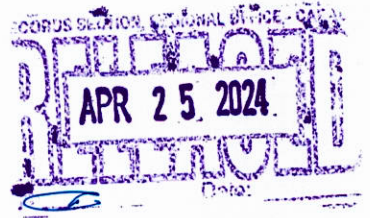




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



April 25, 2024

REGIONAL MEMORANDUM  
No. 0387, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Office

**SECOND QUARTER MONITORING AND EVALUATION OF PROFESSIONAL  
DEVELOPMENT PROGRAMS (PDP) IMPLEMENTATION IN THE  
SCHOOL DIVISION OFFICES**

1. The Department of Education Caraga Region through NEAP-Caraga shall conduct the 2<sup>nd</sup> Quarter Monitoring and Evaluation (M&E) of Professional Development Program (PDP) implementation in the Schools Division Offices from April 26, 2024 to June 30, 2024.
2. The activity aims to monitor and evaluate the compliance of the implementation of PDPs to standards set by NEAP and PRC Continuing Professional Development.
3. The M&E Team, composed of NEAP-Caraga EPS, SEPS, and EPS II, shall likewise monitor the conduct of Division Training of School Trainers on the MATATAG Curriculum in SDOs.
4. Travel expenses of the monitoring team shall be charged against the Regional MOOE Fund Subject to the usual accounting and auditing rules and regulations.
5. Enclosed herewith is the Monitoring and Evaluation Visit checklist for reference.
6. For queries and clarifications, send email to Ms. Marlyne M. Villareal, EPS/NEAP-Caraga Focal Person at [marlyne.villareal@deped.gov.ph](mailto:marlyne.villareal@deped.gov.ph)
7. For information and dissemination.

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

Encl/s.: AS STATED

Reference/s: DepEd Memorandum no. 44, s. 2023

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

MONITORING

PROFESSIONAL DEVELOPMENT

TRAINING

HRDD/mmv

04/25/2024



2024-04-06540

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
| Effectivity    | 02.01.23    | Page | 2 of 4 |



Republic of the Philippines  
**Department of Education**  
*National Educators Academy of the Philippines*

**MONITORING AND EVALUATION VISIT  
CHECKLIST**

|                                            |                |         |
|--------------------------------------------|----------------|---------|
| Professional Development Program Provider: |                |         |
| Contact Person:                            | Designation:   |         |
| Contact No.:                               | Email Address: |         |
| Program/Course Title:                      |                |         |
| Date of Conduct:                           |                |         |
| Venue:                                     |                |         |
| Total No. of Participants:                 | Male:          | Female: |

Instruction: Please put a check (/) mark on the requirements that have already been satisfied. Otherwise, put a cross (x) mark. Write your remarks if necessary.

| Requirements                                                                                                                                                  | Status | Remarks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|
| 1. <b>PARTICIPANTS:</b> are the accepted attendees the intended participants?                                                                                 |        |         |
| 2. <b>LEARNING DESIGN:</b> to what extent was the delivered training program compliant to the design.                                                         |        |         |
| 3. <b>DELIVERY APPROACH:</b> to what extent was the conducted training program compliant to the delivery approach and modality.                               |        |         |
| 4. <b>RESOURCE EXPERTS/ RESOURCE PERSONS AND FACILITATORS:</b> to what extent was the conducted training program compliant to the roster of resource persons. |        |         |
| 5. <b>RESOURCE PACKAGES:</b> to what extent were the learning resource packages compliant to the design in terms of content, format, and style.               |        |         |



2024-04-06540



|                                                                                                              |  |  |
|--------------------------------------------------------------------------------------------------------------|--|--|
| 6. <b>LEARNING EVALUATION:</b> to what extent were the learning assessment carried out vis-à-vis the design. |  |  |
| 7. <b>PROGRAM MANAGEMENT:</b> to what extent were the training programs managed by the program provider.     |  |  |
| 8. <b>LEARNING ENVIRONMENT:</b> to what extent was the venue for face-to-face/online training.               |  |  |

