer                              |
|-------------|-------------------------------|--|---|
| 9:35-10:05  | Davao De Oro                  | <b>Ruben Reponte</b><br>CES, SGOD      | Darly D. Lamentac<br>EPSs, QAD/QAME Associate |
| 10:05-10:15 | Health Break                  |  |   |
| 10:15-10:45 | Tagum City                    | <b>Josefina B. Palaca</b><br>CES, SGOD | Darly D. Lamentac<br>EPS, QAD/QAME Associate  |
| 10:50 AM    | <b>Part III. Plenary time</b> |  |   |

**CLASS C**

Facilitator: Rubilyn Dee R. Ampong  
 EPS, QAD/QAME Associate

| Time         | SDO  | Presenter  | Process Observer                                       |
|--------------|--|--|--|
| 8:00-9:00A.M | <b>Part I. Opening Program</b>                             |  |  |
| 9:00         | <b>Part II. Breakout-Reporting of QAME Accomplishments</b> |  |  |
| 9:00-9:30    | Davao Del Norte  | <b>Janette G. Veloso</b><br>ASDS & Concurrent OIC,<br>SGOD | Rubilyn Dee R. Ampong<br>EPSs, QAD/QAME Associate      |
| 9:35-10:05   | IGACOS   | <b>Jay Nang</b><br>CES, SGOD                               | Nelma Lyn Barnija, EdD<br>CES, HRDD                    |
| 10:05-10:15  | Health Break   |  |  |
| 10:15-10:45  | Panabo City  | <b>Ailene Anonuevo</b><br>CES, SGOD                        | Glen L. Villonez, EdD<br>EPS, HRDD/L&D Focal<br>Person |
| 10:50AM      | <b>Part III. Plenary Time</b>                              |  |  |

**CLASS D**

Facilitators: Alfeo B. Ingay, EdD and Maria Cristina B. Dionisio, EdD  
 EPSs, QAD/QAME Associates

| Time         | SDO  | Presenter                         | Process Observer                                       |
|--------------|--|-----------------------------------|--|
| 8:00-9:00A.M | <b>Part I. Opening Program</b>                             |                                   |  |
| 9:00         | <b>Part II. Breakout-Reporting of QAME Accomplishments</b> |                                   |  |
| 9:00-9:30    | Davao Del Sur  | <b>Rita Rellanos</b><br>CES, SGOD | Glen L. Villonez, EdD<br>EPS, HRDD/L&D Focal<br>Person |
| 9:35-10:05   | Mati City  | <b>Jorlie Uy</b><br>CES, SGOD     | Alfeo B. Ingay, EdD<br>EPS, QAD/QAME Associate         |



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|             |                               |                                      |   |
|-------------|-------------------------------|--------------------------------------|---|
| 10:05-10:15 | Health Break                  |                                      |   |
| 10:15-10:45 | Davao Occidental              | <b>Jesus Q. Lascuña</b><br>CES, SGOD | Maria Cristina B. Dionisio<br>EPS, QAD/QAME Associate |
| 10:50AM     | <b>Part III. Plenary time</b> |                                      |   |

**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 or at QAD Office.

**Enclosure C: Executive and Working Committees**

| <b>Executive Committee:</b>          |   |
|--------------------------------------|---|
| <b>Chair:</b>                        | <b>Allan G. Farnazo</b><br>Director IV  |
| <b>Co-chair:</b>                     | <b>Rebonfamil R. Baguio</b><br>Asst. Regional Director  |
| <b>Program Manager (QAME):</b>       | <b>Jenielito S. Atillo</b><br>Chief Education Supervisor<br>Quality Assurance Division                  |
| <b>Program Manager (L&amp;D):</b>    | <b>Nelma Lyn R. Barnija, EdD</b><br>Chief Education Supervisor<br>Human Resource Development Division   |
| <b>Co-Program Manager (QAME):</b>    | <b>Brenda S. Belonio, EdD</b><br>EPS, QAD/RXI QAME Focal Person<br>Quality Assurance Division           |
| <b>Co-Program Manager (L&amp;D):</b> | <b>Glen L. Villonez, EdD</b><br>EPS, QAD/RXI QAME Focal Person<br>Quality Assurance Division            |
| <b>Members:</b>                      | SDSs, ASDSs, RQMT, RO-FD Chiefs, SDO Chiefs of SGOD and CID, SDO QAME Associates and HRD Unit Personnel |



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| 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<br>EPS, QAD                           |  |  |
| Co-Chair:   | Maria Cristina Dionisio<br>EPS, QAD                         |  |  |
| <b>Program and Invitation</b>                           |   | *Prepares and design the program and invitation for the activity.<br>*Communicate the invitations to the concerned personnel in the Regional Office and SDOs.<br>* prepares the slide deck for the flow of the program                             | Printed Program invitation<br><br>Program flow of the activity   |
| Chair:  | Brenda S. Belonio, EdD<br>EPS, QAD/RXI QAME<br>Focal Person |  |  |
| Co-Chair:   | Darly D. Lamentac<br>EPS, QAD                               |  |  |
| <b>Certificates and Attendance</b>                      |   | *Prepares certificates of participation, certificates of appearance, certificates of recognition for the Pos working committees<br>*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<br><br>Accomplished attendance sheets |
| Chair:  | Puriflor M. Limjuco<br>Staff, QAD                           |  |  |
| Co-Chair:   | Aaron Cubelo<br>Staff, QAD                                  |  |  |
| <b>IT Management and Online Program Flow Committee:</b> |   | *Assists QAD in the conduct of the 2024 Mid-year Conference<br>*Presents virtually the slide decks of the program flow<br>*Provides TA on ICT related concerns.  | TA provided to QAD and SDO presenters  |
| Chair:  | Pocholo Hernandez<br>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 & Year-end Conferences, and other  | *Activity program<br>*Activity matrix<br>*Program/activity flow<br>*Accomplished POA Tools                                       |
| <b>Consolidated QAME</b>                                | EPS, QAD/RXI QAME<br>Focal Person                           |  |  |



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|  |  |   |  |
|--|--|---|--|
|  |  | <p>assessment and monitoring tools</p> <p>Ensures that the implementation of the quarterly QAME Conference is implemented as planned.</p> <p>Coordinates with the process observers, technical working group, RQMT, and top management.</p> <p>Submits quarterly QAME accomplishment report.</p> <p>Provides Technical Assistance to all SDOs on QAME implementation across Kirk Patrick's levels of evaluation:<br/>         QAME Level 1<br/>         QAME Level 2<br/>         QAME Level 3<br/>         QAME Level 4</p> <p>Troubleshoot the problem/s encountered in the QAME implementation both in the Regional Office and SDOs.</p> | <p>*Mechanics/guidelines on the conduct of the Midyear &amp; Year-End conferences, and quarterly conferences</p> <p>*consolidated QAME Accomplishment reports</p> <p>*SDO Accomplishment Reports</p> |
|--|--|---|--|

Prepared by:

*B.S.*  
 BRENDAS BELONIO, EdD  
 EPS, QAD/RXI QAME Focal Person

Noted:

*J.S.*  
 JENIELITO S. ATILLO  
 Chief, QAD

ROQ4/bsb



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