



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-102

To : Chief Education Supervisor - SGOD
Senior Education Program Specialist – SMM&E
Education Program Specialist II – SMM&E

Subject : RECALIBRATION OF QUALITY ASSURANCE, MONITORING AND
EVALUATION (QAME) GUIDELINES, QAME HANDBOOK WRITESHOP
AND DEVELOPMENT OF QAME TOOLS FOR LEVEL 3

Date : February 18, 2025

In reference to Regional Memorandum QAD-2025-018 entitled “Recalibration of Quality Assurance, Monitoring and Evaluation (QAME) Guidelines, QAME Handbook Writeshop, and Development of QAME Tools for Level 3”, this Office informs the above-mentioned personnel the schedules of the following activities:

Activity	Date	Venue/ Platform	Modality	Persons & Office Involved
Planning Conference	Feb. 13-14, 2025	RO-AD	In-Person	Jenielito S. Atillo Brenda S. Belonio Roy T. Enriquez Janice T. Gamalong Charles G. Saguibo Joy L. Sibonga Liesel C. Padua
Recalibration of the QAME Guidelines	Feb. 15-16, 2025	MS Teams	Virtual	Brenda S. Belonio Liesel C. Padua Ma. Gemima V. Galang Justine Brylle Villarias
Writeshop on the QAME Handbook	Feb. 17-22, 2025	ROXI – QAD	In-Person	Brenda S. Belonio Liesel C. Padua Ma. Gemima V. Galang Justine Brylle Villarias
	Feb. 24-25, 2025			
	Feb. 27-28, 2025	MS Teams	Virtual	
Presentation of QAME Calibrated Guidelines and QAME Handbook Finalization of the Calibrated QAME Guidelines	March 6, 2025	DepEd ROXI	In-Person	Writers, QAD CES, QAD EPSs, AD-CAO, AD-SAO, Heads of AD-AMS & AD-PU, Personnel of PAU, RO Top Management



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Presentation of QAME Calibrated Guidelines and QAME Handbook to SDOs	March 7, 2025	DepEd ROXI MS Teams	Blended	Writers, QAD Personnel, AD Personnel: CAO, SAO, Heads of AMS & PU, ORD-PAU, ORD-ICTU & Top Management
Editing of the QAME Handbook	March 17-20, 2025	DepEd ROXI	In-Person	Writers, ORD-PAU
Development of QAME Tools for QAME Level 3	March 24-25, 2025	DepEd ROXI MS Teams	Blended	Writers
Validation of Tools for QAME Level 3	April 2, 2025	DepEd ROXI MS Teams	Blended	Writers, QAD Personnel, SDO QAME Associates, SGOD Chiefs
Pilot Testing of QAME Level 3 Tools	April 3-4, 2025	RO & SDO	On-site	Writers, pilot SDO, Validators
Finalization of QAME Level 3 Tools	April 7&8, 2025	DepEd ROXI - QAD	In-person	Writers
Finalization of QAME Handbook and Issuance of the Calibrated QAME Policy Guidelines	April 23-25, 2025	DepEd ROXI - QAD	In-person	Writers QAD Personnel

Services rendered during Saturdays, Sundays and Holidays shall be granted with Compensatory Time-Off (CTO) corresponding to the number of days served per DepEd Order No. 53, s. 2003, CSC, and DBM Joint Circular No. 2, s. 2004.

Meals and travel expenses incurred of the above-named employees shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

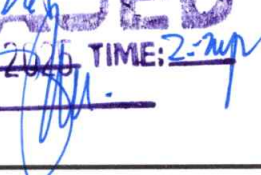
For information and compliance.

for: 
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION

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Enclosed: As stated.
SGOD/rom

DATE: FEB 19 2025 TIME: 2:20 PM
BY: 



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Republic of the Philippines
Department of Education
 DAVAO REGION

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 DATE: 13 FEB 2025 TIME: 8:46

February 6, 2025

REGIONAL MEMORANDUM
 QAD-2025-018

RECALIBRATION OF QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) GUIDELINES, QAME HANDBOOK WRITESHOP AND DEVELOPMENT OF QAME TOOLS FOR LEVEL 3

To: Assistant Regional Director
 Schools Division Superintendents
 Chief Education Supervisors of
 Quality Assurance and Administrative Divisions
 Head, ORD-PAU

1. This Office through the Quality Assurance Division will conduct the **Recalibration of Quality Assurance, Monitoring and Evaluation (QAME) Guidelines, QAME Handbook Writeshop, and Development of QAME Tools for Level 3** with the following schedules:

ACTIVITY	DATE	VENUE/ PLATFORM	MODALITY	PERSONS & OFFICE INVOLVED
Planning Conference Purpose: -Harmonization of QAME Indicators for the service providers pursuant to RA 9184 and the IRR of Republic Act No. 12009 -address service providers performance ratings' concerns	February 13-14, 2025	RO-AD	In-person	Jenielito S. Atillo ES, QAD Brenda S. Belonio EPS,QAD/RXI QAME Focal Person/Writer Roy T. Enriquez CAO, AD Janice T. Gamalong SAO, AD Charles G. Saguibao AO V, AD-AMS Joy L. Sibonga AO IV, AD-PU Liesel C. Padua PSDS, Mati City/Writer
Recalibration of the QAME Guidelines Purpose: -calibrate computations and standards/ guidelines in QAME ratings on Program Management and Operations particularly to the service providers	February 15-16, 2025	MS Teams	virtual	Brenda S. Belonio EPS,QAD/RXI QAME Focal Person/Writer Liesel C. Padua PSDS, Mati City/Writer Ma. Gemima V. Galang PDO V, PAU/Editor Justin Brylle Villarias PDO II, PAU/Layout Artist
Writeshop on the QAME Handbook	February 17-22, 2025			
	February 24-25, 2025	ROXI-QAD	In-person	

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	February 27-28, 2025 March 1&3, 2025	MS Teams	virtual	
Presentation of QAME Calibrated Guidelines and QAME Handbook	March 6, 2025	DepEd ROXI	In-person	Writers, QAD CES QAD EPSs, AD-CAO AD-SAO, Heads of AD-AMS & AD-PU Personnel of PAU RO Top Management
Finalization of the calibrated QAME Guidelines				
Presentation of QAME Calibrated Guidelines and QAME Handbook to SDOs	March 7, 2025	DepEd ROXI MS Teams	Blended	Writers, QAD Personnel AD Personnel: CAO, SAO, Heads of AMS & PU, ORD-PAU, ORD-ICTU & Top Management
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- Meals and travel expenses incurred of the above-named employees shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- For information, guidance and compliance of the concerned.

DEPARTMENT OF EDUCATION
 RECORDS SECTION

RELEASED

ALLAN G. FARNAZO
 Director IV

ROQ4/bsb

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