



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-767

To : Assistant Schools Division Superintendent  
Chief Education Supervisors – CID&SGOD  
Senior Education Program Specialist – SMM&E  
Education Program Specialist II – SMM&E  
Education Program Supervisors  
Public Schools District Supervisors  
Private School Focal Person  
All Program Holders  
Division ITO

Subject : WRITESHOP AND SYSTEM ENHANCEMENT ACTIVITIES FOR QAME,  
MEA-PIR, AND ONLINE APPLICATION SYSTEM (OAS) OF DEPED  
ROXI

Date : July 4, 2025

In reference to Regional Memorandum QAD-2025-040 entitled “Writeshop and System Enhancement Activities for QAME, MEA-PIR, and Online Application System of DepEd ROXI, this Office informs the above-mentioned personnel the conduct of various activities in support of DepEd ROXI ongoing innovation and enhancement efforts. These activities are intended to:

- develop a handbook for Quality Assurance, Monitoring, and Evaluation;
- develop the User’s Manual for the Enhanced MEA-PIR Online System;
- develop an instructional video for the Enhanced MEA-PIR Online System;
- enhance the M&E Handbook to Version 3.0
- enhance the OAS User’s Manual to Version 3.0; and
- further enhance the Online Application System of DepEd Region XI.

Travel and incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

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.

Attached is the Regional Memorandum QAD-2025-040.

For information, guidance, and compliance for all concerned.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: JUL 04 2025 TIME: 2:37 PM  
BY: [Signature]

For and in the absence of the  
Schools Division Superintendent:

[Signature]  
**PETER JASON C. SENARILLOS**  
SEPS – SMN  
Officer-In-Charge



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION



June 30, 2025

REGIONAL MEMORANDUM  
QAD-2025-040

**WRITESHOP AND SYSTEM ENHANCEMENT ACTIVITIES FOR QAME, MEA-PIR,  
AND ONLINE APPLICATION SYSTEM (OAS) OF DEPED ROXI**

To: Assistant Regional Director  
Schools Division Superintendents of  
Davao de Oro, Digos City, and Panabo City  
Chief Education Supervisor-QAD  
ICT Unit Head

1. This Office, through the Quality Assurance Division, announces the conduct of various activities in support of its ongoing innovation and enhancement efforts. These activities are intended to:
  - a. develop a handbook for Quality Assurance, Monitoring, and Evaluation;
  - b. develop the User's Manual for the Enhanced MEA-PIR Online System;
  - c. develop an instructional video for the Enhanced MEA-PIR Online System;
  - d. enhance the M&E Handbook to Version 3.0
  - e. enhance the OAS User's Manual to Version 3.0; and
  - f. further enhance the Online Application System of DepEd Region XI.
2. Travel and incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
3. Concerned participants who will render services during Saturday, Sunday and Holidays shall be granted Compensatory Overtime Credits (COC).
4. Enclosed are the activity matrix and participants for the series of activities.
5. For information, guidance and compliance of all concerned.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
Director IV

ROQ5/ddl

1st copy  
Time 01, 2025  
625121257



Address: F. Torres St., Davao City (8000)  
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Republic of the Philippines  
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Enclosure 1

ACTIVITY MATRIX

ACTIVITY	DATES	PERSONS INVOLVED	MODALITY
<b>A. Writeshop on the following:</b> 1. Quality Assurance, Monitoring and Evaluation (QAME) Handbook 2. Monitoring and Evaluation (M&E) Handbook v2.0 3. User's Manual of the Enhanced MEA-PIR Online System; and 4. User's Manual of the Online Application System of DepEd Region XI v3.0 <b>B. Development of Enhanced MEA-PIR Online System Instructional Video</b> <b>C. Continuous Enhancement of the Online Application System of DepEd Region XI</b>	June 21-28, 30, July 1& 2 2025  July 7-13, 2025	Writers QAD chief TWG	Blended  Blended and In Person  <b>Venue:</b> DepEd ROXI Durian Hall
Presentation and Critiquing of the following outputs: QAME Handbook; M&E Handbook v2.0; Users' Manual of MEA-PIR Online System and OAS	July 18, 2025	QAD M&E Personnel PAU Top Management	Blended
Finalization of the following: QAME Handbook; M&E Handbook v2.0; Users' Manual of MEA-PIR Online System and OAS	July 24-25, 2025	Writers QAD chief TWG	In person  <b>Venue:</b> DepEd ROXI Durian Hall
Printing of the following: 1. QAME Handbook; 2. Monitoring and Evaluation (M&E) Handbook v2.0; 3. User's Manual of the Enhanced MEA-PIR Online System; and 4. User's Manual of the Online Application System of DepEd Region XI v3.0	July 28-31, 2025	Printing press/ service provider	





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Orientation on the new versions of the following: QAME Handbook; Monitoring and Evaluation (M&E) Handbook v2.0; User's Manual of the Enhanced MEA-PIR Online System; and User's Manual of the Online Application System of DepEd Region XI v3.0	August 5, 2025	QAD Personnel Speakers	Virtual
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**Enclosure 2**

**PROGRAM MANAGEMENT TEAM AND PARTICIPANTS**

<b>EXECUTIVE COMMITTEE</b>		
<b>Name</b>	<b>Position</b>	<b>Office</b>
Allan G. Farnazo	Regional Director	ORD
Rebonfamil R. Baguio	Asst. Regional Director	OARD
Cristy C. Epe	Schools Division Superintendent	ORD
Jenielito S. Atillo	Chief Education Supervisor	QAD

<b>DEVELOPERS</b>			
<b>Name</b>	<b>System</b>	<b>Position</b>	<b>Office</b>
Pocholo C. Hernandez	OAS of DepEd ROXI and Enhanced MEA-PIR	Unit Head	ICTU
Stephen R. Pascual	OAS of DepEd ROXI	DITO	SDO Digos City

<b>WRITERS</b>		
<b>QAME and M&amp;E Handbook</b>		
<b>Name</b>	<b>Position</b>	<b>Office</b>
Brenda S. Belonio	Education Program Supervisor	QAD
Liezel C. Padua	Public Schools District Supervisor	SDO Mati City
<b>OAS of DepEd ROXI</b>		
Darly D. Lamentac	Education Program Supervisor	QAD
Eleser D. Mateo	Public Schools District Supervisor	SDO Digos City
Marnelyjane A. Bernal	Senior Education Program Specialist (SMME Unit)	SDO Davao de Oro
Ronmar V. Jayoma	Senior Education Program Specialist (SMME Unit)	SDO Panabo City
<b>Enhanced MEA-PIR Online System</b>		
Darly D. Lamentac	Education Program Supervisor	QAD

<b>INSTRUCTIONAL VIDEO DEVELOPER</b>		
<b>MEA-PIR Online System</b>		
<b>Name</b>	<b>Position</b>	<b>Office</b>
Marisol Presores	CMT I	QAD





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FACILITATORS AND STAFF		
Name	Position	Office
Alfeo B. Ingay	Education Program Supervisor	QAD
Ma Cristina B. Dionisio	Education Program Supervisor	QAD
Rubilyn Dee R. Ampong	Education Program Supervisor	QAD
Puriflor M. Limjuco	Administrative Aide III	QAD
Aaron G. Cubelo	Administrative Assistant I	QAD

EDITORS		
Name	Position	Office
Gemima V. Galang	Unit Head	PAU
Jenielito S. Atillo	Chief Education Supervisor	QAD

PARTICIPANTS DURING ORIENTATION	
<b>A. Regional Office</b>	
Regional Director	ORD
Asst Regional Director	OARD
Chief Education Supervisors	All FDs
Education Program Supervisors	All FDs
Program Owners	All FDs
M&E Focal Persons	All FDs
Cash Section Personnel	Cash Section
Records Section Personnel	Records Section
Finance Division Personnel (In charge of releasing the Order of Payment)	Finance Division
QAD Personnel	QAD
ICTU Personnel	ICTU
<b>B. Schools Division Offices</b>	
Schools Division Superintendent	OSDS
Asst Schools Division Superintendent	OASDS
SGOD Chief Education Supervisors	SGOD
CID Chief Education Supervisors	CID
Education Program Supervisors	All FDs
Public Schools District Supervisors	
Program Owners	All FDs
SEPS and EPS II of SMME Unit	All FDs
Private School Focal Persons	SGOD/CID
Public School Focal Persons	SGOD/CID
Division ITO of Digos City	SDO Digos City