

# Department of Education

DIGOS CITY DIVISION

### Office of the Schools Division Superintendent

### **DIVISION MEMORANDUM**

SGOD-2025- 484

To

Chief Education Supervisors (CID&SGOD)

Public Schools District Supervisors Education Program Supervisors

School Management Monitoring and Evaluation Unit Personnel

Human Resource Development Unit Personnel

Division Program Holders Concerned Division Personnel

School Heads

Subject:

CONDUCT OF QUALITY ASSURANCE, MONITORING AND

EVALUATION (QAME) ON LEVELS 1,2,3 AND 4 OF THE LEARNING/PROFESSIONAL AND DEVELOPMENT (L/PD)

PROGRAMS IN REGION XI

Date

October 21, 2025

In reference to Regional Memorandum QAD-2025-061 entitled "Conduct of Quality Assurance, Monitoring and Evaluation (QAME) on Levels 1,2,3 and 4 of the Learning/Professional and Development (L/PD) Programs in Region XI", the Quality Assurance Division will conduct a Quality Assurance, Monitoring and Evaluation (QAME) on the Kirk Patrick's Levels 3 and 4 of the Learning/Professional and Development (L/PD) Programs in the Schools Division Office on **November 17-21, 2025**.

The activity aims to:

- a. conduct QAME Level 3 and Level 4 evaluations to selected PD/L&D programs implemented 6 months, 1 year or more years ago;
- b. assess the sustained application of learned skills (Level 3) and their measurable impact on organizational outcomes (Level 4);
- c. utilize follow-up monitoring, data analysis, and stakeholder feedback to generate actionable recommendations for continuous improvement and longterm effectiveness; and
- d. monitor the conduct of QAME Levels 1&2, implementation and utilization of Monitoring and Evaluation results during the conduct of the following L/PD programs in the region:
  - 1. Academic Recovery and Accessible Learning (ARAL) Program;
- 2. Training of School Leaders on the Implementation of the Revised K to 10 Curriculum Implementation;
  - 3. Dynamic Learning Program
  - 4. Khan Academy; and
  - 5. Catch-Up Programs



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### Office of the Schools Division Superintendent

Attached are the Self-Assessment Tool, and QAME Levels 3 and 4 Tools to be used during the conduct of the activity.

Division QAME Composition on the Conduct of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs:

Office	Personnel	Who will be QAMED
	Schools Division Superintendent	
Schools Division	Asst. Schools Division Superintendent	A. SDO Program
	Chief Education Supervisors of CID & SGOD	Holders:
Office	School Management Monitoring & Evaluation Unit Personnel	-SGOD -OSDS
	Human Resource Development Unit Personnel	B. Schools
	Education Program Supervisors	
	Program Holders	
Validation of QAME Results in		
Level 3 and Level 4, if needed. This will be randomly selected.	Participants during the conduct of the L/PD program and participated in QAME Levels 1 and 2.	WAP implementers

Schedules of the activity on the Conduct of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs:

Composition	Date	Office/Personnel to be QAMEd for Level 3 and Level 4
SDO Monitoring Team	October 20, 2025 to	-Program Owners in
	November 14, 2025	CID, SGOD, & OSDS
Lead Offices: SGOD-		
SMM&E Unit Personnel		-Schools (personnel with
& SGOD-HRD Unit		approved WAP)
Personnel		1
All Regional Office	November 17-21, 2025	All SDOs: CID, SGOD, &
Monitoring Team	11070111501 17 21, 2020	OSDS
		-Program Holders
Lead Office: QAD		0



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### Office of the Schools Division Superintendent

Travel, meals, and other incidental expenses relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance of all concerned.

For and in the absence of the Schools Division Superintendent:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

MELONDS SELTION

SGOD/rom



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# Department of Education

DAVAO REGION



October 6, 2025

REGIONAL MEMORANDUM QAD-2025-061

CONDUCT OF QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)
ON LEVELS 1, 2, 3 AND 4 OF THE LEARNING/PROFESSIONAL
AND DEVELOPMENT (L/PD) PROGRAMS IN REGION XI

To: Assistant Regional Director Schools Division Superintendents CES of QAD, HRDD, CLMD, PPRD and FTAD

- 1. In line with the implementation of Quality Assurance, Monitoring and Evaluation (QAME), this Office through the Quality Assurance Division, will conduct a Quality Assurance, Monitoring and Evaluation (QAME) on the Kirk Patrick's Levels 3 and 4 of the Learning/Professional and Development (L/PD) Programs in Region XI's Schools Division Offices on November 17-21, 2025.
- 2. The activity aims to:
  - a. conduct QAME Level 3 and Level 4 evaluations to selected PD/L&D programs implemented 6 months, 1 year or more years ago;
  - b. assess the sustained application of learned skills (Level 3) and their measurable impact on organizational outcomes (Level 4); and
  - c. utilize follow-up monitoring, data analysis, and stakeholder feedback to generate actionable recommendations for continuous improvement and long-term effectiveness.
  - d. monitor the conduct of QAME Levels 1&2, implementation and utilization of Monitoring and Evaluation results during the conduct of the following L/PD programs in the region:
    - 1. Academic Recovery and Accessible Learning (ARAL) Program;
    - 2. Training of School Leaders on the Implementation of the Revised K to 10 Curriculum Implementation;
    - 3. Dynamic Learning Program;
    - 4. Khan Academy; and
    - 5. Catch-Up Programs
- 3. The Regional QAME Composition, Technical Working Group, list of P/L&D Programs to be QAMEd, and schedules of the activity are in the enclosures.
- 4. An orientation on the Conduct of QAME Levels 3 and 4, and Self-Assessment will be done on October 17. 2025 via https://tinyurl.com/QAME-L3-L4-orientation2025 at 8:30A.M. to 12:00 noon.







# Department of Education

DAVAO REGION

- 5. Attached are the Self-Assessment Tool, and QAME Levels 3 and 4 Tools to be used during the conduct of the activity.
- 6. Travel, meals, and other incidental expenses relative to the conduct of the activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- 7. For information, dissemination and compliance.

DEPARTMENT OF EDUCATION ROL

PECONDS SECTION

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**Enclosure 1:** Regional QAME Composition on the Conduct of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs of Region XI.

Office	Personnel	Who will be QAMEd	
Regional Office			
Chair:	Allan G. Farnazo Director IV	Schools Division Offices	
Vice-Chairpersons:	Rebonfamil R. Baguio Asst. Regional Director Jenielito S. Atillo	-Program Owners in RO	
	CES, QAD	- 11 SDOs	
Members:	CES, HRDD	- Schools (for validation)	
	CES, CLMD		
	CES, FTAD		
	QAD EPSs/QAME Associates		
	HRDD L/PD Focal Person		
	EPSs in HRDD, CLMD, FTAD		
	Program Owners		
Schools Division Of	ice		
Schools Division Office	Schools Division Superintendent	A. SDO Program Owners: -CID	
	Asst. Schools Division Superintendent	-GOD -OSDS	
	CESs of CIDs and SGODs		
	SGOD-SMME Unit Personnel	B. Schools	
	SGOD-HRD Unit Personnel		
	Education Program		
	Supervisors Program Owners		
Validation of QAME Results in Level 3 and Level 4, if needed. This will be	Participants during the conduct of the L/PD program and participated	WAP implementers	
randomly selected	m gaine Levels 1 & 2.		







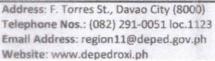
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Enclosure 2: Technical Working Group (TWG) on the Conduct of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs of Region XI.

	Technical Worl	king Group	
TWG/Committee	Personnel In- Charge	Terms of Reference	Expected Outputs
QAME Monitoring Team	Regional Office Team SDO Team	-monitor and evaluate program and WAP implementation of the L/PD programs in the region and utilization of QAME results; -assess the sustained application of learned skills (Level 3) and their measurable impact on organizational outcomes (Level 4); and -provide technical assistance in achieving Strategic Objectives in QAME.	Accomplished QAME Tools: QAME Level 3, Level 4, and Self Assessment  For SDO QAME Focal Person: -consolidated results for QAME Level 3, Level 4 and Self Assessment using the standard template provided by QAD
Tabulators of QAME Results  Documentation Committee	Brenda S. Belonio, EdD EPS/RXI QAME Focal Person Liezel C. Padua PSDS, Mati City	L4 accomplished tools and self-assessment tools -interpret and analyze the data including recommendationsEnsure approval of consolidated QAME L3 &	Region X consolidated results with interpretation, analysis and recommendations for policy formulation, implementation and review technical assistance; and innovations for continual improvement vis à-vis strategic objectives and goals of QAME in the region.
QAME Facilitators during the Monitoring on the conduct of	All SDO QAME focal persons and all HRD SEPS	assigned Regional QAME Team and program owners	









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DAVAO REGION

QAME Levels 18:2, implementation and utilization	related concerns of the activity -Facilitate the conduct of the activity
of QAME results; and the conduct of QAME Levels	
3&4 to the selected L/PD programs	

**Enclosure 3. Schedules of the activity** on the Conduct of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs of Region XI.

Composition	Dates	Office/Personnel to be QAMEd for Level 3 and Level 4
SDO Monitoring Team	October 20-22, 2025	Program Owners in CID, SGOD, OSDS
Lead Offices: SGOD- SMME Unit Personnel & SGOD-HRD Unit Personnel	October 23 to November 14, 2025	Schools (personnel with approved WAP)
Regional Office Monitoring Team: QAD	November 17, 2025	RO program owners in HRDD, CLMD, ESSD, PPRD
All Regional Office Monitoring Team Lead Office: QAD	November 17-21, 2025	All SDOs: CID, SGOD, OSDS - Program Owners









# Department of Education DAVAO REGION

### Enclosure 4: List of P/L&D Programs to be QAMEd:

L/PD PROGRAMS	Program Owners		
	RO FD	SDO FD	
HOTS-PLPs in English, Mathematics and Science	CLMD	CID	
ABC+- Instructional Leadership Training (ILT) in Strengthening Learning Conditions for Early Literacy Instruction	CLMD	CID	
Early Language, Literacy and Numeracy (ELLN)	CLMD	CID	
Instructional Leadership Program for District and	HRDD	SGOD-	
Division Supervisors		HRD Unit	
School Heads Development Program- Foundation Course (SHDP)	HRDD	SGOD- HRD Unit	
Curriculum Enhancement - all learning areas	CLMD	CID	
Regionwide Rollout Training on Early Language Literacy and Numeracy (ELLN) Focusing on the Science of Reading Including Strategies in Teaching Beginning Reading (kindergarten to Grade 3 Teachers and School Heads)	CLMD	CID	
Regional Training on Program Management Information System (PMIS) for the school-level PMIS Pilot Testing	PPRD	SGOD- Planning & Research	
Impact Assessment Training for Personnel	PPRD	SGOD- Planning & Research	
Regional Training on Child Protection-Based Research	ESSD & PPRD	SGOD- School Health and Planning & Research	
Regional Training of Trainers (RTOT) on the	HRDD	CID,	
MATATAG Curriculum (Kindergarten, Grades 1, 4 & 7)	CLMD	SGOD- HRD Unit	
Conduct of Regional CapB on Understanding Learners with Disabilities (LWDs)	CLMD	CID	
Regional CapB on Special Needs Education (SNED) for Receiving Teacher on Visual Impairment	CLMD	CID	
Indigenous People's Education (IPEd) Component of the MATATAG Curriculum Regional Training of Trainers (RTOT)	CLMD	CID	
Induction Program for the Newly Hired and Promoted Personnel	HRDD	SGOD- HRD Unit	
Regional Upskilling of English Teachers in Language Instructions	CLMD	CID	
Regional Intensive Training-Workshop on PMIS for School-Level Scale-Up Implementation	PPRD	SGOD- Planning & Research	









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Rollout on Adolescent Job Aid 2.0 Skills Enhancement Training (ASET)	ESSD	SGOD- School Health
Conduct of Batch 3 Training and Assessment on Trainers Methodology Level 1 (TM 1) for SHS TVL and JHS-SPTVE Teachers	CLMD HRDD	CID SGOD- HRD Unit
Training and Assessment on Trainers Methodology Level 1 (TM1) for SHS TVL and JHS -SPTVE Teachers	CLMD HRDD	CID SGOD- HRD Unit
OK sa DepEd Plus Research-Based	ESSD PPRD	SGOD- School Health
Regional Training of Division Core Team Trainers on Design, Development and QA of School-Based PD Programs	HRDD	SGOD- HRD Unit
Regional TOT on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment	HRDD	SGOD- HRD Unit
Scholarship Programs	HRDD	SGOD- HRD Unit
Division initiated L/PD Programs Division ini Programs	tiated L/PD	CID, SGOD, OSDS







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# Region XI Monitoring and Evaluation of WAP Implementation at Level 3 (Self-Assessment)

WAP Monitoring Tool across governance levels (Region/Division/District/School)

For Participants of L/PD:

Data Privacy Statement

Welcome! Thank you for taking part in this Quality Assurance, Monitoring, and Evaluation (QAME)
Level 3 survey. The Department of Education (DepEd) values your privacy and is committed to protecting your
personal information in accordance with the Data Privacy Act of 2012 (RA 10173).

Your responses will help us assess how the training you attended is being applied in your work and will serve as valuable input for improving DepEd programs, projects, and activities. By continuing with this form, you consent to DepEd, through the Quality Assurance Division, collecting, processing, and storing your responses strictly for lawful and activity-related purposes. Rest assured that your information will not be shared with third parties without your permission.

By completing and submitting this form, you confirm that you understand and agree to this statement.

Participant Information:

Name:	Schools Division Office:	
Position/Designation:	District:	
No. of years in the service:	School:	

L/PD Program Details:

Title of the approved L/PD Program to be monitored and evaluated:	
L/PD Program Recognition No.	
Date of L/PD Recognition:	
Schedule of L/PD Program conducted in the region/division/school:	
Total No. of participants attended: (all attendees are required to come up with their respective WAPs as part of the program output)	Male: Female: Total:

### PART I. Implementation Status

Please indicate the status of implementation for each stage by ticking/checking the description.

Store	Description			
Stage	Completed	On-going	Not Started	
Planning				
Resource Preparation				
Execution of Activities				
Monitoring and Adjustment				
Reporting				



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### Part II. Quality of Implementation

Rate each indicator as 4, 3, 2, and 1 how you applied the listed practices during WAP implementation.

Indicator				
	4	3	2	1
Alignment of objectives and activities				
Coordination and Teamwork				
Timeliness of deliverables				
Overall effectiveness				

### Part III. Effectiveness and Impact

A. Indicator	4	3	2	1
Level of WAP Implementation Results				
Collaboration in WAP Implementation				
Results are provided with evidence				

### B. Application of Learnings

1.	Provide examples of how WAF learnings have been applied in your school/district/ division/region.
2.	List any tools, techniques, or strategies adopted.
3.	Identify positive outcomes and significant learnings from WAP implementation.

4. How will these influence your role as an agent of change?







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Part IV. Challenges and Recommendations	
What challenges did you encounter in solutions or policy adjustments do you su	implementing your WAP, and what practica
solutions or policy adjustments ab you su	ggest to improve future implementation>
Thank you for completing this QAME Level 3 S	Self-Assessment tool. Your thoughtful responses will
guide the Department of Education (DepEd)-R.	XI in strengthening the quality and effectiveness of its
	Rest assured that all information provided will rquality assurance, monitoring, evaluation, planning,
policy formulation and recommendations, and	
Monitored by:	
Date:	
	Date:







## Department of Education

**DAVAO REGION** 

# Region XI Monitoring and Evaluation of WAP Implementation at Level 4 (Phase I)

WAP Monitoring Tool across governance levels (Region/Division/District/School)

#### **Data Privacy Statement:**

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Your responses will help us assess how the training you attended is being applied in your work and will serve as valuable input for improving DepEd programs, projects, and activities. By continuing with this form, you consent to DepEd, through the Quality Assurance Division, collecting, processing, and storing your responses strictly for lawful and activity-related purposes. Rest assured that your information will not be shared with third parties without your permission.

By completing and submitting this form, you confirm that you understand and agree to this statement.

#### Monitor's Information:

Name:	Schools Division Office:	
Position/Designation:	District:	
No. of years in the service:	School:	

#### L/PD Program Details:

Title of the approved L/PD Program to be monitored and evaluated:	
L/PD Program Recognition No.	
Date of L/PD Recognition:	
Schedule of L/PD Program conducted in the region/division/school:	
Total No. of participants attended:	Male: Female:
(all attendees are required to come up with their respective WAPs as part of the program output)	Total:

#### **WAP Implementation Progress Tracking**

Indicate the current stage of WAP implementation among participants, specifying the **number of WAPs monitored** and their corresponding implementation status.

- No. of Participants/WAPs Monitored for QAME Level 4:
- Date of Monitoring:

#### **WAP Monitoring Rating Guide**

Score of Rating	Equivalent/Description	Indicator
4	Fully Implemented & Functional	completely achieved, with evidence of consistent application, functional outputs, and alignment to program objectives







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3	Implemented but with minor gaps	mostly achieved, but with small lapses, gaps in documentation, or minor inconsistencies
2	Partially Implemented	incompletely achieved, with significant delays, missing elements, or low evidence of application
1	Not Implemented	no evidence of implementation or is not yet started

#### Level 4: Results and Outcomes

This phase evaluates the outcomes and organizational impact of WAP implementation. Indicators capture whether results are tracked, validated, reported, and used to improve practice and sustain gains. Your task is to confirm how well evidence of WAP impact—such as learner improvement, organizational efficiency, and stakeholder feedback—is documented, shared, and integrated into future planning and policies.

#### A. Monitoring and Evaluation (M&E) Phase

Indicator	4	3	2	1
WAP outcomes and organizational impact (e.g. strategic objectives, organizational outcomes) evaluated using learner performance data, teacher/individual/team metrics, and efficiency measures				
Evidence of organizational gains (e.g., productivity, efficiency, learner achievement) consolidated and presented in school/division/regional reports				
Improvements in individual/team/learner performance documented with quantitative and qualitative evidence				
Good practices and challenges documented, disseminated, and used for replication or adoption/corrective action				
Comparative analysis of pre- and post-WAP performance data conducted to demonstrate measurable improvement and inform planning				
Recognition/incentives provided to exemplary implementers based on validated outcomes/impact				
Lessons learned integrated into plans (REDP/DEDP/SIP/AIP), monitoring & evaluation (MEA-PIR), and policy recommendations for shaping next WAP cycle				
Follow-up support (coaching/mentoring/technical assistance) provided in response to evaluation findings				
Sustainability measures institutionalized by embedding WAP practices in policies, plans, M&E, and national/regional/division issuances				
Stakeholder feedback (teachers, learners, parents, school heads, partners) collected, analyzed, and used as inputs for policy recommendations.				

Link for the evidence/MOVs on M&E Phase:

What are the challenges/issues encountered in the M&E Phase?







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#### B. Evaluation and Lessons Learned from WAP Implementation

This section captures the qualitative side of monitoring. Your task is to document the challenges, issues, and concerns encountered during WAP implementation, as well as the good practices that can be replicated. You are also expected to note lessons learned and recommend practical solutions or policy actions that will strengthen future WAP implementation. The goal is not only to check compliance but to provide insights for continuous improvement and sustainability.

1.	What practical solutions or policy recommendations do you suggest to address the challenges you observed?
2.	What key lessons can be drawn from WAP implementation that should be sustained or improved in future cycles?
3.	Are you ready to proceed Phase 2 of Level 4 on research study for sustainability of the WAP implementation, continual improvement of the program, or impact study/research?
	Yes No
Depar Learni remaii	you for completing this QAME Level 4 tool. Your thoughtful responses will guide the tment of Education (DepEd)-RXI in strengthening the quality and effectiveness of its ing/Professional Development Programs. Rest assured that all information provided will a confidential and will be used solely for quality assurance, monitoring, evaluation, planning, formulation and recommendations, and continuous improvement purposes.
	Conformed: Date:







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# Region XI Monitoring and Evaluation of WAP Implementation at Level 3

WAP Monitoring Tool across governance levels (Region/Division/District/School)

### Data Privacy Statement:

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By completing and submitting this form, you confirm that you understand and agree to this statement.

#### Monitor's Information:

Name:	Schools Division Office:	
Position/Designation:	District:	
No. of years in the service:	School:	

### L/PD Program Details:

Title of the approved L/PD Program to be monitored and evaluated:	
L/PD Program Recognition No.	
Date of L/PD Recognition:	
Schedule of L/PD Program conducted in the region/division/school:	
Total No. of participants attended:	Male: Female:
(all attendees are required to come up with their respective WAPs as part of the program output)	Total:

#### **WAP Implementation Progress Tracking**

Indicate the current stage of WAP implementation among participants, specifying the number of WAPs monitored and their corresponding implementation status.

- Date of Monitoring:

**WAP Monitoring Rating Guide** 

Score of Rating	Equivalent/Description	Indicator
4	Fully Implemented & Functional	completely achieved, with evidence of consistent application, functional outputs, and alignment to program objectives







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3	Implemented but with minor gaps	mostly achieved, but with small lapses, gaps in documentation, or minor inconsistencies
2	Partially Implemented	incompletely achieved, with significant delays, missing elements, or low evidence of application
1	Not Implemented	no evidence of implementation or is not yet started

#### **Pre-Implementation Readiness**

This phase focuses on readiness. The indicators check if the necessary preparations have been completed. Your task is to validate whether all pre-implementation requirements are in place to ensure smooth execution of WAP activities.

Indicator	4	3	2	1
WAPs from participants are checked and accounted for to ensure that all participants have submitted the required WAP, and that these are aligned with program goals.				
Orientation/briefing conducted, and participants demonstrate understanding of guidelines				
Guidelines, timelines, deliverables distributed and acknowledged by participants				
Resources and tools prepared, complete, and tested before roll-out				
WAP monitoring dashboard set up, tested, and accessible to intended users				

Link f	or the	evidence	MOVe on	Preparatory	Phoce.
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What are the challenges/issues encountered in the preparatory phase?

### **Execution of WAP Activities**

This phase monitors the actual execution of WAP activities. Indicators here capture whether activities are delivered on schedule, aligned with guidelines, supported by coaching or coordination, mentoring, and responsive to challenges. Your task is to confirm if WAP implementation is happening as planned and with timely adjustments where needed.

Indicator	4	3	2	1
WAP activities implemented on schedule and within set timeline				
WAP activities follow approved guidelines, timelines, and deliverables				
Coaching/progress check-ins conducted regularly, and feedback documented and acted upon.				
Implementation challenges documented and resolved within cycle				
Coordination with region/division/school heads maintained and agreements documented.		6 _		
WAP shows integration of learning from training.				

Link for the evidence/MOVs on Implementation Phase:

What are the challenges/issues encountered in the Implementation Phase?



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Level 3 - Application	Level	3 -	Ap	plica	tion
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This phase focuses on the application of WAP learnings in real practice. Indicators check whether teachers, staff, or program implementers are consistently applying WAP strategies in classrooms, learner support, or leadership tasks. Your task is to validate the **extent of application**—not just whether activities occurred, but whether their use is observable, consistent, and aligned with intended outcomes.

Indicator	4	3	2	1
WAP activity completion rate verified against classroom/workplace practice		200		
Participants' compliance monitored, technical assistance provided, and results matched with outputs				
Monitoring reports include documentation of observed WAP applications (teaching, learning, program)				
Corrective actions, recommendations, and follow-up visits confirm improvements				
Consolidated accomplishment reports highlight strategies applied with sample evidence				
Training participant demonstrates targeted competencies from training				
WAP has satisfactorily achieved its objectives				
Application shows early evidence of learner/school/organizational improvement				

#### Link for the evidence/MOVs on Application Phase:

What specific challenges	or issues	did you	observe du	uring WAP	implementation	(e.g.
resources, participation,	timelines	, suppor	t)?			

Recommendation/s for continual improvement:

Thank you for completing this QAME Level 3 tool. Your thoughtful responses will guide the Department of Education (DepEd)-RXI in strengthening the quality and effectiveness of its Learning/Professional Development Programs. Rest assured that all information provided will remain confidential and will be used solely for quality assurance, monitoring, evaluation, planning, policy formulation and recommendations, and continuous improvement purposes.

Monitored by:	
Date:	Conformed:
	Date:



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