



AUGUST 5 2025

REGIONAL MEMORANDUM

No. 0797, s. 2025

To: School Division Superintendent  
All Others Concerned

CORRIGENDUM AND ADDENDUM TO REGIONAL MEMORANDUM NO. 0703, S.  
2025 RE: 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. In reference to Regional Memorandum No. 0703, s. 2025, dated July 15, 2025, this office hereby informs all concerned that the venue for the aforementioned activity will be at Arena Blanca Resort, Britania, San Agustin, Surigao del Sur, on August 4–8, 2025.

2. The following are corrections and additions to the previous Memorandum:

*i. Participant Replacement*

i.a. Ms. Rhea J. Yparraguire, Regional Math Supervisor, will be unable to attend due to her participation in another equally important event. She will be replaced by Ms. Mary Gold Silao, Education Program Supervisor from the Quality Assurance Division.

i.b. Ms Junaline Mores of Agusan del Norte Division will be replaced by Ms. Fe M. Dizon, Chief of the Curriculum and Implementation Division.

ii. The following personnel are added to the official list of participants to provide technical assistance in the development of monitoring and evaluation tools for the Alternative Delivery Mode (ADM):

a. Marlyn M. Villareal, Chief, Quality Assurance Division – Caraga Regional Office.

b. Virginia A. Seña, Supervisor, Quality Assurance Division- Caraga Regional Office.

iii. Correction to Provision No. 8, regarding the details on accommodation, meals, and snacks:

Participants will not be provided accommodation in the afternoon of August 8, 2025. However, they will still be provided with breakfast, snacks, and lunch on that day.

3. Participants whose official station observes a local holiday during the scheduled activity shall be entitled to Compensatory Time-Off (CTO), in accordance with OM 385, s. 2023 and the provisions of CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered. Thus, Job Order Employees will be given overtime pay for actual services rendered.
4. The activity and the program matrix are attached as Enclosure 2.
4. All other provisions in the previous Memorandum remain in effect.
5. For queries, contact Leowenmar A. Corvera, RO ADM Focal Person, or email at [clmd\\_caraga@deped.gov.ph](mailto:clmd_caraga@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

**MARIA INES C. ASUNCION**  
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  
07/29/2025



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

Enclosure to Regional Memorandum 0797,s. 2025

Five-Day Seminar-Workshop on the Development Monitoring Tools and  
Data Analysis Techniques for Effective Monitoring and Reporting of  
Alternative Delivery Mode (ADM) Program  
August 4-8, 2025

**Quarter 2 Program Implementation Review**  
C.Y. 2025

**ACTIVITY MATRIX**

| DATE           | TIME               | ACTIVITY                                                                    | PERSON INVOLVED                                                                    | Expected Output                                                              |
|----------------|--------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| August 4, 2025 | 8:00 AM - 12:00 PM | Registration and Opening Program & Quarter 2 Program Implementation Review  | PMT Member                                                                         |                                                                              |
| August 4, 2025 | 1:00 PM - 3:00 PM  | Quarter 2 Program Implementation Review                                     | Prof. Jonathan A. Madronero, All Participants<br>SDO Representatives, Regional Off | Consolidated feedback matrix on Quarter 2 implementation (per division)      |
| August 4, 2025 | 3:00 PM - 5:00 PM  | Understanding ADM and Its Implementation Framework                          | Prof. Jonathan A. Madronero, All Participants                                      | Completed reflection notes and implementation alignment checklist            |
| August 5, 2025 | 8:00 AM - 12:00 PM | Techniques in Evaluation (M&E) Tools                                        | Prof. Jonathan A. Madronero, All Participants                                      | List of applicable M&E tools with identified use per ADM program             |
| August 5, 2025 | 1:00 PM - 5:00 PM  | Workshop on Developing Monitoring and Evaluation (M&E) Tools (Continuation) | Prof. Jonathan A. Madronero, All Participants                                      | Group-developed draft M&E tools/forms aligned with identified indicators     |
| August 6, 2025 | 8:00 AM - 12:00 PM | Data Collection and Management for ADM Programs                             | Prof. Jonathan A. Madronero, All Participants                                      | Group plans for data collection (tools, sources, schedule) per ADM component |

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|                |             |      |        |
|----------------|-------------|------|--------|
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| Effectivity    | 02.01.23    | Page | 1 of 1 |







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| DATE           | TIME               | ACTIVITY                                                                            | PERSON INVOLVED                               | Expected Output                                                          |
|----------------|--------------------|-------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------|
| August 6, 2025 | 1:00 PM - 5:00 PM  | Data Analysis and Interpretation for ADM Impact Assessment                          | Prof. Jonathan A. Madronero, All Participants | Initial results of data analysis (descriptive tables or summary visuals) |
| August 7, 2025 | 8:00 AM - 12:00 PM | Data Analysis and Interpretation for ADM Impact Assessment (Continuation)           | Prof. Jonathan A. Madronero, All Participants | Refined interpretation of ADM data with drafted insights and conclusions |
| August 7, 2025 | 1:00 PM - 5:00 PM  | Workshop on Reporting and Communicating Findings for Policy and Program Improvement | Prof. Jonathan A. Madronero, All Participants | Draft policy brief/report outline with key findings and recommendations  |
| August 8, 2025 | 8:00 AM - 12:00 PM | Presentation of Findings for Policy and Program Improvement                         | Prof. Jonathan A. Madronero, All Participants | Group presentation slides and documentation of feedback received         |
| August 8, 2025 | 1:00 PM - 2:00 PM  | Closing Program                                                                     | PMT Member                                    |                                                                          |



Republic of the Philippines  
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CARAGA REGION

Enclosure to Regional Memorandum 0797,s. 2025

Five-Day Seminar-Workshop on the Development Monitoring Tools and  
Data Analysis Techniques for Effective Monitoring and Reporting of  
Alternative Delivery Mode (ADM) Program

**Quarter 2 Program Implementation Review**  
C.Y. 2025

**PROGRAM MATRIX**

**Day 1 (August 4, 2025)**

Program Host:

| <b>Time</b>                              | <b>Activity</b>                                                                                            | <b>Person Involved</b>                                                                                 |
|------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 8:00- 9:30 am                            | Arrival and Registration                                                                                   | Program Management Team                                                                                |
| 9:30- 9:45 am                            | Breakfast                                                                                                  |                                                                                                        |
| 9:45- 10:30 am<br><b>Opening Program</b> | National Anthem<br>Prayer<br>Caraga March<br>DepEd Quality Policy Statement<br>via Multimedia Presentation | PMT Member<br>Program Host                                                                             |
|                                          | Welcome Remarks                                                                                            | <b>Pedro Tenebro Escobarte Jr.</b><br>Assistant Regional Director                                      |
|                                          | Statement of Purpose                                                                                       | <b>Bernabe L. Linog</b><br>Chief, CLMD                                                                 |
|                                          | Message                                                                                                    | <b>Jasmin R. Lacuna</b><br>Assistant Schools Division<br>Superintendent                                |
|                                          | Message                                                                                                    | <b>Maria Ines C. Asuncion</b><br>Regional Director                                                     |
|                                          | Seminar Overview & Expectations                                                                            | <b>Leowenmar A. Corvera</b><br>Regional ADM Focal Person                                               |
| 10:30 am-10:45 am                        | Health Break                                                                                               |                                                                                                        |
| 10:45 am – 11:00 am                      | Reading of House Rules &<br>Mechanics of the Program<br>Implementation Review                              | <b>Malou L. Alag</b><br>PMT Member                                                                     |
| 11:00 am- 12:00 noon                     | Presentation of Best Practices on ADM<br>Program Implementation Per SDO<br><b>(Morning Session)</b>        | <b>Bernabe L. Linog</b><br>Chief, CLMD                                                                 |
|                                          | <ul style="list-style-type: none"><li>Agusan del Norte</li><li>Agusan del Sur</li></ul>                    | <b>Marlyne M. Villareal</b><br>Chief, QAD<br><br><b>Prof. Jonathan A. Madronero</b><br>Resource Person |



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|                          |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12:01 pm – 1:00 pm       | Lunch Break                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                |
| 1:00 pm -3:00 pm         | <p>Presentation of Best Practices on ADM Program Implementation Per SDO<br/><b>(Afternoon Session)</b></p> <ul style="list-style-type: none"><li>• Bayugan City</li><li>• Bislig City</li><li>• Butuan City</li><li>• Cabadbaran City</li><li>• Dinagat Island</li><li>• Surigao del Norte</li><li>• Surigao del Sur</li><li>• Surigao City</li><li>• Siargao</li><li>• Tandag</li></ul> | <p><b>Bernabe L. Linog</b><br/>Chief, CLMD</p> <p><b>Marlyne M. Villareal</b><br/>Chief, QAD</p> <p><b>Prof. Jonathan A. Madronero</b><br/>Resource Person</p> |
| 3:00 pm -5:00 pm         | Understanding ADM and Its Implementation Framework                                                                                                                                                                                                                                                                                                                                       | Prof. Jonathan A. Madronero                                                                                                                                    |
| End of Session for Day 1 |                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                |

**Day 2 (August 5, 2025)**

| <b>Time</b>          | <b>Activity</b>                                                             | <b>Person Involved</b>        |
|----------------------|-----------------------------------------------------------------------------|-------------------------------|
| 8:00- 8:20 am        | Prayer & Nationalistic Song                                                 | c/o Agusan Del Sur Division   |
| 8:21- 8:45 am        | Management of Learning                                                      | c/o Agusan Del Sur Division   |
| 8:45 am- 12:00 noon  | Techniques in Evaluation (M&E) Tools                                        | Prof. Jonathan A. Madronero   |
| 12:01 pm- 1:00 pm    | Lunch Break                                                                 |                               |
| 1:00 pm- 1:15 pm     | Energizer Activity                                                          | c/o Agusan del Norte Division |
| 1:15 pm- 5:00 pm     | Workshop on Developing Monitoring and Evaluation (M&E) Tools (Continuation) | Prof. Jonathan A. Madronero   |
| End of Session Day 2 |                                                                             |                               |

**Day 3 (August 6, 2025)**

| <b>Time</b>          | <b>Activity</b>                                                           | <b>Person Involved</b>      |
|----------------------|---------------------------------------------------------------------------|-----------------------------|
| 8:00- 8:20 am        | Prayer & Nationalistic Song                                               | c/o Bayugan City Division   |
| 8:21- 8:45 am        | Management of Learning                                                    | c/o Bayugan City Division   |
| 8:45 am- 12:00 noon  | Data Collection and Management for ADM Programs                           | Prof. Jonathan A. Madronero |
| 12:01 pm- 1:00 pm    | Lunch Break                                                               |                             |
| 1:00 pm- 1:15 pm     | Energizer Activity                                                        | c/o Bislig City Division    |
| 1:15 pm- 5:00 pm     | Data Analysis and Interpretation for ADM Impact Assessment (Continuation) | Prof. Jonathan A. Madronero |
| End of Session Day 3 |                                                                           |                             |





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**Day 4 (August 7, 2025)**

| <b>Time</b>          | <b>Activity</b>                                                                     | <b>Person Involved</b>       |
|----------------------|-------------------------------------------------------------------------------------|------------------------------|
| 8:00- 8:20 am        | Prayer & Nationalistic Song                                                         | c/o Cabadbaran City Division |
| 8:21- 8:45 am        | Management of Learning                                                              | c/o Cabadbaran City Division |
| 8:45 am- 12:00 noon  | Data Analysis and Interpretation for ADM Impact Assessment (Continuation)           | Prof. Jonathan A. Madronero  |
| 12:01 pm- 1:00 pm    | Lunch Break                                                                         |                              |
| 1:00 pm- 1:15 pm     | Energizer Activity                                                                  | c/o Dinagat Islands Division |
| 1:15 pm- 5:00 pm     | Workshop on Reporting and Communicating Findings for Policy and Program Improvement | Prof. Jonathan A. Madronero  |
| End of Session Day 3 |                                                                                     |                              |

**Day 5 (August 8, 2025)**

| <b>Time</b>          | <b>Activity</b>                                             | <b>Person Involved</b>         |
|----------------------|-------------------------------------------------------------|--------------------------------|
| 8:00- 8:20 am        | Prayer & Nationalistic Song                                 | c/o Surigao del Sur Division   |
| 8:21- 8:45 am        | Management of Learning                                      | c/o Surigao del Sur Division   |
| 8:45 am- 12:00 noon  | Presentation of Findings for Policy and Program Improvement | Prof. Jonathan A. Madronero    |
| 12:01 pm- 1:00 pm    | Lunch Break                                                 |                                |
| 1:00 pm- 1:15 pm     | Energizer Activity                                          | c/o Surigao del Norte Division |
| 1:00 pm- 2:00 pm     | Closing Program                                             | c/o Surigao City Division      |
|                      | Impression (School)                                         | c/o Tandag City Division       |
|                      | Impression (Division)                                       | c/o Siargao Islands Division   |
| End of Session Day 3 |                                                             |                                |



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Five-Day Seminar-Workshop on the Development of Monitoring Tools and  
Data Analysis Techniques for Effective Monitoring and Reporting of  
Alternative Delivery Mode (ADM) Program

**Quarter 2 Program Implementation Review**  
C.Y. 2025

CLOSING PROGRAM  
1:00 PM-2:00 PM

Program Host:

| <b>Activity</b>                                  | <b>Person Involved</b>                                                             |
|--------------------------------------------------|------------------------------------------------------------------------------------|
| Prayer & Nationalistic Song                      | c/o Surigao City Division                                                          |
| Energizer Activity                               | c/o Surigao City Division                                                          |
| Synthesis and Highlights of the Seminar-Workshop | c/o Siargao Islands Division                                                       |
| Impression Participant (School)                  | Tandag City Division                                                               |
| Impression Participant (Division)                | Siargao Islands Division                                                           |
| Certificate Presentation & Distribution          | Bernabe L. Linog<br>Chief, CLMD<br><br>Leowenmar A. Corvera<br>RO ADM Focal Person |
| Closing Message                                  | Bernabe L. Linog<br>Chief, CLMD                                                    |
| Group Photo                                      | All participants                                                                   |





Republic of the Philippines  
**Department of Education**  
 CARAGA REGION

DEPARTMENT OF EDUCATION  
 RECORDS UNIT, REGIONAL OFFICE-CARAGA  
**RELEASED**  
 JULY 15 2025  
 BY: NMB  
 TIME: 2:44 PM

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:

- Develop technical competencies in designing and implementing monitoring tools specifically tailored for ADM programs.
- Enhance data analysis skills to enable participants to interpret program data and generate actionable insights.
- Strengthen reporting mechanisms to ensure timely and accurate reporting of ADM program implementation status.
- Foster collaborative networks among ADM implementers across different divisions for knowledge sharing and peer learning.
- 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          |



|          |                  |                          |                                      |
|----------|------------------|--------------------------|--------------------------------------|
| 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/<br>Supervisor      |
| Division | Agusan del Norte | Junaline Mores           | Replacement of the the<br>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. Cajés        | 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   | Osias 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           | Gemma 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)     |
| <b>Program Management Team</b>           |                   |                                |                             |
| <b>Name</b>                              |                   | <b>Role/Function</b>           | <b>Station/Division</b>     |
| 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  |
| <b>Resource Person (External Expert)</b> |                   |                                |                             |
| Dr. Jonathan Alburo 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<br>(Aug 4) | Day 2<br>(Aug 5) | Day 3<br>(Aug 6) | Day 4<br>(Aug 7) | Day 5<br>(Aug 8) |
|----------------------|------------------|------------------|------------------|------------------|------------------|
| Accommodation        | /                | /                | /                | /                | /                |
| Meals<br>(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](mailto: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  
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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) |
| <b>OUTPUT 1 (Encode here the Output 1)</b>                         |                                                                |                                             |                                             |                                                |                                                                          |
| Activity 1                                                         | (Encode here the Activity that would contribute to the Output) |                                             |                                             |                                                |                                                                          |
| <b>OUTPUT 2 (Encode here the Output 2)</b>                         |                                                                |                                             |                                             |                                                |                                                                          |
| 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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|                 |                                                                |  |  |  |  |  |  |  |  |
|-----------------|----------------------------------------------------------------|--|--|--|--|--|--|--|--|
|                 |                                                                |  |  |  |  |  |  |  |  |
| <b>OUTPUT 3</b> | <b>(Encode here the Output 3)</b>                              |  |  |  |  |  |  |  |  |
| Activity 1      | (Encode here the Activity that would contribute to the Output) |  |  |  |  |  |  |  |  |
|                 |                                                                |  |  |  |  |  |  |  |  |
| <b>OUTPUT 4</b> | <b>(Encode here the Output 4)</b>                              |  |  |  |  |  |  |  |  |
| 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**  
 CARAGA REGION

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 | <b>QUARTER 2 PROGRAM IMPLEMENTATION REVIEW</b>                    | Presentation of Accomplishment Reports on ADM program implementation per SDO                                                                                  | Presentation and review of accomplishment reports                                              | Accomplishment Reports                                                             |
|       | <b>Understanding ADM and Its Implementation Framework</b>         | 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 | <b>Developing Monitoring and Evaluation (M&amp;E) Tools</b>       | 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 | <b>Data Collection and Management for ADM Programs</b>            | 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 | <b>Data Analysis and Interpretation for ADM Impact Assessment</b> | 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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 24 93 0191

| 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 I      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



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(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/<br>Agreements | Responsible<br>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                           |             |
| <b>AVERAGE</b>                                                   |             |
| <b>Qualitative Rating</b>                                        |             |

### B. Photo Documentation

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

### C. List of Participants

(Attendance form must be attached)



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CARAGA REGION

Enclosure no. 3 to Regional Memorandum s. 2025

**MONITORING AND EVALUATION PLAN**  
**SDO:**

Program/  
Policy Title

| I. PURPOSE AND SCOPE<br>(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?

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

Description or statement of corresponding objectives

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

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?

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 uses 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 and/or inferential analysis)

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

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

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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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<br>based on the timelines<br>outlined in the WFP | Remarks |
|------------|---------------------------------------|------------------------------|--------------------|----------------------|-------------------------------------------------------------|---------|
|            | Accomplishment<br>vs Annual<br>Target | Q_ Accomp<br>vs<br>Q_ Target | Obligation<br>Rate | Disbursement<br>Rate |                                                             |         |
|            |                                       |                              |                    |                      |                                                             |         |
|            |                                       |                              |                    |                      |                                                             |         |
|            |                                       |                              |                    |                      |                                                             |         |
|            |                                       |                              |                    |                      |                                                             |         |

 76-100%

 51-75%

 26-50%

0-25%

**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**

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**Reason for Low Financial Obligation**

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**Reason for Low Financial Disbursement**

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**PREPARED**

**NOTED**

**APPROVED**

Division ADM Focal Person

CID Chief

Schools Division Superintendent

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



## Highlights and Good Practices

[illegible]

**APPROVED**

Schools Division Superintendent





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**QUARTER:** \_\_\_\_\_

**Catch-Up Plan**

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

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