



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
MAY 5 2025

BY: NMB

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MAY 5 2025

REGIONAL MEMORANDUM

No. 0453, 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. 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)

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


MARIA INES C. ASUNCION
Director IV
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
03/31/2025

Enclosure to Regional Memorandum No. 0453, s. 2025

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

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

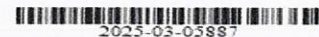
Prepared: _____
SEPS-SMME

Reviewed: _____
SGOD-Chief

Noted: _____
Schools Division Superintendent



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