



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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JULY 15 2025

REGIONAL MEMORANDUM
No. 0703, s. 2025

To: Schools Division Superintendent
All Others Concerned

**FIVE-DAY SEMINAR-WORKSHOP ON DEVELOPING MONITORING TOOLS AND
DATA ANALYSIS TECHNIQUES FOR EFFECTIVE IMPLEMENTATION,
MONITORING, AND REPORTING OF THE ALTERNATIVE DELIVERY
MODE (ADM) PROGRAM CUM QUARTER 2 PROGRAM
IMPLEMENTATION REVIEW (PIR)**

1. The Department of Education, in accordance with DepEd Order No. 21, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program - Flexible Learning Options), continues to strengthen the implementation of Alternative Delivery Modes (ADM) to ensure quality education for all learners. To support this, and in line with the Basic Education Monitoring and Evaluation Framework (BEMEF) under DepEd Order No. 29, s. 2022, the Curriculum and Learning Management Division (CLMD) will conduct the Five-Day Seminar Workshop on Developing Monitoring Tools and Data Analysis Techniques for Effective Implementation, Monitoring, and Reporting of the ADM Program cum Quarter 2 Program Implementation Review (PIR) on August 4-8, 2025. The venue to be announced.
2. This seminar-workshop aims to:
 - a. Develop technical competencies in designing and implementing monitoring tools specifically tailored for ADM programs.
 - b. Enhance data analysis skills to enable participants to interpret program data and generate actionable insights.
 - c. Strengthen reporting mechanisms to ensure timely and accurate reporting of ADM program implementation status.
 - d. Foster collaborative networks among ADM implementers across different divisions for knowledge sharing and peer learning.
 - e. Align local practices with the BEMEF requirements as prescribed in DO 29, s. 2022.
3. The participants of this activity are as follows:

Governance Level	Division	Name	Position/Designation
Region	ORD	Maria Ines C. Asuncion	Regional Director
Region	ARD	Pedro Tenebro Escobarte Jr.	Assistant Regional Director
Region	CLMD	Bernabe L. Linog	Chief Education Supervisor
Region	CLMD	Leowenmar Corvera	Regional ADM Focal Person
Region	CLMD	Elizabeth M. Ysulan	Regional IPED Focal Person
Region	CLMD	Gladys A. Asis	English Supervisor



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Region	CLMD	Kevin Hope Z. Salvaña	Science Supervisor
Region	CLMD	Rhea J. Yparraguire	Math Supervisor
Region	CLMD	Maria Consuelo C. Jamera	Filipino Supervisor
Region	CLMD	Celsa M. Cataluña	TLE Supervisor
Region	CLMD	Elena P. Capangpangan	SNED Supervisor
Region	CLMD	Maripaz Magno	LR Supervisor
Region	QAD	Elan M. Elpidang	QATAME In charge/ Supervisor
Division	Agusan del Norte	Junaline Mores	Replacement of the the Chief, CID
Division	Agusan del Norte	Nilo R. Verdon	ADM Focal Person
Division	Agusan del Norte	Annabelle G. Remonte	Learning Area Supervisor
School	Agusan del Norte	Elenita S. Verdon	School Head (Secondary)
School	Agusan del Norte	Marivic Garillo	School Head Elementary
Division	Agusan del Sur	Lorna P. Gayol	Chief, CID
Division	Agusan del Sur	Lelani R. Abutay	ADM Focal Person
Division	Agusan del Sur	Lalaine Gomera	Learning Area Supervisor
School	Agusan del Sur	Almer O. Cale	School Head
School	Agusan del Sur	Janet R. Maguinda	School Head
Division	Bayugan	Imee R. Vicariato	Chief, CID
Division	Bayugan	Corazon F. Adrales	ADM Focal Person
Division	Bayugan	Amelia T. Ulit	Learning Area Supervisor
School	Bayugan	Fernando M. Calo	School Head (Secondary)
School	Bayugan	Gedeon D. Badic	School Head Elementary
Division	Bislig	Nonita C. Patalinghug	Chief, CID
Division	Bislig	Mario C. Lozada, Jr.	ADM Focal Person
Division	Bislig	Lilifreda P. Almazan	Learning Area Supervisor
School	Bislig	Clarissa E. Feliscuzo	School Head
School	Bislig	Angela C. Ayuste	School Head
Division	Butuan	Fe C. Varona	ADM Focal Person
Division	Butuan	Restituto C. Navarro	Learning Area Supervisor
Division	Butuan	Carlos Catalan	Learning Area Supervisor
School	Butuan	Eleanor A. Masul	School Head (Secondary)
School	Butuan	Crisanto V. Cajos	School Head (Elementary)
Division	Cabadbaran	Joel L. Pelenio	Chief, CID
Division	Cabadbaran	Ruther B. Forinas	ADM Focal Person
Division	Cabadbaran	Sharon Rose P. Puyo	Learning Area Supervisor
School	Cabadbaran	Napoleon E. Bolambot	School Head Elementary

School	Cabadbaran	Mario Hickey C. Perang	School Head (Secondary)
Division	Dinagat	Lope C. Papeleras	Chief, CID
Division	Dinagat	Mildred C. Abarico	ADM Focal Person
Division	Dinagat	Emelinda L. Raza	Learning Area Supervisor
School	Dinagat	Melchor D. Mantilla	School Head (Secondary)
School	Dinagat	Irish May D. Empleo	School Head (Elementary)
Division	Surigao del Norte	Dominico P. Larong	Chief, CID
Division	Surigao del Norte	Larry G. Morandante	ADM Focal Person
Division	Surigao del Norte	Rosalita E. Mora	Learning Area Supervisor
School	Surigao del Norte	Randy G. Poliran	School Head
School	Surigao del Norte	Dindo Gipala	School Head
Division	Surigao del Sur	Fluellen L. Cos	Chief, CID
Division	Surigao del Sur	Romeo Jr. L. Lepardo	ADM Focal Person
Division	Surigao del Sur	Analiza G. Doloricon	Learning Area Supervisor
School	Surigao del Sur	Osiias N. Manlucob Jr.	Department Head (Secondary)
School	Surigao del Sur	Johnson IV T. Cabuyoc	School Head (Elementary)
Division	Surigao City	Carlo P. Tantoy	Chief, CID
Division	Surigao City	Venus M. Alburoto	ADM Focal Person
Division	Surigao City	Marino L. Pamogas	Learning Area Supervisor
School	Surigao City	Juris J. Erno	School Head
School	Surigao City	Rudelyn R. Clemena	School Head
Division	Siargao	Gemna G. Pobe	Chief, CID
Division	Siargao	Randy A. Rudila	ADM Focal Person
Division	Siargao	Fernando Dones Jr.	Learning Area Supervisor
School	Siargao	Jovy C. Liza	School Head
School	Siargao	May Shiela Agad	School Head
Division	Tandag City	Jenefer B. Impok	CID Chief replacement
Division	Tandag City	Carolina M. Rogero	ADM Focal Person
Division	Tandag City	Benny T. Abala	Learning Area Supervisor
School	Tandag City	John Michael A. Tuyor	School Head (Elementary)
School	Tandag City	Vergielyn E. Datoy	School Head (Secondary)
Program Management Team			
Name		Role/Function	Station/Division
May Anne G. Flores		Secretariat	RO-CLMD
Alma P. Llanos		Secretariat	RO-CLMD
Ginalyn B. Patrimonio		Welfare Officer	Tandag City
Joel V. Cubio		Welfare Officer	Tandag City
Malou L. Alag		Documenter	Surigao del Norte Division
Resource Person (External Expert)			
Dr. Jonathan Albuero Madronero		City College of Cagayan De Oro	

4. During the conduct of the PIR, each participating Schools Division Office (SDO), through the Chief of the Curriculum and Implementation Division (CID) or the Division ADM Focal Person, is required to review and present the following:

- A complete version of the Theory of Change, based on the output during the Quarter 1 Strategic Planning Workshop held on January 29-31, 2025.
- The Implementation Plan, based on the output during the Quarter 1 Strategic Planning Workshop held on January 29-31, 2025.
- The Monitoring and Evaluation Plan, based on the output during the Quarter 1 Strategic Planning Workshop held on January 29-31, 2025.
- Activity Documentation Reports.
- The Overall Assessment of the ADM Program
- An explanation for under- or over-achievement
- Issues and concerns related to the implementation of the ADM Program.
- Catch-Up Plan.

5. Templates to be used during the presentation are enclosed in this Memorandum. The Division ADM Focal Person shall ensure that soft copies of the reports (in both Word and PDF formats) are uploaded to the official online repository

at least five (5) days prior to the conduct of the said activity. The templates and submission links can be accessed via: <https://tinyurl.com/TemplatesQ2ADMPiR>.

6. The Division of Tandag City, as the host division, shall ensure the smooth conduct of the activity by providing essential facilities, including but not limited to at least two (2) overhead projectors, extension cords, and other necessary office and medical supplies. These supplies shall be provided and charged against the downloaded ADM funds.

7. The travel and incidental expenses of the participants shall be charged against the downloaded Program Support Funds for the Alternative Delivery Mode allocated to the Schools Division Offices. All expenditures shall be subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

8. Details related to accommodation, meals, and snacks are presented as follows:

Description	Day 1 (Aug 4)	Day 2 (Aug 5)	Day 3 (Aug 6)	Day 4 (Aug 7)	Day 5 (Aug 8)
Accommodation	/	/	/	/	/
Meals (Breakfast)	/	/	/	/	/
Meals (Lunch)	/	/	/	/	/
Meals (Dinner)	/	/	/	/	/

9. See the enclosed activity matrix for your guidance and reference.

10. For inquiries and other concerns, contact Mr. Leowenmar A. Corvera, Regional ADM Focal Person, through his email address at leowenmar.corvera001@deped.gov.ph.

11. Immediate dissemination of this Memorandum is highly desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: DepEd Order: (No. 21, s. 2019 and No. 29, s. 2022)

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

MONITORING AND EVALUATION
SEMINARS

REPORTS
WORKSHOPS

CLMD/lac
07/07/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure no. 2 to Regional Memorandum

s. 2025

IMPLEMENTATION PLAN

SDO: _____

Title: _____

Goal: _____

Outcome: _____

	Critical Action	Responsible/Accountable Unit (FD)	Timeframe	Estimated Budget	Budget Source
	What actions/activities must be completed to implement the policy?	Who is responsible for the action/activity?	When must the action/activity be completed?	How much will it cost to implement the action?	Where will the funding come from? (internal and external funding source)
OUTPUT 1	(Encode here the Output 1)				
Activity 1	(Encode here the Activity that would contribute to the Output)				
OUTPUT 2	(Encode here the Output 2)				
Activity 1	(Encode here the Activity that would contribute to the Output)				
Activity 2	(Encode here the Activity that would contribute to the Output)				

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OUTPUT 3	(Encode here the Output 3)				
Activity 1	(Encode here the Activity that would contribute to the Output)				
OUTPUT 4	(Encode here the Output 4)				
Activity 1	(Encode here the Activity that would contribute to the Output)				
Activity 2	(Encode here the Activity that would contribute to the Output)				
Activity 3	(Encode here the Activity that would contribute to the Output)				
Activity 4	(Encode here the Activity that would contribute to the Output)				
Activity 5	(Encode here the Activity that would contribute to the Output)				
Activity 6	(Encode here the Activity that would contribute to the Output)				

Prepared by:

Program Owner

Approved by:

Chief, ____/FD Unit Head



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Republic of the Philippines
Department of Education
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Enclosure 1 to Regional Memorandum s. 2025

**FIVE-DAY SEMINAR-WORKSHOP ON DEVELOPING MONITORING TOOLS AND
 DATA ANALYSIS TECHNIQUES FOR EFFECTIVE IMPLEMENTATION,
 MONITORING, AND REPORTING OF THE ALTERNATIVE DELIVERY
 MODE (ADM) PROGRAM CUM QUARTER 2 PROGRAM
 IMPLEMENTATION REVIEW (PIR)
 July 28- August 1, 2025**

ACTIVITY MATRIX

Day	Topic	Description	Activities	Expected Output
Day 1	QUARTER 2 PROGRAM IMPLEMENTATION REVIEW	Presentation of Accomplishment Reports on ADM program implementation per SDO	Presentation and review of accomplishment reports	Accomplishment Reports
	Understanding ADM and Its Implementation Framework	Overview of Alternative Delivery Modes (ADM), its significance, challenges, and implementation framework. Discussion on policy guidelines and best practices.	Keynote presentation, group discussion, case study review.	Participants understand ADM principles, challenges, and implementation structures.
Day 2	Developing Monitoring and Evaluation (M&E) Tools	Introduction to monitoring and evaluation frameworks, key performance indicators (KPIs), and tools for tracking ADM effectiveness.	Workshop on designing M&E tools, brainstorming sessions, collaborative tool development.	Drafted M&E tools tailored for ADM programs.
Day 3	Data Collection and Management for ADM Programs	Methods for data collection, storage, and management; ethical considerations; and technology integration for efficiency.	Hands-on training on data collection techniques, using digital tools for data management.	Data collection templates and system prototypes.
Day 4	Data Analysis and Interpretation for ADM Impact Assessment	Techniques for analyzing qualitative and quantitative data, statistical tools, and interpretation for decision-making.	Practical exercises using statistical software, real-world data analysis, group presentations.	Preliminary ADM impact assessment reports.

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Day	Topic	Description	Activities	Expected Output
Day 5	Reporting and Communicating Findings for Policy and Program Improvement	Best practices for reporting, visualizing data, and making evidence-based recommendations for ADM program enhancement.	Workshop on report writing, dashboard creation, and policy brief development.	Finalized reports, dashboards, and policy recommendations.



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Enclosure no. 4 to Regional Memorandum s. 2025

Activity Documentation Report

Contents

- Part 1 Background Information**
- A. Rationale of the Program/Activity
 - B. Objectives of the Activity
 - C. Expected Outcome and Results
 - D. Summary Profile of Participants
- Part II Highlights of the Activity**
- A. Preliminary Activities
 - B. Key Learning (per module/session)
 - C. Issues and Recommendations
 - D. Synthesis
 - E. Closing Activities
- Part III Annexes**
- A. Activity Evaluation Result
 - B. Photo Documentation
 - C. Attendance Sheet
 - D. Activity Proposal

(Guide)

Background Information

A. Rationale of the Program/Activity

(1 or more paragraphs containing the brief description, background and basis or reason behind the conduct of the activity, including legal bases and Institutional Framework, if any).

B. Objectives of the Activity

(Enumerate what the activity aims to do, what the participants will be acquiring, and the output to be delivered. Learning objectives must be using SMART approach: specific, measurable, attainable, relevant, and time-bound)

C. Expected Outcome and Results

(Define the expected end-result or impact of the activity (i.e. what should be achieved, what changes must be observed after the activity)

D. Summary Profile of Participants

(Provide description of the participants such as Offices of origin, positions or category of positions (administrative, technical, middle managers, management/executives), sex disaggregation, total no. of pax, batches, etc.)

Highlights of the Activity

A. Preliminary Activities

(Provide brief narration of preliminary activities prior session proper)

B. Key Learning and Output (per module/session)

(Provide description and synthesized proceedings of each session/module with specific facilitators and key output)

C. Issues and Recommendations

(In a tabular form, list down all issues captured and the recommendations including the responsible person/office)

Issue/Concern	Recommendations/Agreements	Responsible Person/Office

D. Synthesis and Closing

(Provide brief narration of closing activities and synthesis of all sessions)

Annexes

A. Activity Evaluation Result

Refer to the below grading scale for the qualitative rating value:

3.50-4.00	=	Excellent
2.50-3.45	=	Very Good
1.50-2.45	=	Fair
0-1.49	=	Needs Improvement

Indicator	Mean Result
1. Meeting the learning objectives and participant expectations.	
2. Relevance of the activity/ program to your job.	
3. Presentation Materials	
4. Methodologies	
5. Opportunities to Participate	
6. Time Management	
7. Facilitators/Moderator Performance	
8. Resource Person/Speaker Performance	
AVERAGE	
Qualitative Rating	

B. Photo Documentation

(select photos of the highlights of the activity, including outputs)

C. List of Participants

(Attendance form must be attached)



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure no. 3 to Regional Memorandum s. 2025

MONITORING AND EVALUATION PLAN
SDO:

Program/
Policy Title

I. PURPOSE AND SCOPE (Theory of Change)			II. DATA COLLECTION AND MANAGEMENT					III. DATA ANALYSIS			IV. INFORMATION, DISSEMINATION, REPORTING AND UTILIZATION		
Hierarchy of Objectives	Objective Statement	Indicator	Data collection method/ Data source	Responsible Office in data collection	Schedule/Frequency of data collection	Ways of organizing and storing the collected data	User(s) and use(s) of data collected	Data analysis to be used	Responsible office for data analysis	Frequency of data analysis	Audience of M&E results	Communication strategies to be employed/ used	Reporting schedule/frequency
Goal	Refer to Implement Plan												
Outcome	Refer to Implement Plan												

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These are the SMA RT indicators of impact, outcomes, and outputs?

Are there existing tools to be used?

Is it through FGDs, documents, reviews, interviews, simple and reliable measures to measure achievement or

Note: For the Outcome, you may add row for another outcome.

Description or statement of corresponding objectives

Upon collection of data, where do you store it? If hard copies, are there filing cabinets? Or if soft copies, are there computer files, database s?

Refers to frequency of collection (monthly, quarterly, semi-annual, annual)

Office or personnel who do collection

Who are the users of raw data being collected (internal and external stakeholders and for what? Aside from you, are there other offices/stakeholders who use the same data you are collecting, who are they?

Do you have specific statistical tests used to process and analyze the data? (e.g. descriptive analysis is and/or inferential analysis)

Is there a specific staff or office who do data analysis?

How frequent data analysis? Monthly, quarterly, among others?

Who will use those? To whom it will be provided (internal and external stakeholders)

After analysis, you have the findings and proposed recommendations. Who will use those? To whom it will be provided (internal and external stakeholders)

What are the different platforms and strategies to communicate the findings and proposed recommendations? (e.g. consultation meetings, orientation, conferences, fora, bulletin boards, website, social medias, written reports, PIRs)

Do you regularly report it, are there specific schedules or frequency of reporting or dissemination?



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reflect
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goal,
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and
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respe
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What
are the
uses of
those
data?

Prepared by:

Noted by:

Approved by:



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DIVISION OFFICE: _____
QUARTER: _____

ADM Over-All Assessment

PAP Output	Physical		Financial		Timeliness based on the timelines outlined in the WFP	Remarks
	Accomplishment vs Annual Target	Q__ Accomplishment vs Q__ Target	Obligation Rate	Disbursement Rate		



PREPARED

Division ADM Focal Person

NOTED

CID Chief

APPROVED

Budget Officer

Schools Division Superintendent

DIVISION OFFICE: _____
QUARTER: _____

EXPLANATION FOR UNDER/OVER ACHIEVEMENT

Reason for Under/Over Achievement

Reason for Low Financial Obligation

Reason for Low Financial Disbursement

PREPARED

NOTED

APPROVED

Division ADM Focal Person

CID Chief

Schools Division Superintendent



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DIVISION OFFICE: _____
QUARTER: _____

ISSUES AND CONCERNS

Expected Output	Reasons for Delay		Issues that need management decisions and recommendations	Action taken or to be taken
	Operational Issue	Policy Issue		

PREPARED

Division ADM Focal Person

NOTED

CID Chief

APPROVED

Schools Division Superintendent

DIVISION OFFICE: _____
QUARTER: _____

Catch-Up Plan

Output Indicators (with Backlog)	Physical Target (Backlog)	Reasons for Delay	Action Plan	Person-in-Charge	Target date of Completion

PREPARED

Division ADM Focal Person

NOTED

CID Chief

APPROVED

Schools Division Superintendent



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