



October 14, 2019

REGIONAL MEMORANDUM
No. C30, s. 2019



**MONITORING AND EVALUATION OF NEAP TRAINING PROGRAMS AND PROJECTS, SCHOOL
LEARNING ACTION CELL, AND 2017 AND 2018 FUNDS UTILIZATION**

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. Per attached communication from Director John Arnold S. Siena of National Educators Academy of the Philippines (NEAP), there shall be monitoring and evaluation of the 2017 and 2018 Human Resource Development (HRD) funds utilization, NEAP Training Programs and School Learning Actions Cell (SLAC) on Nov. 4-8 and Nov. 18-22, 2019.
2. Schools Division Offices are requested to accomplish the M&E Tools enclosed herewith and via online through the links provided in the attached communication on or before **October 31, 2019**.
3. Copy furnish the Human Resource Development Division (HRDD) with the accomplished Data-Gathering tool on the Utilization of Human Resource Development Funds through email at hrrddeped13@gmail.com for consolidation.
4. For guidance and compliance.

f. Brongas
FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC – Office of the Regional Director

Incl.: As stated

Reference: DepEd Memorandum No. OM-ODNEAP-2019-180093

To be indicated in the Perpetual Index under the following subjects:

Monitoring and Evaluation Training Program NEAP Learning & Development

hrrd04/mmv
10/14/2019



2019-10-15631

DCC No. DepEdRO13-F-REC-013/R2/9-4-2019



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UAE/QMS/2019/1938



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES
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Data-Gathering Tool on the Utilization of the Human Resource Development Funds

(Region: to be accomplished by HRDD Chief and monitored by QAD Chief, Division: to be accomplished by CID Chief and monitored by SGOD Chief)

Region _____ Division _____ Respondent (Name, Position, Office and Contact No.) _____
NAME OF MONITOR: _____ Office: _____ Contact No. _____ Date Monitored: _____

This data-gathering tool is based on DepEd Issuances (DO No. 21, s. 2018; DO No. 28, s. 2017; DO No. 16, s. 2017; DO No. 9, s. 2017; DO No. 35, s. 2016; and DO No. 111, s. 2009 and Issuances of Oversight Bodies). As stated, the Department of Education is mandated to undertake programs, activities, and projects (PAPs) aimed towards the continuing professional development of its teaching and non-teaching personnel especially at the schools and learning centers. Attached to DO No. 21, s. 2018 is the Monitoring and Evaluation Framework (Annex 4) as guide in monitoring the compliance to the said policy.

Thus, kindly fill up the following items.

Year 2018

Title of Programs, Activities and Projects related to the following:	No. of Target Participants	No. of Actual Participants	With QAME Report (Attach photocopied, RO: Form 3, DO: Form 2)	Office/Name of Supervisor Conducted Monitoring after the conduct of PAPs (attach report)	Office/Name of Supervisor Provided TA before, during or after the conduct of PAPs (attach report)	Funds Received (attach SARO)	Funds Utilized (attach liquidation)	If Impact Evaluation was conducted, when and what is/are the impact to the target participants
1. Professional Development of regular or permanent teaching and non-teaching in schools and learning centers								
2. Trainer's Training for CO/RO-managed programs								

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3. Technical Assistance to SDOs and Schools on the conduct of Learning Action Cell (LAC) Sessions								
4. Development, enhancement and implementation of Learning and Development Systems and programs that impact on the professional development of personnel in schools and learning centers, and teaching personnel who are performing supervisory and administrative roles at the schools, divisions, regional offices and central office.								
5. Presentation of research work in conferences, workshops, seminar								

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6. Training program design development and training delivery model development								
7. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance								
8. Program planning, monitoring and evaluation of management of HRD Funds								

Signature over Printed Name and Position

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Year 2017

Title of Programs, Activities and Projects related to the following:	No. of Target Participants	No. of Actual Participants	With QAME Report (Attach photocopied, RO: Form 3, DO: Form 2)	Office/Name of Supervisor Conducted Monitoring after the conduct of PAs (attach report)	Office/Name of Supervisor Provided TA before, during or after the conduct of PAs (attach report)	Funds Received (attach SARO)	Funds Utilized (attach liquidation)	If Impact Evaluation was conducted, when and what is/are the impact to the target participants
1. Professional Development of regular or permanent teaching and non-teaching in schools and learning centers								
2. Trainer's Training for CO/RO-managed programs								
3. Technical Assistance to SDOs and Schools on the conduct of Learning Action Cell (LAC) Sessions								
4. Development, enhancement and implementation of Learning and Development Systems and programs that impact on the professional development of personnel in schools and learning centers, and teaching personnel								

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who are performing supervisory and administrative roles at the schools, divisions, regional offices and central office.								
5. Presentation of research work in conferences, workshops, seminar								
6. Training program design development and training delivery model development								
7. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance								

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8. Program planning, monitoring and evaluation of management of HRD Funds								

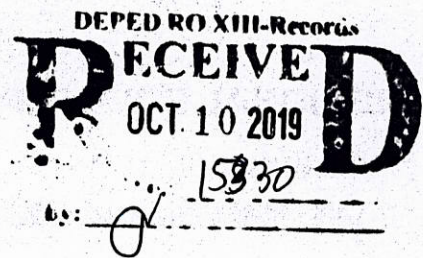
Signature over Printed Name and Position



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Department of Education

National Educators Academy of the Philippines
Office of the Director

MEMORANDUM
OM-ODNEAP-2019-_____



FOR : **DIRECTORS OF**
Bureau of Curriculum Development
Bureau of Learning Delivery
Bureau of Human Resource and Organizational Development
Bureau Learner Support Services
Office of Planning Service-Planning and Research Division
REGIONAL DIRECTORS
HRDD Chiefs
QAD Chiefs
CENTRAL OFFICE MONITORS

FROM : **JOHN ARNOLD S. SIENA**
Director IV, NEAP

SUBJECT: **Monitoring and Evaluation of NEAP Training Programs and Projects, School Learning Action Cell, and 2017 and 2018 HRD Funds Utilization**

DATE: 08 October 2019

1. In reference to DepEd Memorandum OM-ODNEAP-2019-180093, select personnel from the NEAP, Bureaus of Curriculum Development (BCD), Learning Delivery (BLD), Human Resource and Organizational Division, Learner Support Services (BLSS), and Office of the Planning Service-Planning and Research Division in coordination with the HRDD Chiefs and QAD Chiefs in the region, shall conduct monitoring and evaluation of the 2017 and 2018 Human Resource Development (HRD) funds utilization, NEAP Training Programs and Projects and School Learning Action Cell (SLAC) on November 4-8 and 18-22, 2019. They will visit one region, two divisions and one school.
2. In order to facilitate data-gathering on the use of the Human Resource Development (HRD) funds for years 2017 and 2018, Regional Offices and Schools Division Offices are requested to use and accomplish the M&E Tools, through the following links:



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Office	Activities falling under	Use the link:
Regional Offices (ROs)	1. Professional Development of regular or permanent teaching and non-teaching in schools and learning centers	deped.in/hrditem1ro
	2. Trainer's Training for CO/RO- managed programs	deped.in/hrditem2ro
	3. Technical Assistance to SDOs and Schools on the conduct of Learning Action Cell (LAC) Sessions	deped.in/hrditem3ro
	4. Development, enhancement and implementation of Learning and Development Systems and programs that impact on the professional development of personnel in schools and learning centers, and teaching personnel who are performing supervisory and administrative roles at the schools, divisions, regional offices and central office.	deped.in/hrditem4ro
	5. Presentation of research work in conferences, workshops, seminar	deped.in/hrditem5ro
	6. Training program design development and training delivery model development	deped.in/hrditem6ro
	7. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance	deped.in/hrditem7ro
	8. Program planning, monitoring and evaluation of management of HRD Funds	deped.in/hrditem8ro
	9. Other activities	deped.in/hrditem9ro
Schools Division Offices (SDOs)	1. Professional Development of regular or permanent teaching and non-teaching in schools and learning centers	deped.in/hrditem1sdo
	2. Trainer's Training for CO/RO- managed programs	deped.in/hrditem2sdo
	3. Technical Assistance to SDOs and Schools on the conduct of Learning Action Cell (LAC) Sessions	deped.in/hrditem3sdo
	4. Development, enhancement and implementation of Learning and Development Systems and programs that impact on the professional development of personnel in schools and learning centers, and teaching personnel who are performing supervisory and administrative roles at the schools, divisions, regional offices and central office.	deped.in/hrditem4sdo



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	5. Presentation of research work in conferences, workshops, seminar	deped.in/hrditem5sdo
	6. Training program design development and training delivery model development	deped.in/hrditem6sdo
	7. Development, production and reproduction of LAC training materials, session guides, video-lectures that have undergone quality assurance	deped.in/hrditem7sdo
	8. Program planning, monitoring and evaluation of management of HRD Funds	deped.in/hrditem8sdo
	9. Other activities	deped.in/hrditem9sdo

3. For queries and other information, please contact Ms. Erlinda F. Leva or Ms. Ana Liza D. Dulos at (02) 8635-4696.



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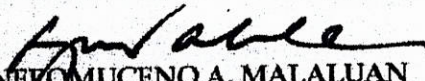
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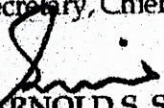
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OM-ODNEAP-2019-120093

FOR : BUREAU/SERVICE DIRECTORS OF
BCD
BLD
HROD
BLSS
PRD

REGIONAL DIRECTORS

Attn:
Chiefs, Quality Assurance Division
Chiefs, Human Resource Development Division

THRU : 
ATTY. NEPOMUCENO A. MALALUAN
Undersecretary, Chief of Staff

FROM : 
JOHN ARNOLD S. SIENA
Director IV
National Educators Academy of the Philippines

SUBJECT : CONDUCT OF ACTIVITIES RELATED TO MONITORING AND
EVALUATION OF NEAP PROGRAMS AND PROJECTS

DATE : 05 September 2019

1. The Department of Education through the National Educators Academy of the Philippines (NEAP) shall conduct the following activities related to the Monitoring and Evaluation of NEAP Programs and Projects.

Activity	Participants	Inclusive Dates	Venue
1. Planning Meeting	PRD-2, HROD-1, BCD-2, BLD-2, BLSS-2, NEAP-QAD-7, NEAP-PDD-3, NEAP-OD-2	September 17, 2019	NEAP Conference Room
2. Workshop on NEAP M&E Framework and	PRD-2, HROD-1, BCD-2, BLD-2, BLSS-2, NEAP-QAD-7, NEAP-	October 1-4, 2019	ECOTECH, Lahug, Cebu City





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Plan	PDD-3, NEAP-OD-2, HRDD Chiefs-17, QAD Chiefs-17		
3. Data Gathering through field visit: FGD and Interview with focal persons of NEAP programs and projects	Central Office: NEAP-2 and Other CO Office-1 Region: HRDD Chief, QAD Chief and Focal Persons of NEAP Programs and Projects	November 4-15, 2019	All 17 Regions and CO Offices with NEAP Programs and Projects
4. Data Processing (Online, FGD and Interview), Data Analysis, and Writing of Draft M&E Report	PRD-2, HROD-1, BCD- 2, BLD-2, BLSS-2, NEAP-QAD-7, NEAP- PDD-3, NEAP-OD-2, HRDD Chiefs-17, QAD Chiefs-17	December 5-7, 2019 Exclusive of Travel Time	Davao City
5. Finalization and Presentation of M&E Report	Usec for OSEC - 2, Usec for OUCI - 2, PRD-2, HROD-1, BCD-2, BLD-2, BLSS- 2, NEAP-QAD-7, NEAP-PDD-3, NEAP-OD-2	January 2019	Baguio City

2. The program aims to develop an M&E Framework for NEAP programs and projects and to establish baseline data for the plan, design, delivery and M&E of the professional development for classroom teachers and school leaders based on the Philippine Professional Standards for Teachers, Philippine Professional Standards for School Heads and Philippine Professional Standards for Supervisors.

Specifically, the participants in the M&E activities will be able to

- Explain the significance of conducting monitoring and evaluation of NEAP programs and projects
 - Identify the appropriate steps in data gathering, data analysis and report writing of M&E results
 - Demonstrate competencies in formulating M&E plan and activities for NEAP programs and projects at the central and regional offices
3. The participants from the Central Office shall be determined by the Director of the office concerned. Meanwhile, the participants from the Regions are the Chiefs of the Quality Assurance Divisions and Human Resource Development Divisions.





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- During the monitoring and evaluation of NEAP programs and projects, the concerned focal persons of NEAP programs and projects will be invited to join the interview and focus group discussions. A separate memorandum will be released for this purpose.
 - The board and lodging and traveling expenses of the Central Office participants for Activities 2, 3, 4 and 5 shall be charged to NEAP Funds.
 - The board and lodging of the participants from the Regions for Activities 2 and 4 shall be charged to NEAP Funds while the traveling expenses shall be charged to local funds.
 - The contact persons for any concern or query are the following:
 - Ms. Erlinda F. Leva
 - Ms. Ana Liza Dulos
- National Educators Academy of the Philippines (NEAP), Department of Education (DepEd)
Central Office, Room 210, 2nd flr., Mabini Building, DepEd Complex Meralco Avenue, Pasig
City Telefax Number (02) 633-7207

