



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2026- 098

To : Chief Education Supervisors - SGOD  
Senior Education Program Specialist – SMM&E  
Education Program Specialist II – SMM&E  
Education Program Specialist II – HRD  
Division Program Holders

Subject : QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)  
ACTIVITIES FOR FISCAL YEAR 2026

Date : February 18, 2026

1. Pursuant to DO 009, s. 2021 "Institutionalization of the Quality Management System in the Department of Education and Regional Memorandum 079, s. 2019 (Policy on the Implementation of Quality Assurance, Technical Assistance, Monitoring and Evaluation, and Utilization of Results in the Region," the following are the activities on Quality Assurance, Monitoring and Evaluation (QAME) for Learning and Development (L&D) Programs:

ACTIVITY	DATE	MODALITY	PERSONNEL INVOLVED
Virtual Conference of the RO Monitoring Team on the Conduct of QAME Levels 3 and 4 of the L/PD Programs in Region XI	Feb 10, 2026	Online	RO Monitoring Teams
Submission of the 2025 QAME Accomplishment Report signed by the SDS	Feb. 16, 2026	Online	SDO QAME Focal Person
Conduct of QAME Levels 3 and 4 of the L/PD programs in Region XI	Feb 18-29 & March 2-6, 9-10, 2026	In-Person	RO & SDO Monitoring Teams
Submission on the QAME Results for Level 3 and 4 per monitoring team	on or before March 13, 2026	Online	RO Monitoring Teams
Submission of the "Plan on the Utilization of QAME Results" for QAME Levels 3 & 4	April 13, 2026	Online	RO and SDOs Program Owners
Submission of the "Monitoring on the Utilization of QAME Results" for QAME Levels 3 & 4	April 30, 2026	Online	RO and SDOs Program Owners
Submission of the Plans and Activities using the template on "Plan on the Utilization of QAME Results" on the Utilization of QAME Results for FY 2025 and Adoption of Recommendations for Continual Improvement of the L/PD Programs	on or before March 20, 2026	Online	RO FDs



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Submission of the Monitoring Report on the Utilization of QAME Results using "Monitoring on the Utilization of QAME Results" template	on or before April 8, 2026	Online	RO FDs
Planning on the conduct of the 2026 QAME Mid-Year Conference	June 12, 2026	Online	RO FDs & SDOs
Submission of SDO Consolidated Mid-Year QAME Reports, FY 2026	June 30, 2026	Online	SDO QAME Focal Person
2026 QAME Mid-Year Conference	July 7, 2026	Online	RO FDs and SDOs
Post Conference: 2026 QAME Mid-Year Conference	July 14, 2026	Online	RO FDs and SDOs
CapB on Data Interpretation and Analysis for QAME Levels 3 & 4 cum Conduct of Research on the Sustainability of the L&D Programs at Level 4 of the Kirkpatrick's Level of Evaluation	Aug. 4-7, 2026	In-Person	RO FDs & SDOs *QAD & PPRD
Conduct of QAME Levels 3&4 of the L&D Programs in RO FDs & SDOs and Monitoring on the Utilization of QAME Results	September 7-11, 2026	In-Person	RO FDs & SDOs
Planning on the conduct of the 2026 QAME Year-End Conference	Nov. 26, 2026	Online	RO FDs & SDOs
Submission of SDO Consolidated Year-End QAME Reports, FY 2026	December 10, 2026	Online	RO FDs & SDOs
2026 QAME Year-End Conference	December 15, 2026	Online	RO FDs & SDOs
Post Conference: 2026 QAME Year-End Conference	December 18, 2026	Online	RO FDs & SDOs

2. Objectives of the activity:

- conduct monitoring on the status of QAME implementation across governance levels and utilization of QAME results for continual improvement of the L&D programs;
- profile and account QAME levels of evaluation of the PD/L&D Program's implementation in the region;
- 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;
- capacitate QAME Associates and program owners in conducting research for sustainability of QAME Level 4 L/PD programs in the region;
- account and present SDOs QAME quarterly accomplishments for the L&D Programs (physical & financial) of FY 2026 with analyses and interpretation;
- discuss and address gaps, issues, and concerns on QAME implementation for the L&D programs; and



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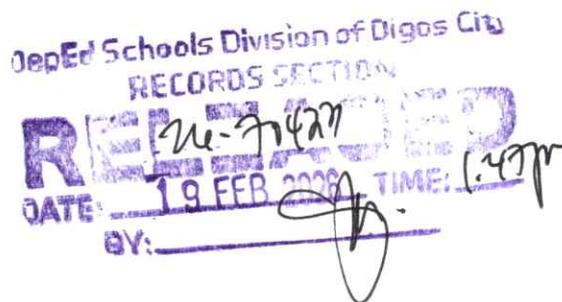
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- ensure the interfacing of QAD with RO FDs, and L&D service providers and SDOs on the implementation of QAME in the region and harmonization of the L&D and QAME processes.
3. For information, guidance, and compliance.

*Melanie E. Estacio*  
**MELANIE E. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent *Melanie E. Estacio*



Enclosed: As stated.  
SGOD/rom



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Republic of the Philippines  
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January 30, 2026

REGIONAL MEMORANDUM  
 QAD-2026-006

**QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) ACTIVITIES  
 FOR FISCAL YEAR 2026**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of RO Functional Divisions

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	DATE/S	MODALITY / LINK	PERSONNEL INVOLVED
Virtual Conference of the RO Monitoring Team on the Conduct of QAME Levels 3 and 4 of the L/PD Programs in Region XI	February 10, 2026	MS Teams	RO Monitoring Teams
Submission of the 2025 QAME Accomplishment Report signed by the SDS	February 16, 2026	<a href="https://tinyurl.com/QAME13L4rreport">https://tinyurl.com/QAME13L4rreport</a>	SDO QAME Focal Person
<b>Conduct of QAME Levels 3 and 4 of the L/PD Programs in Region XI</b> <i>Reference: RM-QAD-2026-003 "Amendment to RM-QAD-2025-069: Schedules of the Regional Monitoring Team Members on the Conduct of QAME Levels 3&amp;4 of the Learning and Development (L/PD) Programs in Region XI"</i>	February 18-20 & March 2-6, 9-10, 2026	In-person	RO & SDO Monitoring Teams
Submission on the QAME results for Level 3 & Level 4 per monitoring team of the "Conduct of QAME Levels 3 and 4 of the L/PD Programs in Region XI"	on or before March 13, 2026	Online: <a href="https://tinyurl.com/QAME13L4rreport">https://tinyurl.com/QAME13L4rreport</a>	RO Monitoring Teams
Submission of the "Plan on the Utilization of QAME Results" for QAME Levels 3&4	April 13, 2026	<a href="https://tinyurl.com/QAME13L4UTILZTN-Plan.m&amp;c">https://tinyurl.com/QAME13L4UTILZTN-Plan.m&amp;c</a>	RO & SDOs Program Owners
Submission of the "Monitoring on the Utilization of QAME Results" for QAME Levels 3&4	April 30, 2026		
Submission of the Plans and Activities using the template on "Plan on the	on or before	<a href="https://tinyurl.com/QAME2025r">https://tinyurl.com/QAME2025r</a>	RO FDs



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Submission of the Plans and Activities using the template on "Plan on the Utilization of QAME Results" on the Utilization of QAME Results for FY 2025 and Adoption of Recommendations for Continual Improvement of the L/PD Programs <i>Reference: RM-QAD-2026-005 "Utilization of QAME Results for FY 2025 and Adoption of Recommendations for Continual Improvement of the L/PD Programs"</i>	on or before March 20, 2026	<a href="https://tinyurl.com/QAME2025reports-UTILZTN-plan-M&amp;E">https://tinyurl.com/QAME2025reports-UTILZTN-plan-M&amp;E</a>	RO FDs
Submission of the Monitoring Report on the Utilization of QAME Results using "Monitoring on the Utilization of QAME Results" template	on or before April 8, 2026	<a href="https://tinyurl.com/QAME2025reports-UTILZTN-plan-M&amp;E">https://tinyurl.com/QAME2025reports-UTILZTN-plan-M&amp;E</a>	ROFDs
Planning on the Conduct of the 2026 QAME Mid-Year Conference	June 12, 2026	MS Teams	ROFDs & SDOs
Submission of SDO Consolidated Mid-Year QAME Reports, FY 2026	June 30, 2026	<a href="https://tinyurl.com/QAME2025consoreportsFY2026">https://tinyurl.com/QAME2025consoreportsFY2026</a>	SDOs QAME Focal Person
2026 QAME Mid-Year Conference	July 7, 2026	MS Teams	ROFDs & SDOs
Post Conference: 2026 QAME Mid-Year Conference	July 14, 2026	MS Teams	ROFDs & SDOs
CapB on Data Interpretation and Analysis for QAME Levels 3&4 Cum Conduct of Research on the Sustainability of the L&D Programs at Level 4 of the Kirkpatrick's Level of Evaluation	August 4-7, 2026	In-person	ROFDs & SDOs  *QAD & PPRD
Conduct of QAME Levels 3&4 of the L&D Programs in ROFDs & SDOs and Monitoring on the Utilization of QAME Results	September 7-11, 2026	In-person	ROFDs & SDOs
Planning on the Conduct of the 2026 QAME Year-End Conference	November 26, 2026	MS Teams	ROFDs & SDOs
Submission of SDO Consolidated Year-End QAME Reports, FY 2026	December 10, 2026	MS Teams	ROFDs & SDOs
2026 QAME Year-End Conference	December 15, 2026	MS Teams	ROFDs & SDOs
Post Conference: 2026 QAME Year-End Conference	December 18, 2026	MS Teams	ROFDs & SDOs

2. Objectives of the activities are:

- conduct monitoring on the status of QAME implementation across governance levels and utilization of QAME results for continual improvement of the L&D programs;



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- profile and account QAME levels of evaluation of the PD/L&D Program's implementation in the region;
- Identify the effectiveness of QAME in the delivery of PD/L&D programs;
- recommend policy based on the results of QAME analyses and interpretation of results;
- provide technical assistance to SDOs on the implementation of QAME for L&D programs;
- capacitate QAME Associates and program owners in conducting research for sustainability of QAME Level 4 L/PD programs in the region;
- account and present ROFDs and SDOs QAME accomplishments for the L&D Programs (physical and financial) of FY 2026 with analyses and interpretation;
- discuss and address gaps, issues and concerns on QAME implementation for the L&D programs; and
- ensure the interfacing of QAD with ROFDs, L&D service providers and SDOs on the implementation of QAME in the region, and harmonization of the L&D and QAME processes.

3. 2025 & 2026 QAME Accomplishment Reports Templates (1) Plan on the Utilization of QAME Results and (2) Monitoring on the Utilization of QAME Results are in Enclosures 1, 2 and 3. **Revision/Modification/Alteration of these templates are strictly prohibited.**

4. Virtual links for the QAME Activities, matrix for mid-year and year-end presentation of accomplishments, Working Committees and guidelines are in Enclosures 4, 5 and 6.

5. The Composition of the Monitoring Teams, tools on the Conduct of QAME Levels 3 and 4 of the L&D Programs in ROFDs and SDOs and Monitoring Schedules on the Utilization of QAME Results will be announced in a separate memorandum.

6. SDO QAME Accomplishment Reports shall be **approved by the SDS.**

7. SDO QAME accomplishment reports shall:

- 7.1. utilize the official templates;
- 7.2. be utilized in presenting the Mid-Year and Year-End accomplishments; and
- 7.3. be submitted in the designated links only stipulated in item no.1 under the modality/link column.

modality/link column.

8. For information, guidance and compliance

DEPARTMENT OF EDUCATION ROQ

RECORDS SECTION

**RELEASED**

By: Feb. 10, 2024

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**ALLAN G. FARNAZO**  
 Director IV

ROQ4/bsb



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RM QAD-2026-00 Enclosure 1. Template on QAME Accomplishment Report, FY \_\_\_\_:  
**Fiscal Year \_\_\_\_\_ Accomplishment Report**

**I. INTRODUCTION**

**II. ACCOMPLISHMENTS**

**QAME Kirkpatrick Evaluation Level 1**

**Table 1: QAME Results on Program Management, Attainment of Objectives, Delivery of Content, and Learning Materials, FY 2025**

Competency and Indicators	Quarterly Rating				Average Rating
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
<b>Program Management Based on the Training Matrix</b>					
<ul style="list-style-type: none"> <li>• training program was delivered as planned</li> <li>• managed efficiently</li> <li>• well-structured</li> </ul>					
<b>Attainment of Objectives</b>					
<ul style="list-style-type: none"> <li>• Program objectives were clearly presented</li> <li>• Program objectives were attained</li> </ul>					
<b>Delivery of Content/Session</b>					
<ul style="list-style-type: none"> <li>• program content was appropriate to trainees' roles and responsibilities</li> <li>• content delivered was based on authoritative and reliable sources</li> <li>• session activities and methodologies were effective in generating learning</li> <li>• adult learning methodologies were used</li> <li>• program followed a logical order/structure</li> <li>• contribution of all trainees was encouraged</li> </ul>					
<b>The Facilitators</b>					
<ul style="list-style-type: none"> <li>• Exhibited mastery of the topic</li> <li>• Expressed ideas clearly</li> <li>• Asked stimulating questions</li> <li>• Processed questions and responses to deepen learning</li> <li>• Was sensitive to the participants' mood</li> <li>• Maintained positive learning environment</li> <li>• Observed proper attire</li> </ul>					
<b>Learning Materials</b>					
<ul style="list-style-type: none"> <li>• appropriate to trainees' needs</li> <li>• adequate</li> <li>• given on time</li> <li>• accessibility of e-learning materials</li> </ul>					

**Interpretation and Analysis:**



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**Table 2: FY 2025 QAME Results on Program Management: Training Venue, Meals, Accommodation and Program Management Team**

Competency and Indicators	Quarterly Rating				Average Rating
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
<b>Program Management and Operation</b>					
<b>A. Training Venue</b>					
<ul style="list-style-type: none"> <li>• well lighted</li> <li>• well-ventilated</li> <li>• sufficient space for program activities</li> <li>• adequate soundproofing</li> <li>• availability of equipment</li> <li>• serviceability of equipment</li> <li>• internet access was usable</li> <li>• clean session hall/s</li> <li>• accessible comfort rooms</li> <li>• clean comfort rooms</li> </ul>					
<b>B. Food/Meals</b>					
<ul style="list-style-type: none"> <li>• satisfactory quality</li> <li>• sufficient quantity</li> <li>• generally healthy</li> <li>• sufficient variety</li> </ul>					
<b>C. Accommodation</b>					
<ul style="list-style-type: none"> <li>• With sufficient space</li> <li>• Comfortable bed</li> <li>• Clean facilities were in good working order</li> </ul>					
<b>D. Program Management Team</b>					
<ul style="list-style-type: none"> <li>• present when needed</li> <li>• courteous</li> <li>• efficient</li> <li>• responsive to the needs of trainees</li> </ul>					

**Interpretation and Analysis:**

**Table 3: Summary of the QAME Rating in Level 1, FY 2025**

SUMMARY OF QAME RATING (OVERALL SATISFACTION RATING)					
COMPETENCY	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Average
<b>Program Management Based on the Training Matrix</b>					
Attainment of Objectives					
Delivery of Content/Session					
The Facilitators.					
Learning Materials					
<b>Program Management and Operation</b>					
(Training Venue)					
(Food/Meals)	( )	( )	( )	( )	( )
(Accommodation)	( )	( )	( )	( )	( )
(Program Management Team)	( )	( )	( )	( )	( )
<b>Overall Satisfaction Rating</b>					



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**Interpretation and Analysis:**

**QAME Kirkpatrick Evaluation Level 2**

**Table 4: List of L/PD Programs Conducted by the Regional Office for FY 2025 with the Pretest Mean Score, Post Test Mean Score, and the Mean Gain Scores**

Title of the L/PD Program	Program Owner	Pretest Mean Score	Posttest Mean Score	Mean Gain

**Interpretation and Analysis:**

**Table 4.1: List of L/PD Programs with SIGNIFICANT MEAN GAIN results based on QAME Level 2 conducted in FY 2025**

Title of the L/PD Program	Program Owner	Pretest Mean Score	Posttest Mean Score	Mean Gain

**Interpretation and Analysis:**



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**Table 4.2: List of L/PD Programs with LEAST/NOT SIGNIFICANT MEAN GAIN results based on QAME Level 2 conducted in FY 2025**

Title of the L/PD Program	Program Owner	Pretest Mean Score	Posttest Mean Score	Mean Gain

**Interpretation and Analysis:**

**Table 5: Physical Gain and Accomplishments versus Financial Allocation and Utilization of the L/PD Programs in FY 2025**

Title of the L/PD Program	Program Owner	QAME Level 1 <i>(overall rating based on QAME Form 3)</i>	QAME Level 2 <i>(Mean gain)</i>	Utilized Budget

**Interpretation and Analysis:**



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**QAME Kirkpatrick Evaluation Level 3**

**Table 6: List of L/PD Programs with on-going implementation on QAME Level 3**

Title of the L/PD Programs	Program Owner	Status

**Interpretation and Analysis:**

**QAME Kirkpatrick Evaluation Level 4**

**Table 7: List of L/PD Programs at QAME Level 4**

Title of the L/PD Programs	Program Owner	Status

**Interpretation and Analysis:**

**III. CONCLUSIONS ON QAME LEVELS 1-4 RESULTS:**



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**IV. RECOMMENDATIONS FOR CONTINUAL IMPROVEMENT ON THE IMPLEMENTATION OF THE L/PD PROGRAMS:**

Prepared by:

\_\_\_\_\_  
SDO QAME Focal Person

Reviewed by:

\_\_\_\_\_  
CES, SGOD

Recommending Approval:

\_\_\_\_\_  
ASDS, SDO

Approved:

\_\_\_\_\_  
SDS, SDO



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RM QAD-2026-00 Enclosure 2

**PLAN ON THE UTILIZATION OF QAME RESULTS**

Title of L/PD Program: \_\_\_\_\_

Inclusive Date/s: \_\_\_\_\_

Program Manager: \_\_\_\_\_

Learning Manager: \_\_\_\_\_

QAME RESULTS THAT NEED ACTION FOR CONTINUAL IMPROVEMENT <i>(Feedback from the participants, major observations/findings, critical incidents, comments/suggestions for program improvement, recommendations, and On-Site Monitoring)</i>	ACTION					RESPONSIBLE PERSON/OFFICE
	PLAN OF ACTION <i>(response to the feedback by the program manager/ learning manager )</i>	METHODOLOGY <i>(strategy to conduct the activity)</i>	EXPECTED OUTPUT/S	TIME FRAME	BUDGET REQUIREMENT (if necessary)	

Prepared by: \_\_\_\_\_

Program Manager/Learning Manager

Reviewed by: \_\_\_\_\_

QAME In-Charge/Team Leader

Approved: \_\_\_\_\_

RD/SDS



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RM QAD-2026-00 Enclosure 3

**MONITORING ON THE UTILIZATION OF QAME RESULTS**

Title of L/PD Program: \_\_\_\_\_

Inclusive Date/s: \_\_\_\_\_

QAME RESULTS THAT NEED ACTION FOR CONTINUAL IMPROVEMENT <i>(Feedback from the participants, major observations/findings, critical incidents, comments/suggestions for program improvement, recommendations, and On-Site Monitoring)</i>	PLAN OF ACTION			TYPE OF QAME RESULTS		STATUS OF PLAN IMPLEMENTATION				Remarks	
	PLAN OF ACTION <i>(response to the feedback by the program manager/ learning manager )</i>	EXPECTED OUTPUT/S	TIME FRAME	NEW	RECURRING	closed	On-going	recurring	for Action		Effect on the implementation of the plan of action

Prepared by: \_\_\_\_\_  
 Program Manager/Learning Manager

Reviewed by: \_\_\_\_\_  
 QAME In-Charge/Team Leader

Approved: \_\_\_\_\_  
 CES of QAD/SGOD



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**RM QAD-2026-00 Enclosure 4. VIRTUAL Links for QAME Activities:**

ACTIVITY	DATE/S	Activity Link	PERSONNEL INVOLVED
Virtual Conference of the RO Monitoring Team on the Conduct of QAME Levels 3 and 4 of the L/PD Programs in Region XI	February 10, 2026	<a href="https://tinyurl.com/QAME_L3-4conROMT">https://tinyurl.com/QAME_L3-4conROMT</a>	RO QAME Levels 3&4 Monitoring Teams
Planning on the Conduct of the 2026 QAME Mid-Year Conference	June 12, 2026	<a href="https://tinyurl.com/QAME_midPlan2026">https://tinyurl.com/QAME_midPlan2026</a>	ROFDs & SDOs
2026 QAME Mid-Year Conference	July 7, 2026	<a href="https://tinyurl.com/QAME_midCON2026">https://tinyurl.com/QAME_midCON2026</a>	ROFDs & SDOs
Post Conference: 2026 QAME Mid-Year Conference	July 14, 2026	<a href="https://tinyurl.com/QAME_postCON2026">https://tinyurl.com/QAME_postCON2026</a>	ROFDs & SDOs
Planning on the Conduct of the 2026 QAME Year-End Conference	November 26, 2026	<a href="https://tinyurl.com/QAME_year-endPlan2026">https://tinyurl.com/QAME_year-endPlan2026</a>	ROFDs & SDOs
2026 QAME Year-End Conference	December 15, 2026	<a href="https://tinyurl.com/QAME_year-endCON2026">https://tinyurl.com/QAME_year-endCON2026</a>	ROFDs & SDOs
Post Conference: 2026 QAME Year-End Conference	December 18, 2026	<a href="https://tinyurl.com/QAME_postCON2026">https://tinyurl.com/QAME_postCON2026</a>	ROFDs & SDOs

**RM QAD-2026-00 Enclosure 5. Order of Presentation and Class assignment (Break-out Rooms), Process Observers, and Guidelines/Mechanics in the Presentation of Mid-Year and Year-End Reports of Accomplishment**

<b>CLASS A</b>			
Facilitator: Brenda S. Belonio, EdD 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 L1-L4 Accomplishments</b>		
9:00-10:00	Digos City	<b>Sollie B. Oliver</b> CES, SGOD	Brenda S. Belonio, EdD EPS, QAD/QAME Associate
10:05-10:15	Health Break		
10:15-11:15	Davao Oriental	<b>Ernesto C. Cabanes</b> CES, SGOD	Brenda S. Belonio, EdD EPS, QAD
11:20A.M.	<b>Part III. Plenary Time</b>		



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<b>CLASS B</b>			
Facilitator: Darily D. Lamentac 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 L1-L4 Accomplishments</b>		
9:00-10:00	Davao City	<b>Maria Luz Tan</b> CES, SGOD	Nelma Lyn Barnija, EdD CES, HRDD
10:05-10:15	Health Break		
10:15-11:15	Davao De Oro	<b>Ruben Reponte</b> CES, SGOD	Darily D. Lamentac EPS, QAD/QAME Associate
11:20-12:00	Tagum City	<b>Josefina B. Palaca</b> CES, SGOD	Darily D. Lamentac EPS, QAD/QAME Associate
12:00-1:00	Health Break		
1:00-1:20PM	Tagum City	<b>Josefina B. Palaca</b> CES, SGOD	Darily D. Lamentac EPS, QAD/QAME Associate
1:30PM	<b>Part III. Plenary time</b>		

<b>CLASS C</b>			
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 L1-L4 Accomplishments</b>		
9:00-10:00	Davao Del Norte	<b>Janette G. Veloso</b> ASDS & Concurrent OIC, SGOD	Rubilyn Dee R. Ampong EPSs, QAD/QAME Associate
10:05-10:15	Health Break		
10:15-11:15	IGACOS	<b>Jay Nang</b> CES, SGOD	Rubilyn Dee R. Ampong EPSs, QAD/QAME Associate
11:20-11:20:00	Panabo City	<b>Ailene Anonuevo</b> CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
12:00-1:00	Health Break		
1:00-1:20PM	Panabo City	<b>Ailene Anonuevo</b> CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
1:30PM	<b>Part III. Plenary Time</b>		



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<b>CLASS D</b>			
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 L1-L4 Accomplishments</b>		
9:00-10:00	Davao Del Sur	<b>Rita Rellanos</b> CES, SGOD	Glen L. Villonez, EdD EPS, HRDD/L&D Focal Person
10:05-10:15	Health Break		
10:15-11:15	Mati City	<b>Jorlie Uy</b> CES, SGOD	Alfeo B. Ingay, EdD EPS, QAD/QAME Associate
11:20-12:00	Davao Occidental	<b>Jesus Q. Lascuña</b> CES, SGOD	Maria Cristina B. Dionisio EPS, QAD/QAME Associate
12:00-1:00	Health Break		
1:00-1:20PM	Davao Occidental	<b>Jesus Q. Lascuña</b> CES, SGOD	Maria Cristina B. Dionisio EPS, QAD/QAME Associate
1:30PM	<b>Part III. Plenary time</b>		

**Mechanics:**

- Time allotment for presentation of QAME Accomplishments is **15-20 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 10 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](mailto:roxiqadbsb@gmail.com) or at QAD Office.
- Corrected QAME Accomplishment reports shall be uploaded in the designated link a day after the Mid-Year/Year-End Conference.



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**RM QAD-2026-00 Enclosure 6: Executive and Working Committees**

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

<b>Committee</b>	<b>Name of Personnel</b>	<b>Terms of Reference</b>	<b>Expected Outputs</b>
<b>Documentation In-charge:</b>	Rubilyn Dee C. Ampong EPS, QAD	Prepares and submits minutes/proceedings of the midyear conference three (3) working days after the conduct of the activity	Approved Minutes/proceedings of the 2026 Midyear & Year-End Conferences
<b>Program and Invitation</b>		*Prepares and design the program and invitation for the activity. *Communicate the invitations to the concerned personnel in the Regional Office and SDOs. * prepares the slide deck for the flow of the program	Printed Program invitation  Program flow of the activity
Chair:	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person		
Co-Chair:	Darly D. Lamentac EPS, QAD		
<b>Certificates and Attendance</b>		*Prepares certificates of participation, certificates of	Signed certificate of participation, certificate of
Chair:	Puriflor M. Limjuco Staff, QAD		



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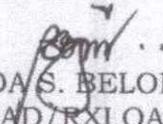
Co-Chair:	Aaron Cubelo Staff, QAD	appearance, certificates of recognition for the Pos working committees *prepares attendance sheets for the in-person attendees and ensure 100% attendance for the virtual participants	appearance, certificate of recognition  Accomplished attendance sheets
<b>IT Management and Online Program Flow Committee:</b>		*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
Chair:	Pocholo Hernandez Head, ICTU		
Members:	ICTU Staff		
<b>Activity Manager</b> <b>Consolidated QAME</b>	Brenda S. Belonio, EdD EPS, QAD/RXI QAME Focal Person	Plans and prepares the program/activity flow, process, POA tools, guidelines and mechanics of the Midyear & Year-end Conferences, and other assessment and monitoring tools  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.  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	*Activity program *Activity matrix *Program/activity flow *Accomplished POA Tools *Mechanics/guidelines on the conduct of the Midyear & Year-End conferences, and quarterly conferences *consolidated QAME Accomplishment reports *SDO Accomplishment Reports



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		QAME Level 3 QAME Level 4  Troubleshoot the problem/s encountered in the QAME implementation both in the Regional Office and SDOs.	
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Prepared by:

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

Noted:

  
JENIELITO S. ATILLO  
Chief, QAD

ROQ4/bsb