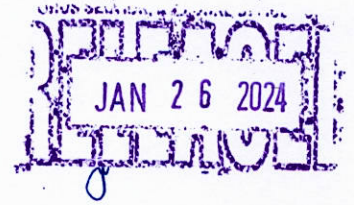




Republic of the Philippines
Department of Education
CARAGA REGION



January 26, 2024

REGIONAL MEMORANDUM

No. 0061, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

FIRST QUARTER MONITORING AND EVALUATION OF PROFESSIONAL
DEVELOPMENT PROGRAMS (PDP) IMPLEMENTATION IN THE
SCHOOLS DIVISION OFFICES

1. The Department of Education Caraga Region through the Human Resource Development Division (HRDD) and NEAP-Caraga shall conduct the First Quarter Monitoring and Evaluation (M&E) of Professional Development Program (PDP) implementation in the Schools Division Offices and Schools from January 26, 2024 to March 31, 2024.
2. The activity aims to monitor and evaluate the compliance of the implementation of PDPs to standards set by NEAP and PRC CPDs.
3. The monitoring team shall likewise monitor the implementation of the INSET 2024 in Schools and SDOs.
4. Travel expenses of the monitoring team shall be charged against the Regional MOOE Fund subject to usual accounting and auditing rules and regulations
5. Enclosed is the Monitoring and Evaluation Visit checklist for reference.
6. For queries and clarification, send email to Ms. Marlyne M. Villareal, EPS/NEAP-Caraga Focal Person at marlyne.villareal@deped.gov.ph.
7. For information and dissemination.

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

BY THE AUTHORITY OF REGIONAL DIRECTOR

JOEL B. ROSALES
CAO, Administrative Services Division



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Effectivity	02.01.23	Page	1 of 3

Encl/s.: AS STATED

Reference/s:

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

MONITORING

PROGRAMS

PERSONNEL

HRDD/mmv
01/26/2024



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Enclosure No. 1 to Regional Memorandum No. 0061, s. 2024)



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. PARTICIPANTS: are the accepted attendees the intended participants?		
2. LEARNING DESIGN: to what extent was the delivered training program compliant to the design.		
3. DELIVERY APPROACH: to what extent was the conducted training program compliant to the delivery approach and modality.		
4. RESOURCE EXPERTS/ RESOURCE PERSONS AND FACILITATORS: to what extent was the conducted training program compliant to the roster of resource persons.		
5. RESOURCE PACKAGES: to what extent were the learning resource packages compliant to the design in terms of content, format, and style.		
6. LEARNING EVALUATION: to what extent were the learning assessment carried out vis-à-vis the design.		
7. PROGRAM MANAGEMENT: to what extent were the training programs managed by the program provider.		
8. LEARNING ENVIRONMENT: to what extent was the venue for face-to-face/online training.		