



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
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Date: 21 NOV 2022 9:34 AM
By: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022-122

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisors, Curriculum Implementation Division
Education Program Supervisor, School Governance and Operations Division
Public Schools District Supervisors
School Heads Concerned

Subject: CAPACITY BUILDING ON BASIC EDUCATION MONITORING AND
EVALUATION FRAMEWORK (BEMEF) IMPLEMENTATION, CRAFTING OF
M&E PLANS, AND LAUNCHING OF THE RXI MEA-PIR ONLINE SYSTEM

Date: November 18, 2022

1. Pursuant to Regional Memorandum QAD-2022-037, the Regional Office through the Quality Assurance Division (QAD) will conduct a **Capacity Building on DepEd Order No. 29, s. 2022: "Adoption on Basic Education Monitoring and Evaluation Framework (BEMEF)" Implementation, Crafting of M&E Plans, and Launching of the Region XI Monitoring, Evaluation and Adjustment (MEA)-Program Implementation Review (PIR) Online System** in-person at The Ritz Hotel at Garden Oases, Brgy. 15-B Poblacion, Porras Street, Bo. Obrero, Davao City on December 1-3, 2022.
2. The activity matrix, list of participants, speakers/trainers/facilitators and members of the technical working group are in the herein enclosures.
3. Each participant is required to confirm his/her attendance through this link: **tinyurl.com/CapBEMEFregistration** on **November 18-23, 2022** only.
4. The Schools Division Office is directed to conduct this capacity building on BEMEF to all the SDO program owners, heads of offices, and other M&E personnel up to the school level starting January 2023, which shall be monitored and provided technical assistance by the QAD.
5. One (1) day Compensatory Time Off (CTO) for the services rendered on December 3, 2022, Saturday, shall be granted to the Program Management Team and participants of this activity, and another CTO for the services rendered by the TWG, Developers and writers on the specified dates and activities, depending on the number of days rendered.



6. Meals, training venue and accommodation of the participants shall be charged against PRP downloaded funds while travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. It is also emphasized that while in the activity, the personnel shall observe and follow the minimum health protocols wherever they may be in accordance with the IATF and DOH rules and guidelines, while the equal opportunity principle must always be upheld.
8. Immediate dissemination of and strict compliance to this memorandum are directed.

ALLAN G. FARNAZO

Director IV and Concurrent Schools
Division Superintendent

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

*Enclosures: As stated
SMME/afl*



**LIST OF PARTICIPANTS TO THE
CAPACITY BUILDING ON BASIC EDUCATION MONITORING AND EVALUATION
FRAMEWORK (BEMEF) IMPLEMENTATION, CRAFTING OF M&E PLANS,
AND LAUNCHING OF THE RXI MEA-PIR ONLINE SYSTEM**

NAME	POSITION	DATE/S OF ATTENDANCE
Rebecca C. Sagot	ASDS	December 1, 2022
Arnel F. Labasan	SEPS-SMME	December 1-3, 2022
Danilo Jr. Q. Lumayno (<i>TWG member</i>)	EPS II-SMME	November 30; December 1-3, 2022





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

QAD-2022-037

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of RO FDs

Subject: CAPACITY BUILDING ON BASIC EDUCATION MONITORING AND
EVALUATION FRAMEWORK (BEMEF) IMPLEMENTATION, CRAFTING OF
M&E PLANS, AND LAUNCHING OF THE RXI MEA-PIR ONLINE SYSTEM

Date : November 11, 2022

1. This Regional Office through the Quality Assurance Division will conduct a **Capacity Building on DepEd Order No. 29, s. 2022: "Adoption on Basic Education Monitoring and Evaluation Framework (BEMEF)" Implementation, Crafting of M&E Plans, and Launching of the Region XI Monitoring, Evaluation and Adjustment (MEA)-Program Implementation Review (PIR) Online System** in-person at The Ritz Hotel at Garden Oases, Brgy. 15-B Poblacion, Porras Street, Bo. Obrero, Davao City on December 1-3, 2022.
2. This **face to face activity** aims to:
 - orient RO and SDO selected M&E personnel on DepEd Order No. 29, s.2022: "Adoption of Basic Education Monitoring and Evaluation Framework";
 - disseminate the MEA-PIR process of Region XI;
 - familiarize with the theory of Change, as a process in crafting the M&E plans;
 - develop M&E plans consistent with DepEd policies; and
 - launch the RXI MEA-PIR Online System.
3. The activity matrix, list of participants, speakers/trainers/facilitators and members of the technical working group are in the herein enclosures;
4. Each participant is required to confirm his/her attendance through this link: **tinyurl.com/CapBEMEFregistration on **November 18-23, 2022 ONLY.****
5. Schools Division Superintendents and Regional Office Functional Division Chiefs are required to attend on December 1, 2022.
6. A planning conference spearheaded by the QAD with the facilitators, Resource Persons, and members of the Technical Working Group (TWG) shall be conducted via



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Google Meet on November 18, 2022 at 2:00 in the afternoon. Meeting link shall be sent through the official DepEd email addresses of the concerned personnel.

7. Schools Division Offices are directed to conduct this capacity building on BEMEF to all the SDO program owners, heads of Offices, and other M&E personnel up to the school level starting January 2023. As program owner, the Quality Assurance Division and in coordination with the concerned SDO, is mandated to monitor and provide technical assistance to the SDO BEMEF capacity building activities.

8. One (1) day Compensatory Time Off (CTO) for the services rendered on December 3, 2022, Saturday, shall be granted to the Program Management Team and participants of this activity, and another Compensatory Time Off (CTO) for the services rendered of the TWG, Developers and writers on the following dates and Activities, depending on the number of days rendered:

Date	Activity	Venue	TWG/Committee
November 19, 2022	*Preparation of the Training Materials and printing handouts *Planning of the Resource Speakers /Learning Facilitators	RO-QAD & Google Meet *Blended)	*Registration & Certificates Com. *Production of Materials Com.
November 26-27, 2022	*Finalization of the MEA-PIR Online System and Preparation for its Launching *Preparation and Planning for the RXI MEA-PIR Process	Eden Nature Park and Resort Davao	MEA-PIR Developers and Writers
November 30, 2022	*Production of the RXI M&E Handbook *Venue, Stage Decoration, and Hauling of materials for the CapB of BEMEF and Launching of RXI MEA-PIR Online System	The Ritz Hotel @ Garden Oasis	*MEA-PIR Developers and Writers *TWG

9. Meals, training venue and accommodation of the participants shall be charged against PRP downloaded Funds while travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination and appropriate action of this Memorandum is earnestly enjoined.

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION
RELEASED

By: 10977
 Date: 2nd. 16. 2022
 Times: 2nd. 16. 2022
ALLAN G. FARNAZO
 Director IV
MARY JEANNE B. ALDEGUER, Ed.D.
 CHIEF EDUCATION SUPERVISOR

ROQ4/bsb



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Enclosure to Regional Memorandum No. QAD-2022-037

Enclosure A: PARTICIPANTS:

Office	Participants	Date of Attendance
Central Office:		
PS-PRD	3	December 1-3, 2022
Regional Office:		
RD	1	
ARD	1	
ROFDs Chiefs	7	December 1, 2022
QAD Chief and Personnel	8	December 1-3, 2022
ROFDMEA-PIR In-Charge	8	December 1-3, 2022
CLMD Program Owners	4	December 1-3, 2022
SDOs:		
SDSs	11	December 1, 2022
M&E Unit Personnel (SMME SEPS & EPS2)	22	December 1-3, 2022
Jose Barba, Jr.- MEA-PIR Developer, Mati City	1	December 1-3, 2022

Enclosure B: RESOURCE SPEAKERS/LEARNING FACILITATORS

Mariel Bayangos, EdD
Chief, PS-PRDD
DepEd Central Office

Brenda S. Belonio, EdD
EPS, QAD/RMEA-PIR Focal Person
Region XI

Evelyn Relon
PDO II, PS-PRDD
DepEd Central Office

Darly D. Lamentac
EPS, QAD
Region XI

Lia Angel Daus
TA, PS-PRDD
DepEd Central Office

Liezel C. Padua
SEPS M&E
Mati City, Region XI

Enclosure C: MEA-PIR DEVELOPERS AND RXI MEA-PIR PROCESS WRITERS

Brenda S. Belonio, EdD
EPS, QAD/RMEA-PIR Focal Person
*RXI MEA System Developer
*Writer, RXI MEA-PIR Process

Liezel C. Padua
SEPS M&E, Mati City
*RXI MEA&PIR System Developer
*Writer, RXI MEA-PIR Process

Jose Barba, Jr.
EPS/QATAME Associate, Mati City
*RXI MEA System Developer

Allan Limbadan
SEPS M&E, Davao Oriental, Region XI
*RXI MEA System Developer





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Enclosure to Regional Memorandum No. QAD-2022-0___

Enclosure D: Executive Committee & Technical Working Group (TWG)

<i>Executive Committee:</i>		
Chair:	Allan G. Farnazo Director IV	
Co-chair:	Marla Ines C. Asuncion, CESO IV Asst. Regional Director	
Program Managers:	Mariel Bayangos, EdD Chief, PS-PRDD DepEd Central Office Jenielito S. Atillo Chief, Quality Assurance Division Region XI	
Members:	Evelyn Relon PDO II, PS-PRDD, DepEd Central Office Lia Angel Daus TA, PS-PRDD, DepEd Central Office Brenda S. Belonio, EdD EPS, QAD/RMEA-PIR Focal Person-Region XI Darly D. Lamentac EPS, QAD-Region XI	
<i>Technical Working Group (TWG)</i>		
Committee	Name of M&E Personnel	Terms of Reference:
IT Management Committee:	<i>Chair:</i> Elvis Ryan J. Millan EPS2 M&E, Davao Occidental <i>Co-chair:</i> Eleser Mateo SEPS SMME, Digos City <i>Members:</i> Ronmar Jayoma EPS2 M&E, Panabo City Danilo Lumayno EPS2 M&E, Davao Del Norte	Provides the direction of the program and prepare the electronic Program Flow of the activity particularly in the opening and closing programs Design and lay-out M&E handbook cover design
Program and Invitation:	Brenda S. Belonio, EdD Darly D. Lamentac EPSS, QAD	*Prepares and design the program and invitation for the activity.



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		*Communicate the invitations to the concerned personnel in the region and Central Office.
Attendance and Registration:	Puriflor M. Limjuco - Staff, QAD Josephine Alaba - Staff, QAD	Ensures 100% of attendance and registration of participants
Production Committee	Brenda S. Belonio, EdD Darly D. Lamentac Maflor J. Dingal, EdD Alfeo B. Ingay, EdD Ma. Cristina B. Dionisio, PhD EPSs, QAD Mary Jane Mejorada EPS, CLMD Puriflor M. Limjuco Josephine Alaba Staffs, QAD Hazel Disabelle Ariene Lubrano SEPSs, SMME	*Prepare all training materials, print and sort all hand-outs/ learning materials, including the printing of certificates of participation, certificate of appearance, certificate of recognition, and Plaques for the speakers from CO and developers of MEA-PIR. *Printing and binding of the RXI M&E Handbook *Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
Training Manager:	Brenda S. Belonio, EdD EPS, QAD	Ensures that the implementation of the program/capacity building of BEMEF and Launching of the RXI MEA-PIR Online System is implemented as planned.
Assessment In-Charge	Liezel C. Padua SEPS M&E, Mati City	Prepares the pre and post assessment of the participants and presents results and analysis at the end of the activity.
Stage Decorations	Darly D. Lamentac-EPS, QAD Puriflor M. Limjuco - Staff, QAD Josephine Alaba - Staff, QAD Mercy Paglinawan EPS2 M&E, Mati City Alan Limbadan SEPS SMME, Davao Oriental	Ensures the readiness of the stage for the activity. It is well decorated and all IT equipment, and other materials needed for the activity are already available.
Monitoring of Outputs and Dashboard:	Resource Speakers/Learning Facilitators	Ensures that all participants have produced and submitted outputs. All outputs should be checked and processed for deeper and better understanding of the topics.
QATAME In-Charge:	Eleser Mateo QATAME Focal Person, Digos City	*Conducts QATAME for the activity, process and analyze results.





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		*Submits daily QATAME results to the PMT and presents the overall results at the end of the activity.
Health and Safety:	Alfeo B. Ingay, EdD Ronnie Mercado EPSs, ROXI Janice G. Gamalong CAO, ASD Hotel Medical team	*ensures health and safety of the participants; *coordinates the medical team of the hotel for the daily health monitoring of the participants
Protocol Officers:	Ma. Cristina B. Dionisio, PhD Alfeo B. Ingay, EdD EPSs, QAD	*guide and assist the CO resource speakers' arrival and departure of the training venue
Emcees:	Febby Kirstin Ibita EPS2 M&E, Tagum City Leah C. Saavedra EPS2 M&E, Davao City	*Sets the tone of the activity. *Provide context and clarity on the flow of the program, and ensure smooth transitions between different segments/part of the program so that it flows smoothly.

Enclosure E: TRAINING MATRIX

INDICATIVE PROGRAM

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
Day 0: November 30, 2022		
	*conference and checking of the venue, food, and accommodation of the participants *Production of the RXI M&E Handbook *Stage Decoration and Hauling of the training materials to the venue *Preparation of the IT Management Team	QAD Personnel MEA-PIR Developers TWG
Day 1: December 1, 2022		
8:30-10:00AM	Opening Ceremonies <ul style="list-style-type: none"> • National Anthem • Invocation • Introduction of participants • Message • Objectives of the Activity • Launching of the RXI M&E -PIR Online System • Presentation of the RXI MEA-PIR Process 	QAD Personnel TWG
1000-1015	<ul style="list-style-type: none"> • Training rules, norms, and requirements • Overview of the activity 	Darly D. Lamentac EPS, QAD
1015-1025	Pre-Test	Liezel C. Padua SEPS M&E, Mati City
1025-1050	Leveling off: Assessment of M&E initiatives/practices	Brenda S. Belonio, EdD EPS, QAD/M&E Focal Person



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Day & Time	Topic/Activity	In-Charge/ Resource Speaker
1030-1200	<ul style="list-style-type: none"> Orientation Proper: Discussion of BEMEF guideline <ul style="list-style-type: none"> o Rationale o Scope of the Policy o Policy Statement Development phases of BEMEF 	Resource Speaker from PS-PRD
1200-1300	<i>Lunch Break</i>	
1300-1430	<ul style="list-style-type: none"> Ice breaker Orientation Proper: Discussion of BEMEF guideline <ul style="list-style-type: none"> o BEMEF and its Performance indicators M&E Mechanics 	Participants Resource Speaker from PS-PRD
1430-1530	<ul style="list-style-type: none"> Orientation Proper: Discussion of BEMEF guideline <ul style="list-style-type: none"> o M&E System per Governance Level o Roles and Responsibilities of Offices 	Brenda S. Belonio, EdD EPS, QAD
1500-1600	<ul style="list-style-type: none"> Presentation of BEMEF guideline Implementation plan (regional level) Presentation of Regional M&E Process 	Resource person/s
1600-1700	Workshop 1: Crafting of Division BEMEF Implementation Plan	Participants Resource person/s
Day 2: December 2, 2022		
0800-0830	MOL and Reminders	
0830-0900	Further clarifications from workshop 1	Participants
0900-1030	Continuation of workshop 1	Resource person/s
1030-1200	Presentation of the Division and RO FD implementation plan (per SDO/FD/program; voluntary) and critiquing	Participants Resource person/s
1200-1300	<i>Lunch Break</i>	
1300-1315	<ul style="list-style-type: none"> Ice breaker/Energizer and Reminders How to craft an M&E Plan 	Participants Resource Person
1315-1530	<ul style="list-style-type: none"> Theory of Change (ToC) with workshop 	Resource person/s
1530-1700	Crafting performance indicators	Brenda S. Belonio, EdD EPS, QAD
1700-1800	Workshop on Crafting Performance Indicators	Liezle P. Padua SEPS, SMME
Day 3: December 3, 2022		
0800-0830	MOL and Reminders	Participants



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Day & Time	Topic/Activity	In-Charge/ Resource Speaker
0830-1200	Workshop in Crafting the M&E Plan	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD
1200-1300	Lunch Break	
1300-1310	Ice breaker/Energizer and Reminders	Participants
1310-1430	Continuation in Crafting the M&E Plan	Participants
1430-1600	Presentation and Critiquing of Outputs	Resource Persons, QAD RQMT
1600-1630	Post-Assessment	Liezel C. Padua SEPS M&E, Mati City Participants
1630-1730	Closing	Participants & RTWG
Day 4: December 4, 2022		
0800-0930	Debriefing and Post Evaluation Activity Departure from the activity venue	-QAD Team participants

Prepared by:


BRENDA S. BELONIO, EdD
EPS, QAD/Training Manager

Noted:


JENIELITO S. ATILLO
Chief
Quality Assurance Division



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