



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Regional IX - Zamboanga Peninsula  
**Division of Zamboanga del Norte**  
 Estaka, Dipolog City



RECEIVED  
 DIVISION OF ZAMBOANGA DEL NORTE

MAY 28 2018

**MEMORANDUM**

**TO :** Public Schools District Supervisors  
 Principals/SHs, Public Elem, Sec. & Host Schools  
 Designated District ICT Coord. & Testing Coordinators  
 Members, District Monitoring Committee  
 All Others Concerned

**FROM :** Office Of The Schools Division Superintendent

**SUBJECT :** MOBILE CAPACITY BUILDING SESSIONS ON QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) OF DISTRICT/SCHOOL PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) & ORIENTATION ON DOWNLOADABLE SMM&E SERVICES

**DATE :** May 27, 2018

- In line with the division's thrust of improving the over-all efficiency of service delivery thru downloading of basic services to the districts, this Office hereby announces the conduct of the subject activity on the following schedule, to wit:

Date	Scope	Host School/Venue
June 11, 2019	Cluster I	Polanco NHS
June 13, 2019	Cluster 2	Roxas Central School
June 14, 2019	Cluster 3	Sindangan NAS
June 20, 2019	Cluster 4 & Sibuco district	Fatima Central School
June 21, 2019	Cluster 5 except Sibuco	Gutalac NHS

- Participants to this activity are the following:
  - District Supervisor;
  - District ICT In-charge;
  - District M & E Coordinator/ District Testing Coordinator

There should be three (3) representatives per district. However, a representative from the host school is given a slot, in addition to the 3 slots given per district;

- Each participant is strongly encouraged to bring a laptop and a MODEM, since the much of the workshops involves online activities;
- The host school is asked to prepare the venue (*preferably a conducive room with stable internet access*), sound system, projector set, & copies of the programme patterned after the hereto attached matrix of activities;
- Lunch and snacks for the numbered participants shall be provided by the SDO. Travel expenses that may be incurred in by the facilitators and participants shall be charged against the Division MOOE or School Local Funds, as the case may be;
- Wide dissemination of this Memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
 Schools Division Superintendent

Encl.:  
 As stated



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Regional IX - Zamboanga Peninsula  
**Division of Zamboanga del Norte**  
 Estaka, Dipolog City



**Mobile Capacity Building Sessions on Quality Assurance, Monitoring and Evaluation (QAME) of District/School Programs,  
 Projects and Activities (PPAs) & Orientation on Downloadable SMM&E Services**  
**MATRIX OF ACTIVITIES**

Time	Session Topic	Resource Person /Facilitator
7:30- 8:00	Registration of Participants	
8:00- 9:00	Opening Program	
9:00- 9:30	Overview of the PREMIER and the QATAME Framework	Wilson H. Inding, SEPS-SMM&E
9:30 -10:30	a. Attributes of a QATAME Monitor; & b. Creating QATAME Online tools and links	Doreen B. Ombalino, EPS II, SM&N
10:30-11:30	Data Gathering, Analysis and Presentation of Feedbacks and Results	Jed A. Nieves, EPS II, SM&N
11:00 -1:30	WORKSHOP/Question and Answer	
1:30 – 3:00	SMM&E Updates and Discussions on the Downloadable Services Related to QMS and Assessment	Wilson H. Inding, SEPS-SMM&E
3:00 -3:30	WORKSHOP	
3:30 – 4:30	Presentation and Submission of Outputs	Jed A. Nieves, EPS II
4:30 – 5:00	Closing Activity	

**OPENING PROGRAM**

- A. Preliminaries
    - i. National Anthem
    - ii. Prayer
    - iii. Region & Division Hymns
  - B. Welcome Remarks
  - C. Presentation of Participants
  - D. Inspirational Message
  - E. Giving of Certificate of Recognition to the Host School
  - F. House Rules
  - F. Session Proper
- AVR
  - Secretariat
  - AVR
  - Principal of the Host School
  - Doreen B. Ombalino, EPS II
  - Pedro Melchor M. Natividad, CSFE  
*Schools Division Superintendent*
  - Secretariat