



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-282

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)  
Education Program Supervisor, SGOD  
Education Program Supervisors, CID  
All Others Concerned

Subject: **CONDUCT OF QUALITY ASSURANCE ACTIVITIES**

Date: September 1, 2023

1. Pursuant to Regional Memorandum QAD-2023-059, the Regional Office through the Quality Assurance Division (QAD) announces the conduct of Quality Assurance activities at Durian Hall, DepEd ROXI, F. Torres St., Davao City.
2. The following are the activities, dates, and concerned personnel who shall attend:

ACTIVITIES	DATES	PERSONNEL
Crafting of the RXI M&E Handbook, and Crafting M&E Plans and Tools	September 5-8, 2023	ARNEL F. LABASAN, SEPS DANILO JR. Q. LUMAYNO, EPS II
Capacity Building on M&E Core Processes, RXI M&E Framework and processes; and Launching of DisMEA, SMEA Online System, M&E Handbook, and Enhanced Online Application System of DepEd RXI and its Operations Manual	September 14-17, 2023	ARNEL F. LABAAN, SEPS DANILO JR. Q. LUMAYNO, EPS II
	September 16, 2023	REYNALDO B. MELLORIDA, SDS RAMEL M. PILO, SGOD Chief EDUARD C. AMOGUIS, CID Chief MELANIE O. MANDIN, SEPS

3. All other provisions are in the attached regional memorandum.
4. Travel, accommodation, and incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Following appropriate government agencies, a Compensatory Overtime Credit (COC) for the services rendered during Saturdays, Sundays or Holidays shall be granted to the aforementioned participants corresponding to the number of days they have rendered.
6. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).



Address: **Mankilam, Tagum City, Davao del Norte**  
Telephone Number: **(084) 216 0188**  
Website: **www.depeddavnor.ph** | Facebook: **DepEd Davao del Norte**



7. For information and strict compliance of the concerned.

~~REYNALDO B. MELLORIDA, CESO V~~  
Schools Division Superintendent

Enclosure/s: As stated  
sgod/smme





23-22978

Recd



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**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

QAD-2023-059

To : Assistant Regional Director  
Schools Division Superintendents  
Chief Education Supervisors, Regional Office

Subject: CONDUCT OF QUALITY ASSURANCE ACTIVITIES

Date : August 16, 2023

1. This Regional Office through the Quality Assurance Division announces the conduct of the hereunder activities from **August 28 to September 17, 2023**:

- capacity building on the M&E Core Processes;
- further enhancement of the RO and SDOs MEA-PIR Online System;
- development of DisMEA and SMEA Online and Offline Systems;
- crafting and critiquing of the RXI M&E Handbook, M&E Plans and Tools;
- launching of RXI's M&E Framework and Processes, M&E Handbook and School and District Monitoring, Evaluation and Adjustment (SMEA/DisMEA Online System);
- orientation on the new and modified features of the Online Application System (OAS) of DepEd RXI with M&E context; and
- presentation of the enhanced Online Application System User's Manual.

2. The list of activities, schedule matrix, participants and members of the technical working group are enumerated in the enclosures.

3. All participants are required to confirm their attendance through this link: **[tinyurl.com/QADactivities2023registration](https://tinyurl.com/QADactivities2023registration)** on **August 22-25, 2023 ONLY**.

4. A **planning conference** with the Learning Facilitators, SDO SMME personnel, and TWG spearheaded by the QAD will be conducted via **Google Meet on August 25, 2023 at 10:30 in the morning**. Meeting link shall be sent through participant's official DepEd email address and official group chats.

5. With respect to capacity building, outputs of the same shall be implemented to all SDOs and ROFDs for monitoring and evaluation of PAPs. Regional Office Program owners shall produce and submit the IMPLAN, M&E plan, and M&E Tools at QAD and interface with the SDOs regarding the M&E plan and tools for clear understanding on the competencies and indicators used in the M&E tools. QAD and SDO SMME Unit shall quality assure and ensure that outputs of the CapB are complete and accounted.



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6. As part of the institutionalization of the Learning and Development (L&D) Program's Monitoring and Evaluation, all Schools Division Offices are directed to conduct/rollout the capacity building on Crafting the M&E Plan, IMPLAN of policies, RXI M&E Framework and its handbook, DisMEA and SMEA Online System to all the SDO program owners, Education Program Supervisors, heads of Offices, section/unit heads, PSDSs, school heads, school M&E coordinators, and other M&E personnel up to the school level starting 4<sup>th</sup> Quarter of FY 2023 to 1<sup>st</sup> Quarter of FY 2024 following strictly the training matrix provided by the Quality Assurance Division and the SDO Action Plan output during the Regional capacity building/L&D activity. Schedules of the Division Rollout/CapB shall be coordinated with the QAD. As program owner, the Quality Assurance Division and in coordination with the concerned SDO, is mandated to monitor and provide technical assistance of the rollout. This is to ensure the application of the L&D program to the concerned personnel in the region, and the Level 3, "Behavior- Application", implementation of the Kirk Patrick's level of Evaluation of the L&D program. It is the application of the participants on what they learned during the training/capB.

7. Activity Report regarding this activity shall be submitted to this Regional Office through Quality Assurance Division, **Attention; Brenda S. Belonio, RXI M&E Focal Person, on or before March 29, 2024.** Templates and guide of the Activity report are attached.

8. Following appropriate government policies, a Compensatory Overtime Credit (COC) for the services rendered during Saturdays, Sundays or Holidays shall be granted to the aforementioned participants corresponding to the number of days they have rendered.

9. Travel expenses, board and lodging, and incidental expenses of the M&E personnel, TWG and developers during the activities on August 28 to September 8, 2023 are chargeable against local funds, further, food and accommodation on September 14-17, 2023 activities are chargeable against RO-QAD Funds, while transportation and incidental expenses of the participants on these dates are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination and strict compliance of this Memorandum is earnestly enjoined.

By the Authority of the Regional Director:

*Marilyn B. Madrazo* 8/23/2023  
**MARILYN B. MADRAZO, EdD.** **ALLAN G. FARNAZO**  
 Chief, PPRD Director IV

ROQ4/bsb



Address: F. Torres St., Davao City (ROQ4) **RECORDS SECTION** ISO 9001:2015-Certified  
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**RELEASED**

By: *[Signature]*  
 Date: Aug. 23, 2023





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Enclosure to Regional Memorandum No. QAD-2023-059

**Enclosure A: Series of M&E Activities, Dates, Venue, Learning Facilitators, and Participants**

**ACTIVITY 1. Enhancement of the ROFDs and SDOs MEA-PIR Online System, and the Development of DisMEA and SMEA Online and Offline System**

Date/s	Activity/Details	Persons Involved
August 18-21, 2023	Enhancement of the ROFDs and SDOs MEA-PIR Online System	Brenda S. Belonio, EdD RXI MEA-PIR Focal Person  Liezal C. Padua System Developer
August 22-25, 2023	Development of DisMEA and SMEA Online and Offline System	Brenda S. Belonio, EdD RXI MEA-PIR Focal Person  Liezal C. Padua System Developer
August 28-September 1, 2023	Pilot Testing of the SMEA, DisMEA and DMEA Online and Offline System	RXI MEA-PIR Focal Person, system developer, SMME Unit personnel of Mati City and Davao Oriental, pilot districts and schools of Mati City and Davao Oriental
September 4, 2023	Finalization of the of the MEA-PIR Online and Offline System across governance levels	RXI MEA-PIR Focal Person, QAD Personnel, and system developer
September 8, 2023 1:30PM	Critiquing/Vetting of MEA-PIR Online System Across governance levels via GMeet	QAD Personnel, system developer, MEA-PIR Focal persons In SDOs and ROFDs

**ACTIVITY 2. Critiquing of the RXI M&E Handbook, and Crafting M&E Plans and Tools**

Date and Time	Activity/Details	Persons Involved
September 1-3, 2023	Finalization of the RXI M&E Handbook: a. MEA-PIR b. QAME of the L&D Programs	Brenda S. Belonio, EdD RXI MEA-PIR Focal Person  Liezal C. Padua System Developer



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September 5-6, 2023 Time: 8:00AM-5:00PM	Crafting of M&E Plans based on Policies: ToC @ Durian Hall, DepEd ROXI  LFs: Marnely Jane Albite-Bernal SEPS, SMME-Davao De Oro  Maflora Arcenal SEPS, SMME-Davao City  Liezel C. Padua SEPS, SMME-Mati City  Brenda S. Belonio, EdD Darly D. Lamentac EPSS, QAD	Brenda S. Belonio, EdD RXI M&E & PIR Focal Person  *MEA-PIR In-charge of ROFDs & SDOs = 20 pax  *EPS2 SMME = 11 pax  *RO Program owners = 11 pax (health, Reading, numeracy, research, tech-voc livelihood, computerization program, IpEd, Journalism, science, ALIVE/Madrasah, L&D Program)  QAD Personnel=4 pax  Top management=2 pax  <b>TOTAL = 49 pax</b>
September 7, 2023 Time: 8:00AM-5:00PM	Crafting of M&E Tools based on the M&E Plans @Durian Hall, DepEd ROXI LFs: Marnely Jane Albite-Bernal SEPS, SMME-Davao De Oro  Maflora Arcenal SEPS, SMME-Davao City  Liezel C. Padua SEPS, SMME-Mati City  Brenda S. Belonio, EdD Darly D. Lamentac EPSS, QAD	Brenda S. Belonio, EdD RXI M&E & PIR Focal Person  *MEA-PIR In-charge of ROFDs & SDOs = 20 pax  *EPS2 SMME = 11 pax  *RO Program owners = 11 pax (health, Reading, numeracy, research, tech-voc livelihood, computerization program, IpEd, Journalism, science, ALIVE/Madrasah, L&D Program)  QAD Personnel=4 pax  Top management=2 pax  <b>TOTAL = 49 pax</b>
September 8, 2023 Time: 8:00AM-5:00PM	Finalization of the M&E Tools of PAPs  LFs: Marnely Jane Albite-Bernal SEPS, SMME-Davao De Oro  Maflora Arcenal SEPS, SMME-Davao City  Liezel C. Padua SEPS, SMME-Mati City  Brenda S. Belonio, EdD Darly D. Lamentac EPSS, QAD	Brenda S. Belonio, EdD RXI M&E & PIR Focal Person  *MEA-PIR In-charge of ROFDs & SDOs = 20 pax  *EPS2 SMME = 11 pax  *RO Program owners = 11 pax (health, Reading, numeracy, research, tech-voc livelihood, computerization program, IpEd, Journalism, science, ALIVE/Madrasah, L&D Program)  QAD Personnel=4 pax  Top management=2 pax

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		<b>TOTAL = 49 pax</b>
September 8, 2023 Time: 8:00AM-5:00PM	Compilation of the Quality Assured M&E Tools in RXI for inclusion of the RXI M&E Handbook: -MEA-PIR -QAME for L&D Programs -PAPs Quality Assured M&E Tools of RXI	Brenda S. Belonio, EdD RXI M&E & PIR Focal Person QAD Personnel
September 9, 2023	Printing of the RXI M&E Handbook	Brenda S. Belonio, EdD RXI MEA-PIR Focal Person

**ACTIVITY 3. Capacity Building on M&E Core Processes, RXI M&E Framework and processes; and Launching of DisMEA, SMEA Online System, M&E Handbook, and Enhanced Online Application System of DepEd RXI and its Operations Manual**

Date: **September 14-16, 2023**

<b>Participants:</b>		
<b>DATE</b>	<b>OFFICE</b>	<b>NO. OF PAX</b>
SEPTEMBER 14-17, 2023	<b>Regional Office:</b>	
	Top Management	2
	QAD Personnel	6
	Functional Division MEA-PIR In-Charge	8
	<b>Sub-total</b>	<b>16</b>
SEPTEMBER 14-17, 2023	<b>SDOs:</b>	
	<b>SMME Unit Personnel</b>	
	Davao City	2
	IGACOS	1
	Panabo City	1
	Digos City	2
	Davao Del Sur	1
	Davao Occidental	2
	Davao Del Norte	2
	Tagum City	2
	Davao De Oro	2
	Mati City	2
	Davao Oriental	2
<b>Sub-total</b>	<b>19</b>	
<b>TOTAL</b>	<b>35</b>	
September 16, 2023 - 1:00 PM	<b>SDOs:</b>	
	SDS/ASDS	11
	SGOD Chiefs	11
	CID Chiefs	11



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	<p><b>Liesel C. Padua</b>          SEPS M&amp;E, Mati City          Developer, MEA-PIR Online System</p> <p><b>Stephen R. Pascual</b>          Division ITO          Digos City          Developer, OAS of DepEd RXI</p>
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**Technical Working Group (TWG)**

<b>Committee</b>	<b>Name of M&amp;E Personnel</b>	<b>Terms of Reference:</b>
<b>IT Management Committee:</b>	<p><i>Chair:</i>            Elvis Ryan J. Millan            EPS2 M&amp;E, Davao Occidental</p> <p><i>Co-chair:</i>            Eleser Mateo            SEPS SMME, Digos City            Joselito Edong            EPS2 SMME, Davao Oriental</p> <p><i>Members:</i>            Ronmar Jayoma            EPS2 M&amp;E, Panabo City            Danilo Lumayno            EPS2 M&amp;E, Davao Del Norte</p>	<p>*Provides the direction of the program;            *spearhead the tech-run activity;            *prepare the electronic Program Flow of the activity particularly in the opening and closing programs, and in the launching activity;            *prepare AVP on the journey of M&amp;E activities conducted and present during the launching activity on September 16, 2023            *all IT equipment, and other materials needed for the activity are already available.</p>
<b>Program and Invitation:</b>	<p>Brenda S. Belonio, EdD            Darly D. Lamentac            EPSs, QAD</p>	<p>*Prepares and design the program and invitation for the activity.            *Communicate the invitations to the concerned personnel in the region and Central Office.</p>
<b>Attendance and Registration:</b>	<p>Ma.Cristina B. Dionisio, EdD            EPS, QAD            Elvis Ryan J. Millan            EPS2 M&amp;E, Davao Occidental            Hazel Disabelle            Arlene Lubrano            SEPSs SMME            DavOcc &amp; IGACOS            Puriflor M. Limjoco - Staff,QAD            Ma.Lolita C. Buquia            MT 3, Davao City</p>	<p>Ensures 100% of attendance and registration of participants</p>



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Private/Public School In-Charge/Representative for Regulatory Services	19
TWG	6
<b>Sub-total</b>	<b>65</b>
<b>TOTAL</b>	<b>100</b>

**Enclosure B: MATRIX of the ACTIVITY 3 "Capacity Building on M&E Core Processes, RXI M&E Framework and processes; and Launching of DisMEA, SMEA Online System, M&E Handbook, and Enhanced Online Application System of DepEd RXI and its Operations Manual"**

**Day 1 (September 14, 2023)**

TIME	TOPIC	In-charge/ RESOURCE SPEAKER
7:30-8:00	Registration of the Participants	TWG
8:00-8:45	Opening Program	
8:45-9:00	•Rationale and Training Mechanics	Brenda S. Belonio, EdD EPS, QAD/M&E Focal Person
9:00-9:15	Health Break	
9:15-10:00	• Pre-Test • Leveling off: Assessment of M&E initiatives	Brenda S. Belonio, EdD EPS, QAD
10:00-12:00	SESSION 1: Walkthrough on BEMEF	Darly Lamentac EPS, QAD
12:00-1:00	Lunch Break	
1:00-3:30	SESSION 2: Theory of Change: Walkthrough of the IMPLAN and M&E Plan	Liezel C. Padua SEPS, SMME-Mati City Brenda S. Belonio, EdD EPS, QAD
3:30-3:45	Health Break	
3:45-5:30	SESSION 3: M&E Core Processes "Establishment of Scope and Purpose of M&E"	Darly D. Lamentac EPS, QAD
5:30 PM	QAME Evaluation	Participants

**Day 2 (September 15, 2023)**

TIME	TOPIC	In-charge/ SPEAKER	RESOURCE
8:00-8:15	Nationalistic song Recap Day 1	TWG Participants	
8:15-10:00	SESSION 4: "Data Collection and Management"	Liezel C. Padua SEPS, SMME-Mati City	



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10:00-10:15	Health Break	
10:15-12:00	Continuation of SESSION 4: "Data Collection and Management"	Liezal C. Padua SEPS, SMME-Mati City Alan Limbadan SEPS, SMME-Davao Oriental
12:00-1:00	Lunch Break	
1:00-2:00	SESSION 5: Region XI M&E Framework	Brenda S. Belonio, EdD EPS, QAD
2:00-3:00	SESSION 6: RXI QMS M&E Processes	Brenda S. Belonio, EdD EPS, QAD
3:00-3:15	Health Break	
3:15-5:30	SESSION 8: RXI M&E Strategies and BEMEF-Based Evaluation Tool for REDP and DEDP	Liezal C. Padua SEPS, SMME-Mati City  Brenda S. Belonio, EdD EPS, QAD
5:30 PM	QATAME Evaluation	Participants

**Day 3 (September 16, 2023)**

TIME	TOPIC	In-charge/ SPEAKER	RESOURCE
8:00-8:15	Nationalistic song Recap Day 2	TWG Participants	
8:15-8:45	SESSION 9: Kirk Patrick's Level of Evaluation 3 "Making of the Action Plan for SDO Rollout"	Brenda S. Belonio, EdD EPS, QAD	
8:45-10:00	Workshop on Action Planning for the SDO Rollout Timeline: 4 <sup>th</sup> Quarter, FY 2023-1 <sup>st</sup> Quarter, FY 2024	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD  Participants	
10:00-10:15	Health Break		
10:15-11:00	Continuation on the Workshop for Action Planning of the SDO Rollout  Timeline for the Rollout: 4 <sup>th</sup> Quarter, FY 2023- 1 <sup>st</sup> Quarter, FY 2024	Brenda S. Belonio, EdD Darly D. Lamentac EPSs, QAD  Participants	
11:00-11:50	Presentation of the SDO Action Plans		
11:50-12:00	Post test	QAD Staff, participants	
12:00-1:00	Lunch Break		
1:00-3:00	<b>Launching Activity.</b>	QAD Personnel TWG	



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	*DisMEA and SMEA Online System and the Enhanced MEA-PIR Online System *RXI M&E Handbook *Enhanced Online Application System for Regulatory Services *QAD OAS Process Manual	Top Management participants
3:00-3:15	Health Break	
3:15-4:00	Continuation of the Launching Activity	QAD Personnel TWG Top Management participants
4:00-5:00	Closing Activity	QAD Personnel, Top Management, TWG
5:00	QATAME Evaluation	Participants

**Day 4 (September 17, 2023)**

TIME	TOPIC	In-charge/ SPEAKER	RESOURCE
8:00-8:30	Nationalistic song Recap Day 2	TWG Participants	
8:00-10:00	Post Evaluation	PMT & Participants	
10:00	Home Sweet Home		

**Enclosure C: RESOURCE SPEAKERS/LEARNING FACILITATORS**

**Brenda S. Belonio, EdD**  
 EPS, QAD/M&E Focal Person  
 Region XI

**Daryl D. Lamentac**  
 EPS, QAD/OAS Focal Person  
 Region XI

**Liezel C. Padua**  
 SEPS M&E/MEA-PIR Developer  
 Mati City, Region XI

**Alan Limbadan**  
 SEPS, SMME  
 Davao Oriental

**Marnely Jane A. Bernal**  
 SEPS, SMME  
 Davao De Oro

**Maflora Arcenal**  
 SEPS, SMME  
 Davao City

**Enclosure D: Developers of the MEA-PIR Online System, and Writers of RXI Framework and M&E Handbook**

<b>Brenda S. Belonio, EdD</b> EPS, QAD/M&E Focal Person	<b>Liezel C. Padua</b> SEPS M&E, Mati City
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Enclosure to Regional Memorandum No. QAD-2023-059

**Enclosure E: Developers of the Online Application System (OAS) of DepEd Region XI and Writers of the User's Manual on Online Application System (OAS) of DepEd Region XI**

<b>Developers of the Online Application System (OAS) of DepEd Region XI</b>	
<b>Pocholo C. Hernandez</b> Computer Programmer II ICTU, RO XI	<b>Stephen R. Pascual</b> Division ITO Digos City
<b>Writers of the User's Manual on Online Application System (OAS) of DepEd Region XI</b>	
<b>Darly D. Lamentac</b> EPS, QAD/OAS Focal Person Region XI	<b>Marnely Jane A. Bernal</b> SEPS, SMME Davao De Oro
<b>Eleaser D. Mateo</b> SEPS, SMME/PSDS Digos City	<b>Ronmar V. Jayoma</b> EPS2, SMME Panabo City

**Enclosure F: Executive Committee & Technical Working Group (TWG)**

<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 Managers:</b>	<b>Jenielito S. Atillo</b> Chief, Quality Assurance Division Region XI  <b>Brenda S. Belonio</b> EPS, QAD/M&E Focal Person Region XI
<b>Members:</b>	<b>Darly D. Lamentac</b> EPS, QAD/OAS Focal Person Region XI  <b>Pocholo C. Hernandez</b> Computer Programmer II ICTU, RO XI Developer, OAS of DepEd RXI



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<b>Committee</b>	<b>Name of M&amp;E Personnel</b>	<b>Terms of Reference:</b>
<b>Production Committee</b>	Brenda S. Belonio, EdD Darly D. Lamentac Alfeo B. Ingay, EdD EPSs, QAD  Puriflor M. Limjuco Staff, QAD  Hazel Disabelle Arlene Lubrano SEPSs SMME  Ma.Lolita C. Buquia MT 3, Davao City	*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 and developers of the OAS and MEA-PIR; *follow-up the Printing of the OAS Manuals and M&E handbook to the printing press; and *Haul the training materials, hand-outs, certificates, and ICT equipment to the training venue at Day 0 of the activity.
<b>Training Manager:</b>	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.
<b>Assessment Committee</b>	Darly D. Lamentac EPS, QAD Liczel 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.
<b>Stage Decoration Committee</b>	Chair: Albert Eñano School Head, Casig-ang ES  Members: Rellieto Wate MT1, Sto.Tomas NHS  Jerry Ben Sasam School Head, San Miguel ES  Christopher Pelicano MT1,Marsman NHS  Walter Villanueva MT2, Mesaoy ES  Rowel Bain T1, Anibongan NHS  <i>Date of Preparation starts on September 9, 2023</i>	Ensures the readiness of the stage and venue for the activity. It is well decorated with 2 booths and other materials for the launching activity of the following:  *DisMEA and SMEA Online System *RXI M&E Framework *M&E Handbook *Online Application System (OAS) of DepEd RXI *OAS Operation's Manual



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<b>Committee</b>	<b>Name of M&amp;E Personnel</b>	<b>Terms of Reference:</b>
<b>Monitoring of Outputs and Dashboard:</b>	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.
<b>QAME In-Charge:</b>	Eleser Mateo QAME Focal Person/PSDS Digos City	*Conducts QATAME for the activity, process and analyze results. *Submits daily QATAME results to the PMT and presents the overall results at the end of the activity.
<b>Emcees:</b>	Febby Kirstin Ibita EPS2 M&E, Tagum City  Kirk Sonny Heruela ESP2, M&E Davao Del Sur	*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 G: Activity Completion Report Template and Guide**  
**Activity Documentation Report**

**Contents**

**Part 1 Background Information**

- A. Rationale of the Program/Activity
- B. Objectives of the Activity
- C. Expected Outcome and Results
- D. Summary Profile of Participants

**Part II Highlights of the Activity**

- A. Preliminary Activities
- B. Key Learning (per session)
- C. Monitoring and Evaluation (M&E) Results and Analysis: Level 1 and Level 2 of the Kirk Patrick's Level of Evaluation
- D. Issues and Recommendations
- E. Synthesis
- F. Closing Activities



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Highlights of the Activity

- A. Preliminary Activities  
*(Provide brief narration of preliminary activities prior session proper)*
- B. Key Learning and Output (per module/session)  
*(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)*
- C. Monitoring and Evaluation (M&E) Results and Analysis
  - 1. Level 1 of Evaluation: QATAME/QAME results per competency
  - 2. Level 2 of Evaluation: Pretest and Posttest Results
  - 3. Level 3 of Evaluation: Behavior/Application to PAPs, districts and schools

D. Issues and Recommendations

*(In a tabular form, list down all issues captured and the recommendations including the responsible person/office)*

Issue/Concern	Recommendations/Agreements	Responsible Person/Office

E. Synthesis and Closing

*(Provide brief narration of closing activities and synthesis of all sessions)*

Annexes

- A. Kirk Patrick's Level 1: QATAME Results
  - Daily Evaluation
  - End of the Program Evaluation
  - QAME Form 2
- B. Kirk Patrick's Level of Evaluation 2  
**Pretest and Posttest Results**
  - Graphical presentation of the pretest and posttest results with analysis
- C. Kirk Patrick's Level of Evaluation 3  
 \*Behavior/Application to PAPs in the division, districts and schools







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**ACTION PLAN IMPLEMENTATION**

M&E Personnel	Number of programs and projects	No. of action plan submitted	Status on the implementation of the IMPLAN and M&E Plan			Remarks
			on-going	completed	For action	
SDO Program owners in CID						
SDO Program owners in SGOD						
PSDS/District						
SH/School						

**D. Photo Documentation**

- select photos of the highlights of the activity
- including outputs

**E. List of Participants**

- Attendance

**F. Monitors**

- RO and SDO Monitoring Teams

Noted:

**JENIELITO S. ATILLO**  
 Chief  
 Quality Assurance Division

Prepared by:

**BRENDA S. BELONIO, EdD**  
 EPS, QA/Training Manager



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