



Republic of the Philippines
Department of Education
CARAGA REGION



April 24, 2024

REGIONAL MEMORANDUM

No. 0386, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**QUARTERLY SUBMISSION OF QUALITY ASSURANCE MONITORING AND
EVALUATION (QAME) REPORTS TO LEARNING AND
DEVELOPMENT (L & D) ACTIVITIES**

1. To ensure Learning and Development activities of all divisions are tracked and recorded as part of the Quality Management System (QMS), this region through Quality Assurance Division (QAD) requires its consolidated Quality Assurance Monitoring and Evaluation (QAME) Summary Report to be submitted quarterly.
2. For the ease of adherence to this effect, Schools Division Offices shall follow the stipulated processes, template, and deadline, to wit:
 - a. At the SDO Level, the SMME Section shall have soft copies in pdf file compiled quarterly in DepEd One Drive with the following documents:
 - Transmittal to the program owner
 - Accomplished QAME Form 1
 - Accomplished QAME Form 2
 - Approved QAME Form A
 - Approved Activity/Training Design
 - b. For RO submission, the SEPS in SMME shall email the Quarterly QAME Summary Report to caraga@deped.gov.ph copy furnish the Regional QAME Coordinator willy.dumpit001@deped.gov.ph.
 - c. The Quarterly QAME Summary Report CY 2024 shall adhere to the following submission deadlines:
 - First Quarter (April 1-5, 2024)
 - Second Quarter (July 1-5, 2024)
 - Third Quarter (October 1-4, 2024)
 - Fourth Quarter (Jan. 6-10, 2025)
3. The QAME Results to Learning and Development (L & D) Activities Template is found in Enclosure No. 1.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

4. Immediate dissemination of and compliance with this memorandum are desired.

MARIA INES C. ASUNCION
Director III
Officer In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., CESO IV
Assistant Regional Director

Encl/s.: As stated
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

DEVELOPMENT

LEARNING

QAME

REPORTS

QAD/wcd
04/24/2024



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2

Enclosure No. 1 to the Regional Memorandum No. 0386, s. 2024

FIRST QUARTER QAME RESULTS TO LEARNING AND DEVELOPMENT (L & D) ACTIVITIES

Functional Division	Training Classification (i.e. Teachers, Related, Non-Teaching Personnel)	Title of Trainings/Activities	Venue	No. of Participants	Date Conducted	Over-all Ratings	Descriptive Equivalent

Prepared: _____ SEPS-SMME

Reviewed: _____ SGOD-Chief

Noted: _____ Schools Division Superintendent



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Doc. Ref. Code Effectivity	RO-ASD-F107 02.01.23	Rev Page	00 3 of 3
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