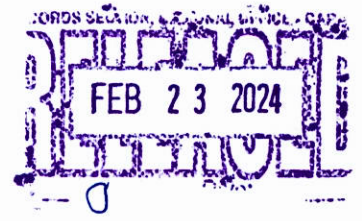




Republic of the Philippines
Department of Education
CARAGA REGION



February 23, 2024

REGIONAL MEMORANDUM
No. 0165, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

**ONSITE MONITORING OF THE DIVISION ROLLOUT OF THE INSTRUCTIONAL
LEADERSHIP TRAINING AND TECHNICAL ASSISTANCE OF PROJECT
INITIATIVE PLANS IMPLEMENTATION**

1. The field is hereby informed of the above-mentioned activities to be conducted by the regional office personnel relative to the implementation of the Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.
2. The schedule of monitoring and provision of technical assistance will be as follow:

<i>Schools Division Office (SDO)</i>	<i>Date</i>	<i>Venue</i>	<i>Onsite Monitors/Technical Assistance Providers</i>
Dinagat Islands	February 26-28, 2024	Parkway Hotel, Surigao City	Maria Consuelo C. Jamera Elena N. Capangpangan Edmund D. Mendoza
Siargao Island	March 6-8, 2024	Schools Division Office	Maria Ruth R. Edradan
Surigao City	March 11-15, 2024	Almont Hotel, Lipata, Surigao City	Maria Consuelo C. Jamera Maria Ruth R. Edradan Edmund D. Mendoza
Cabadbaran City		Schools Division Office	Elena N. Capangpangan Maria Consuelo C. Jamera
Bislig City		Schools Division Office	Elmer Augustus F. Conde
Bayugan City	March 18-22, 2024	Grand Palace Hotel, Butuan City	Abe Naireza A. Ibano Flordelisa R. Dalin Edmund D. Mendoza



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<i>Schools Division Office (SDO)</i>	<i>Date</i>	<i>Venue</i>	<i>Onsite Monitors/ Technical Assistance Providers</i>
Surigao del Norte	March 18-22, 2024	Parkway Hotel, Surigao City	Maria Consuelo C. Jamera Edmund D. Mendoza Maria Ruth R. Edradan
Surigao del Sur	April 8-12, 2024	To be arranged	Elmer Augustus F. Conde Edmund D. Mendoza
Butuan City	March 18-22, 2024	Balanghai Hotel and Convention Center, Butuan City	Maria Consuelo C. Jamera Bernabe L Linog Edmund D. Mendoza
Agusan del Sur	March 21-22, 2024	To be arranged	Gladys S. Asis Elmer Augustus F. Conde Edmund D. Mendoza
Agusan del Norte	March 21-25, 2024	Amontay Beach Resort, Nasipit, Agusan del Norte	Maria Consuelo C. Jamera Roy S. Rele Edmund D. Mendoza
Tandag City	April 16-20, 2024	To be arranged	Gladys S. Asis Elmer Augustus F. Conde Edmund D. Mendoza

3. The SDO ILT focal persons are requested to closely coordinate with the Regional Training of Trainers (RTOT) participants from their division, specifically on the preparation of the documents pertinent to the implementation of their Project Initiative Plans (PIPs) that will be presented during the focus group discussion for appropriate technical assistance.

4. All ILT RTOT participants shall have answered the online assessment tool, per Regional Memorandum No. 0147, s. 2024 titled Assessment of Learning and Development Effectiveness prior to the scheduled monitoring and technical assistance provision.

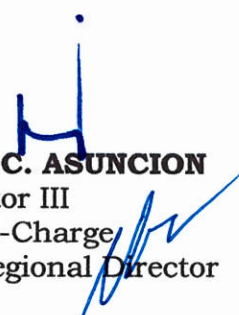
5. The monitoring tools can be found in the Enclosures

6. Travel expenses of all regional monitors/technical assistance providers including transportation, per diem and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

7. For further information or concerns, please contact Maria Ruth R. Edradan at **maria.edradan@deped.gov.ph** of the Human Resource Development Division.



6. Immediate dissemination of and appropriate action on this memorandum is desired.


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

Encl/s.: As stated

Reference/s: RM 0061, s. 2024, RM 0147, s. 2024

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

ASSESSMENT

LANGUAGE

TRAINING PROGRAMS

HRDD/mrre
02/23/2024



Republic of the Philippines
Department of Education
CARAGA REGION

ON-SITE MONITORING AND EVALUATION

(To be accomplished by individual monitors on a daily basis, Evaluations are to be validated with the session-facilitator evaluation of participants. The result will be the basis for debriefing for action by the management team.)

GENERAL INFORMATION			
PROGRAM/ACTIVITY MONITORED		Custer (Luzon, Visayas, Mindanao, Mixed, etc.)	
REGION		LEARNING AREA	
DIVISION		CLASS SECTION	
LEARNING SERVICE PROVIDER		NUMBER OF PARTICIPANTS	
VENUE		NUMBER OF TRAINERS	
INCLUSIVE DATES		DATE MONITORED	

I. PROGRAM DELIVERY

Activities	Needs Improvement	Satisfactory	Very Satisfactory	Outstanding
Conduct of Program Delivery (Daily Monitoring)				
1. Schedule and Participants Management				
Maximum of fifty(50) pax per class				
Program started according to schedule				
Program ended according to schedule				
Attendance was systematically monitored				
Ground rules were clear				
Compliance of ground rules was monitored				
Modifications in activities and schedule were consulted with the participants				
Modifications in activities and schedule were given ahead of time				
2. Training Site/ Venue				
Adequately lit				
Clean				
Comfortable temperatures				
Clean comfort rooms				
Equipment were serviceable				
Medical care was available e.g. common medicines, first aid				
3. Accommodations				



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Clean				
Facilities were in good working order				
4. Meals				
Good quality				
Sufficient Quantity				
General Healthy				
Good variety				
Meals served on time				
5. Sessions and Trainers				
The trainers used approved resource package (Session, guide, slides, videos, etc.)				
Training/learning material were adequate				
Training/learning material were given on time				
Support materials were available				
Support materials were in good condition				
6. Program Management Team				
Available when needed				
Courteous				
Efficient				
Responsive to needs of participants				
7. QAME System				
Monitoring team was present				
A system for gathering participants feedback was in place				
At least one(1) monitor was assigned per class				
Latest QAME forms were used				
Conducted daily debriefing sessions				
Data gathered was used to inform management				
Issues discussed in debriefing sessions were resolved/addressed				

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

Comments and Suggestions:



Republic of the Philippines
Department of Education
CARAGA REGION

Curriculum and Learning Management Division (CLMD)

MONITORING AND EVALUATION FORM

Area to be Monitored:

- ☐ Learning Area: _____
- ☐ Training: _____
- ☐ Program/Project: _____
- ☐ Assessment: _____
- ☐ Others: _____

Monitoring Team: _____

Date of Monitoring: _____

Name	Position	Signature

I. Preliminary Information

Objective/s of Monitoring and Evaluation:

Target audience:

Documented Information Needed:

II. Implementation Phase

A. Activities Conducted (in cases of more activities, ask another sheet)

Title	
Objectives	
Participants	
Date conducted	
Outputs	
MoVs	



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B. Challenges and Actions Taken

What were the challenges encountered in the implementation of the activity?	What were the actions taken in response to these challenges?

C. Technical Assistance Needed:

D. Observations and Agreements

Observations	Agreements

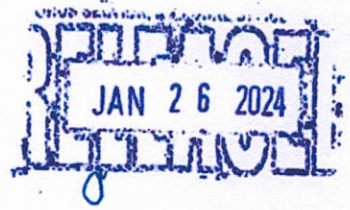
**Signature above Printed Name
Leader, Monitoring Team**



2024-02-03098



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



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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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.		

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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