



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-756

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 3 AND 4 OF THE
LEARNING/PROFESSIONAL AND DEVELOPMENT (L/PD)
PROGRAMS IN REGION XI

Date : July 16, 2026

In reference to Regional Memorandum QAD-2026-035 entitled "Conduct of Quality Assurance, Monitoring and Evaluation (QAME) on Levels 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 **September 16, 2026**.

The activity aims to:

- conduct QAME Level 3 and Level 4 evaluations to selected PD/L&D programs implemented 6 months, 1 year or more years ago;
- assess the sustained application of learned skills (Level 3) and their measurable impact on organizational outcomes (Level 4);
- utilize follow-up monitoring, data analysis, and stakeholder feedback to generate actionable recommendations for continuous improvement and long-term effectiveness; and

An orientation on the conduct of QAME Levels 3 and 4 via MS Teams with the link: <https://tinyurl.com/QAME-L3-L4-orientation2026> will be done on **July 27, 2026 at 1:00 to 3:00 in the afternoon**.

Link for the QAME Levels 3 and 4 Tool Kit will be given during the orientation on the conduct of the activity.

Program owners of the L&D programs are directed to utilize all QAME results using the Plan on the Utilization of QAME Results and Monitoring on the Utilization of QAME results. The accomplished templates shall be submitted to the QAD on or before **October 23, 2026**.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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DIGOS CITY DIVISION

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

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

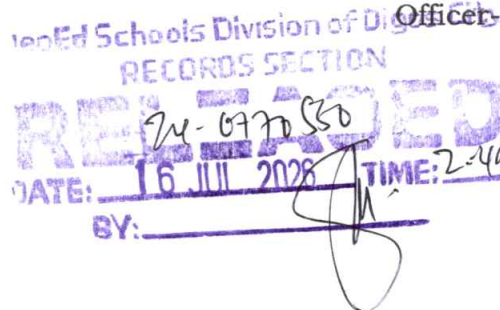
Composition	Date	Office/Personnel to be QAMEd for Level 3 and Level 4
SDO Monitoring Team Lead Offices: SGOD-SMM&E Unit Personnel & SGOD-HRD Unit Personnel	August 3 to September 15, 2026	-Program Owners in CID, SGOD, & OSDS -Schools (personnel with approved WAP)
Regional Office Monitoring Team Lead Office: QAD	September 16, 2026	All SDOs: CID, SGOD, & OSDS -Program Holders

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:

PETER-JASON C. SENARILLOS
SEPS - SMN
Officer-In-Charge



SGOD/rom



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
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July 10, 2026

REGIONAL MEMORANDUM
QAD-2026-035

**CONDUCT OF QUALITY ASSURANCE, MONITORING AND EVALUATION
(QAME) ON LEVELS 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, PTRD, ESSD 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 **September 14-18 & 21, 2026**.
2. The activity aims to:
 - a. conduct QAME Level 3 and Level 4 evaluations to 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.
3. The Regional QAME Composition, Schedules of the Activity, Technical Working Group with its Terms of Reference and the Expected Outputs, and templates for the consolidated report, accomplishment report, Plan on the Utilization of QAME Results", and "Monitoring on the Utilization of QAME results are in the herein enclosures.
4. An Orientation on the Conduct of QAME Levels 3 and 4 via MS Teams with the link: <https://tinyurl.com/QAME-L3-L4-orientation2026> will be done on **July 27, 2026** at 1:00 to 3:00 in the afternoon.
5. Link for the QAME Levels 3-4 Tool Kit will be given during the Orientation on the conduct of the activity.
6. Division QAME Team shall conduct QAME Levels 3 & 4 starting July 30 to August 31, 2026 and submit the **consolidated and accomplishment Reports on or before September 8, 2026** to this Office, attn: Quality Assurance Division (QAD). The QAD is tasked to validate the aforementioned report.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Republic of the Philippines
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DAVAO REGION

7. Regional Monitoring Team's QAME accomplishment reports shall be submitted **on or before September 25, 2026** to Brenda S. Belonio, EdD, RXI, QAME focal person through <https://tinyurl.com/QAME13L4report2026>.
8. The consolidation of results, interpretation, analysis and evaluation of QAME results shall be done by the QAME tabulators, names of which are stipulated in the enclosure 3 at the Durian Hall, F. Torres St., Davao City on **September 29-30, 2026**.
9. QAME Results on Levels 3 and 4 shall be reported to the top management, Chief Education Supervisors of RO FDs and program owners during QMS Management Review or ProgCom.
10. Program owners of the L&D programs are strictly directed to utilize all QAME results using the attached standard templates: *Plan on the Utilization of QAME Results*, and *Monitoring on the Utilization of QAME results*. The accomplished templates shall be submitted to the QAD **on or before October 23, 2026**. Moreover, Technical Assistance Plan on L/PD Program shall be designed by FTAD in collaboration with the HRDD for continual improvement of RO functional divisions and SDOs.
11. 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.
12. For information, dissemination and strict compliance.

MARIA INES C. ASUNCION
Director IV

DEPARTMENT OF EDUCATION RO
RECORDS SECTION

RELEASED

ROQ3/bsb

By: _____
Date: _____ Time: July 14, 2026



Republic of the Philippines
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DAVAO REGION

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:	Maria Ines C. Asuncion Director IV	Schools Division Offices -Program Owners in RO FDs; - 11 SDOs -Schools(for validation)
Vice-Chairpersons:	Rebonfamil R. Baguio Asst. Regional Director	
	Jenielito S. Atillo CES, QAD	
Members:	Nelma Lyn R. Barnija CES, HRDD	
	Mary Jeanne B. Aldeguer CES, CLMD	
	Aris B. Juanillo CES, FTAD	
	Warlito E. Hua CES, ESSD	
	Cherry Ann D. Into CES, PPRD	
	Roy T. Enriquez CAO, AD	
	Loradel L. Baricaua CAO, FD	
	QAD EPSs/QAME Associates	
	HRDD L/PD Focal Person and Specialists	
	All RO EPSs, Program Owners in ESSD, PPRD, AD, and FD	
Schools Division Office		
Schools Division Office	Schools Division Superintendent	A. SDO Program Owners: -CID -GOD -OSDS
	Asst. Schools Division Superintendent	
	CESs of CIDs and SGODs	
	SGOD-SMME Unit Personnel	
	SGOD-HRD Unit Personnel	B. Schools
	Education Program Supervisors	
	Program Owners	
	SDO Budget Officer/ Accountant	
Validation of QAME Results in Level 3 and Level 4. This will be randomly selected	Participants during the conduct of the L/PD program and participated in QAME Levels 1 & 2.	WAP implementers



Republic of the Philippines
Department of Education

DAVAO REGION

Enclosure 2: Schedules and the Assigned Regional Monitoring Team of the QAME activity

DATE	SDO	L&D MONITORS FOR L3 & L4 OF THE KIRK PATRICK'S LEVEL OF EVALUATION
September 14, 2026	Davao City	All Regional Monitoring Teams
September 15, 2026	Davao Del Sur	Brenda S. Belonio & Rubilyn Dee R. Ampong, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
	IGACOS	Darly Lamentac, Ma. Cristina B. Dionisio, & Alfeo B. Ingay CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
September 16, 2026	Digos City	Brenda S. Belonio, Rubilyn Dee R. Ampong, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
	Panabo City	Darly Lamentac, Ma. Cristina B. Dionisio, Alfeo B. Ingay CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
September 17, 2026	Davao Occidental	Brenda S. Belonio, Rubilyn Dee R. Ampong, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
	Davao Del Norte	Darly Lamentac, Ma. Cristina B. Dionisio, Alfeo B. Ingay CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
September 18, 2026	Tagum City	Brenda S. Belonio, Rubilyn Dee R. Ampong, Ma. Cristina B. Dionisio, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
	Davao De Oro	Darly Lamentac, Alfeo B. Ingay, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
September 21, 2026	Mati City	Brenda S. Belonio, Rubilyn Dee R. Ampong, Ma. Cristina B. Dionisio, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
	Davao Oriental	Darly Lamentac, Alfeo B. Ingay, CLMD EPSs, HRDD, FD & FTAD Personnel, and concerned program owners in ESSD, PPRD, AD, and ORD personnel
Note: Chief Education Supervisors of QAD, HRDD, CLMD, ESSD, FTAD and PPRD, and Chief Administrative Officers of FD and AD can join any of the aforementioned schedules.		



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 3: 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 Working Group			
<i>TWG/Committee</i>	<i>Personnel In-Charge</i>	<i>Terms of Reference</i>	<i>Expected Outputs</i>
QAME Monitoring Team	Regional Office 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 and concerned KPIs of the programs	Accomplished QAME Tools: QAME Level 3, Level 4, and Self Assessment
	SDO Team		For SDO SMME-Unit & QAME Focal Person: 1. Consolidated results for QAME Level 3, Level 4 and Self Assessment, Plan on the Utilization of QAME Results", and "Monitoring on the Utilization of QAME results using the standard template provided by QAD. 2. Conducted QAME Levels 3 and 4 at the SDO Level prior schedules of the Regional QAME Team. 3. submitted all outputs to the Regional Office on or before the scheduled date.
Tabulators of QAME Results	Brenda S. Belonio, EdD EPS/RXI QAME Focal Person	-Consolidate QAME L3 & L4 accomplished tools and self-assessment tools	Region XI consolidated results with interpretation, analysis and recommendations for policy formulation, implementation and review; technical
Documentation Committee	Liezel C. Padua	-interpret and analyze the data including recommendations.	



Republic of the Philippines
Department of Education
 DAVAO REGION

	PSDS, Mati City Marny C. Bulac ITO, Mati City	-Ensure approval of consolidated QAME L3 & L4 QAME results submission to the QAD Chief and Top Management. -Communicate evaluated, interpreted and analyzed QAME results to all FDs for its utilization.	assistance; and innovations for continual improvement vis-à-vis strategic objectives and goals of QAME in the region.
QAME Facilitators during the conduct of QAME Levels 3&4, implementation and utilization of QAME results for continual improvement of the PD/L&D programs	Lead Units: -SMME Unit and HRD Unit -QAME Associates	-Coordinate with the assigned Regional QAME Team and the SDO Top Management, program owners on schedules, and other related concerns of the activity -Facilitate the conduct of the activity -ensure attendance of the concerned program owners -communicate the concerned schools for validation, if necessary For Division Level Conduct of QAME Levels 3&4: -spearhead the conduct of the Division QAME Levels 3&4 prior to the conduct of the Regional QAME Team	ensured compliance in communicating information and attendance of the SDO personnel concerned. Systematic and orderly conduct of the activity. -Conducted Division QAME for Levels 3&4 -accomplished QAME Levels 3&4 tools -consolidated QAME reports -check and balance on the implementation of the L&D programs' physical accomplishments versus financial accomplishments; and -Identified L&D Programs at Levels 3 and 4



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 4. Template for the Accomplishment Report of QAME Levels 1-4 per L&D/PD of the Kirk Patrick's Levels of Evaluation in Learning/Professional and Development (L/PD) Programs in Region XI

**Quality Assurance Monitoring and Evaluation (QAME)
LEVELS 1-4 ACCOMPLISHMENT**

I. Introduction

(Rationale of the L&D Program attended and the implementation of the approved WAP, and other related literature)

II. Accomplishments:

Short introduction

QAME Kirkpatrick Evaluation Level 1:

- *presentation of data, interpretation evaluation and analysis of results*
- *Refer to QAME Form 3 (Regional Level)/QAME Form 2 (Division Level) provided by the QAME Associate In-Charge during the conduct of the training/L&D program*

QAME Kirkpatrick Evaluation Level 2:

- *presentation of data, interpretation and analysis of results*
- *compare and analyze the gain of accomplishments:*
-**physical** -the pretest to posttest significant level of results versus the **financial** budget/disbursed funds in the conduct of the L&D activity.

QAME Kirkpatrick Evaluation Level 3:

- *presentation of data, interpretation, evaluation and analysis of results based on the QAME Level 3 Tool and the Self-Assessment Tool*
- *outputs change of behavior of the concerned personnel implementing Level 3*

REMINDERS FOR THE MANDATORY REQUIREMENTS:

- 100% of the participants during the conduct of the training must have submitted the approved WAP/ LAP/ PIP/ Re-Entry Plan
- 100% of the approved WAP/ LAP/ PIP/ Re-Entry Plan were successfully implemented and completed.



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Department of Education
DAVAO REGION

QAME Kirkpatrick Evaluation Level 4:

- Categorized into 2 phases:

PHASE 1: Results of Performance achieving 100% Strategic Objectives (SO), and Key Performance Indicators based on REDP/DEDP and the National targets of the concerned Programs.

PHASE 2: Conduct of Research for the sustainability of the good practices, lessons learned during the implementation of the approved WAP/LAP/Re-Entry Plan/PIP for continual improvement, and the impact of the program towards learning outcomes and proficiency of personnel.

Important Note: QAME Associate will identify the category of the concerned QAME results to be processed: QAME Level 4: Phase 1 or QAME Level 4: Phase 2

- presentation of data, interpretation, evaluation and analysis of results based on the QAME Level 4 Tool
- connect the evaluation and analysis to the overall evaluation of the L&D program attended, implementation of the WAP and the objectives of the program to its outcomes and impact in achieving strategic objectives and KPIs based on the planned targets stipulated in the REDP/DEDP.

III. Recommendations

SALIENT POINTS:

- Utilization of QAME results to concerned program owners
- Policy recommendations, implementation, and review
- Continual improvement

Prepared by: _____
QAME Focal Person/QAME Associate

Reviewed by: _____
SGOD Chief

Recommending Approval : _____
Asst. Schools Division Superintendent

Approved: _____
Schools Division Superintendent



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DAVAO REGION

MONITORING ON THE UTILIZATION OF QAME RESULTS

Title of L/PD Program: _____

Inclusive Date / s: _____

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

Prepared by: _____

Program Manager / Learning Manager

Reviewed by: _____

QAME In-Charge/Team Leader

Approved: _____

CES of QAD/SGOD

Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph



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DAVAO REGION

PLAN ON THE UTILIZATION OF GAME RESULTS

Title of L/PD Program:

Inclusive Date/s:

Program Manager: _____

Learning Manager:

[illegible]

Prepared by:

Program Manager/Learning Manager

Reviewed by:

QAME In-Charge/Team Leader

Approved:

R/D/SDS