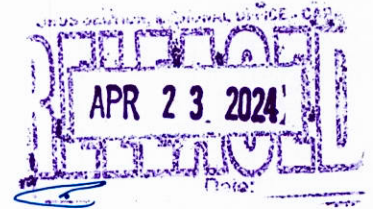




Republic of the Philippines
Department of Education
CARAGA REGION



April 22, 2024

REGIONAL MEMORANDUM

No. 0376, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**MONITORING AND EVALUATION (M&E) ON THE CONDUCT OF DIVISION
TRAINING OF TRAINERS (DTOTS) AND SCHOOL-BASED TRAINING OF
TEACHERS ON THE MATATAG CURRICULUM**

1. Pursuant to Regional Memorandum No. 0307, s. 2024, entitled: Regional Orientation Workshop on the Monitoring and Evaluation of the MATATAG Curriculum Training for Teachers and School Leaders Cum Implementation of M&E Plan on the MATATAG Curriculum Series of Trainings, which aimed to equipped the participants with all the knowledge and skills in conducting Monitoring and Evaluation (M&E) to ensure the effective implementation of the conduct of the Regional Training of Division Trainers and School Leaders, Division Training of Trainers (DTOTs), and School-based Training of Teachers.
2. In connection to this, all participants of the said orientation workshop mentioned above are required to conduct Monitoring and Evaluation (M&E) to the Division Training of Trainers and School-based Training of Teachers in their respective SDOs to ensure the effectiveness of its implementation. Moreover, the assigned M&E officer in the SDOs are encouraged to conduct orientation to those who will be selected as M&E Focal Persons for the eighteen (18) sections: Kindergarten; Grade 1; Grade 4-Math, English, Science, Filipino, Aral Pan, MAPEH, EPP, GMRC; Grade 7- Math, English, Science, Filipino, Aral Pan, MAPEH, TLE, Val Ed before the conduct of the Division Training of Trainers (DTOTs) in order to prepare them in conducting M&E during the actual conduct of the Division Training of Trainers (DTOTs).
3. The assigned M&E officer of each SDO shall prepare the following documents before the conduct of Monitoring and Evaluation on the conduct of DTOTs, to wit:
 - a. Division Monitoring and Evaluation (M&E) Team.
 - b. Assignment of M&E Officer and Focal persons.
 - c. Monitoring and Evaluation Matrix.
 - d. M&E tools used during the conduct of M&E to RTOT.
 - e. Online Evaluation link for participants.
 - f. Online consolidation for the focal persons.
4. The following templates related to the activity are enclosed for reference.
 - a. Enclosure No.1: Division M&E Team for Implementation of MATATAG Curriculum



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



2024-04-06344

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	09.20.21	Page	1 of 6

- b. Enclosure No. 2: Assignment of M&E Officer and Focal Persons
- c. Enclosure No. 3: Monitoring and Evaluation Matrix

5. In connection with the aforementioned items, The Quality Assurance Division and other select Regional Personnel will oversee the Monitoring and Evaluation (M&E) process carried out by the Division Monitoring and Evaluation (M&E) Team during their respective Division Training of Trainers (DTOTs) to ensure the efficacy of their M&E practices throughout the conduct of the DTOTs.

6. Moreover, the assigned Regional Monitor shall check the following documents mentioned in item no. 3.

7. The following regional monitors to be assigned in the conduct of DTOTs in the twelve (12) SDOs are enclosed for reference.

- a. Enclosure No. 4: Assignment of Regional Monitors during the conduct of DTOTs.

8. Immediate dissemination and compliance of this memorandum is 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, Ph.D., CESO IV
Assistant Regional Director

Encls.: As stated

Reference: RM No. 0307, s. 2024

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

CURRICULUM

EVALUATION

MATATAG

MONITORING

QAD/eme
04/22/2024



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/>



2024-04-06344

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	09.20.21	Page	2 of 6

Division Monitoring and Evaluation (M&E) Team

No.	Names	Position	Functional Division/Unit/School	M&E Team Position
1				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Assignment of M&E Officer and Focal Persons per Learning Area

No.	Learning Area/ Assignment	Names	M&E Position
1	Over-all Consolidation		
2	Retrieval of Reports		
3	Retrieval of Reports		
Learning Area			
4	Kinder Garten		
5	Grade 1		
Grade 4 Level			
6	Math		
7	English		
8	Science		
9	Filipino		
10	E.P.P		
11	Aral Pan		
12	MAPEH		
13	GMRC		
Grade 7 Level			
14	Math		
15	English		
16	Science		
17	Filipino		
18	T.L.E		
19	Aral Pan		
20	MAPEH		
21	Values Education		

Monitoring and Evaluation Matrix

Dates	Class	Name of M&E Officer and Focal Persons
Day 0: (1:00 PM to 5:00 PM) Travel time		
Day 1: (8:00 AM to 5:00 PM) Delivery of Sessions and Activities	Kinder	
	Grade 1	
	Grade 4	
	Grade 7	
	Consolidation	
Day 2: (8:00 AM to 5:00 PM) Delivery of Sessions and Activities	Kinder	
	Grade 1	
	Grade 4	
	Grade 7	
	Consolidation	
Day 3: (8:00 AM to 5:00 PM) Delivery of Sessions and Activities	Kinder	
	Grade 1	
	Grade 4	
	Grade 7	
	Consolidation	
Day 4: (8:00 AM to 5:00 PM) Delivery of Sessions and Activities	Kinder	
	Grade 1	
	Grade 4	
	Grade 7	
	Consolidation	
Day 5: (8:00 AM to 5:00 PM) Delivery of Sessions and Activities	Kinder	
	Grade 1	
	Grade 4	
	Grade 7	
	Consolidation	

Assignment of Regional Monitors during the Conduct of DTOTs

SDOs	Date of Conduct of DTOT	Venue	Name of RO Monitor	Position
1. Agusan del Norte	April 29-May 3, 2024	Amontay Beach Resort, Nasipit, Agusan del Norte	Willy P. Dumpit, Ph.D.	Education Program Supervisor
2. Agusan del Sur	April 29-May 3, 2024	Amontay Beach Resort, Nasipit, Agusan del Norte	Elan M. Elpidang, Ph.D.	Education Program Supervisor
3. Bayugan City	June 3-7, 2024	TBD	Marygold C. Silao, Ph.D.	Education Program Supervisor
4. Bislig City	April 26-30, 2024	Balanghai Hotel and Convention, Butuan City	Elan M. Elpidang, Ph.D.	Education Program Supervisor
5. Butuan City	May 16-20, 2024	Amontay Beach Resort, Nasipit, Agusan del Norte	Jonathan F. Garzon	Education Program Supervisor
6. Cabadbaran City	April 25-29, 2024	Amontay Beach Resort, Nasipit, Agusan del Norte	Fe M. baring	TCT II
7. Dinagat Islands	May 7-11, 2024	TBD	Fe M. baring	TCT II
8. Siargao	May 6-10, 2024	Parkway Hotel, Surigao City	Elan M. Elpidang, Ph.D.	Education Program Supervisor
9. Surigao City	July 1-5, 2024	Parkway Hotel, Surigao City	Jonathan F. Garzon	Education Program Supervisor
10. Surigao del Norte	May 20-24, 2024	Almont Beach Resort, Surigao City	Elan M. Elpidang, Ph.D.	Education Program Supervisor
11. Surigao del Sur	Within the month of July 2024	TBD	Willy P. Dumpit, Ph.D.	Education Program Supervisor
12. Tandag City	May 17-21, 2024	Palmera Resort, Lianga, Surigao del Sur	Marygold C. Silao, Ph.D.	Education Program Supervisor