



Republic of the Philippines
 Department of Education
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



Regional Memorandum

No. 107 s. 2016

107 - 2016

To: Schools Division Superintendent
 Training Management and Monitoring Teams

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

RELEASED
 APR 18 2016
 DEPED-CAR Time: 11:28

Subject: **QUALITY ASSURANCE MONITORING & EVALUATION (QAME) FOR THE MASS TRAININGS OF GRADES 5 AND 11 TEACHERS**

1. As discussed during the Human Resource Development Quality Assurance Monitoring and Evaluation (QAME) and Human resource development Interface Workshop on April 13-14, 2016 at the LRMS, 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).
2. The Regional Monitoring Teams are reminded of their roles and responsibilities:
 - a. be at the training site during the registration and coordinate with the schools division offices the concerns on registration issues that may arise; and,
 - b. be in all sessions and report instances of absences and tardiness of participants.

Roles	Responsibilities
Schools Division Representative to the Regional QAME Monitoring Team (Monitoring & Evaluation)	<ul style="list-style-type: none"> ▪ Visit the assigned classes and monitor Program Management ▪ Accomplish the On-Site Monitoring Form for every <u>Learning Area per day</u> ▪ Provide feedback on Program Management to the Learning Area Focal Person during debriefing (choose the Learning Area with urgent needs) ▪ Access and review participants' evaluation on Program Management/Operation for the next day's learning Area. ▪ Analyze the QAME Analysis Form 1 ▪ Submit accomplished QAME Analysis Form 2 to the Regional QAME Team
Class Monitor (Learning Delivery) (CID)	<ul style="list-style-type: none"> ▪ Ensure that participants answer the Session-Facilitator Evaluation for the day ▪ Accomplish the Process Observation Analysis Tool for every session. ▪ Provide feedback to Learning Area Focal Person during debriefing ▪ Access and review participants' evaluation on Sessions-Facilitators for the next day's Learning Area ▪ Monitor status of issues/concerns raised ▪ Analyze the whole week's online Evaluation Results for his/her assigned Learning Area and submit Form 2 Regional QAME Team
Regional QAME Monitors	<ul style="list-style-type: none"> ▪ Analyze the QAME Analysis Form 2 submitted by accomplishing QAME Analysis Form 3 (covering session, facilitator and onsite monitoring daily and end of program evaluation) ▪ Work with the Central Office Monitors ▪ Provide feedback to the Training Management

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 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.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

(Enclosure n0. 1 TO Regional Memorandum No. _____)

DepEd –CAR Monitoring Teams

Training Sites	On-Site Monitoring Teams	Training Schedule
GRADE 11		
Baguio City	Evelyn Gabot Florence Balictan Marjory Valdez Margie Gardingan Renalyn Padsoyan All Baguio City Division PSDS Soraya Faculo Pio Ecuán	May 12-16, 2016
Baguio City	Lilia Goc-oban Emilia Faustino Thelma Dalay-on (HUMSS) Patricio Dawaton – (HUMSS) Romulo Basa (ABM) Mila Caliging (STEM) Claire Piggangay (Sport PE & Health) Jeniffer Ande (HUMSS) Corazon Alos (HUMSS) Ethelyn Taqued (HUMSS- Research)	May 27 – June 4, 2016
GRADE 5		
Baguio City	Sabado Oayet Daniel Gonayon Rosemarie Dalang Esther Y. Melecio	May 17-26, 2016
Abra	Margie Gardingan Daniel Gonayon Lorna Llaneza Dante Barbero 1 SDO ITO	May 23-29, 2016
Apayao	Romulo Basa Yves Sixto Arnold Tomas Maricel Trumpo 1SDO ITO	April 25-29, 2016
Baguio City	Evelyn Gabot Marjory Valdez Emilia Faustino Marilou Gomeyac Sharon Castillo Jovelyn BALantin Victor Fernandez 1 SDO ITO	April 18-23, 2016
Benguet	Brylen Moristo Jennilyn Kitongan Virginia Basatan 1 SDO ITO	April 10-16, 2016
Ifugao	Imelda Licyag Laureen Likigan Cecille Kitong 1 SDO ITO	April 24-30, 2016
Kalinga	Fredecita Sangdaan Alexander Mabawag Valentine Palattao 1 SDO ITO	April 10-17, 2016
Mountain Province	Lilia Goc-oban Mila Caliging Mr. Feliciano Mr. Berto 1 SDO ITO	May 16-23, 2016
Tabuk	Genadine Balagso Florence Balictan EPS (SGOD) 1 SDO ITO	April 18-23,2016