



April 29, 2015

REGIONAL MEMORANDUM
 No. 091, S. 2015

To: Schools Division Superintendents
 Training Management and Monitoring Teams

From: ELLEN B. DONATO, Ed.D., CESO III
 Regional Director

Subject: QUALITY ASSURANCE MONITORING & EVALUATION (QAME) FOR THE MASS TRAINING OF GRADES 4 AND 10 TEACHERS

RELEASED
 APR 30 2015
 DEPED-CAR Time

1. As discussed during the Regional Orientation Workshop (ROW) for the Mass Training of Grade 4 and 10 Teachers on April 28, 2015 at the NEAP-R, DepEd-CAR, Quality Assurance, Monitoring and Evaluation (QAME) shall be conducted at the training sites on scheduled dates with the Regional Monitoring Teams (See Enclosure 1).
2. The Monitoring Teams are reminded of the following roles and responsibilities:
 - a. be at the training site during the registration and coordinate with the schools divisions offices the concerns of Teacher Education Institutions (TEIs) on registration issues that may arise; and,
 - b. be in all sessions and report instances of absences and tardiness of participants.

Roles	Responsibilities
On-Site Regional Monitoring Team	<input type="checkbox"/> Administer the session and facilitator's evaluation tool after every session <input type="checkbox"/> Accomplish the On-site Monitoring Tool <input type="checkbox"/> Analyze the Evaluation Results (Session/ Facilitators and Onsite Monitoring Tool (QAME Analysis Form 1) <input type="checkbox"/> Provide feedback to the Training Site/Learning Area Focal Person <input type="checkbox"/> Submit accomplished QAME Analysis Form 1 to the Onsite QAME Team Leader
Schools Division Office Representative in the Regional QAME Monitoring Team	<input type="checkbox"/> Analyze the QAME Analysis Form 1 <input type="checkbox"/> Provide feedback to the Training Management/TEI <input type="checkbox"/> Submit accomplished QAME Analysis Form 2 to the Regional QAME Team Leader and to their respective schools division superintendent
Regional QAME Monitors	<input type="checkbox"/> Analyze the QAME Analysis Form 2 submitted by accomplishing the QAME Analysis Form 3 (covering session, facilitator and onsite monitoring- daily- and the end-of-program evaluation) <input type="checkbox"/> Work with Central Office Monitor/s <input type="checkbox"/> Provide feedback to the Training Management/ TEI

3. The regional and division QAME teams whose monitoring schedules fall on a saturday/sunday shall be entitled to a **Compensatory Time Off**.
4. Reproduction of monitoring materials, travel and other incidental expenses of Regional Staff shall be charged to Regional Office Funds subject to the usual accounting and auditing rules and regulations while travel and other incidental expenses of Division participants shall be charged to their respective local funds.
5. Immediate dissemination and compliance to this Memorandum is desired.

stf. HRDD

Enclosure: As stated
 Allotment: 1 – (R.O. ____)
 To be indicated in the Perpetual Index
 under the following subjects:

DepEd CAR Monitoring Teams

Training Sites	On-Site Monitoring Teams	Training Schedule
1. University of the Cordilleras	Marjory Valdez Juliet Sannad-Baguio 1 UC ICT staff	May 17-22 Venue: Same
2. University of Baguio	Rosmarie B. Dalang Carmel Meris Lilia Pagulongan-Baguio 1 UB ICT staff	May 24-29 Venue: Same
3. Saint Louis University	Emilia Faustino Francis Copsiyan-Baguio 1 SLU ICT staff	May 24-29 Venue: Same
4. Abra	Ethielyn Taqued Henrietta Bringas-Abra 1 SDO ICT Staff	May 10-16 Venue: TBA
5. Apayao	OIC Chief Lilia Goc-oban Claire Piggangay Juliet Ragojos-Apayao 1 SDO ICT Staff	May 10-16 Venue: TBA
6. Baguio	OIC-Chief Evelyn Gabot Jennifer Ande 1 SDO-Baguio Rep in-charge of Training 1 SDO ICT Staff	May 10-16 Venue: Brentwood Apartelle, Baguio City
7. Benguet	Emilia Faustino Thelma Dalay-on Wilfred Bagsao-Benguet 1 SDO ICT Staff	May 17-24 Venue: St. Paul, Nazarene, NEAP-R and Strawberry Hotel, La Trinidad
8. Ifugao	Rosmarie B. Dalang Carmel Meris Marciana Aydinan-Ifugao 1 SDO ICT Staff	May 10-16 Banaue Hotel, Banaue, Ifugao
9. Kalinga	OIC-Chief Elfredo Dalang Angela Apopot Alexander Mabannag-Kalinga 1 SDO ICT Staff	May 17-23 Venue:TBA
10. Mountain Province	Pio Ecuán Soraya Faculo Annie Wallang-Mountain Province 1 SDO ICT Staff	May 4-10 Venue: Banaue Hotel, Banaue, Ifugao
11. Tabuk	Marjory Valdez Sabado Oayet Marcelo Talamayan 1 SDO-Tabuk Rep in-charge of Training 1 SDO ICT Staff	May 11-17 Venue:Bulanao Central School