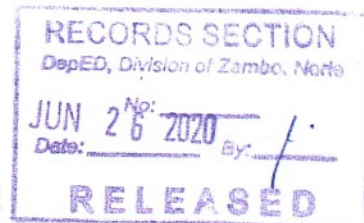Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
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RECORDS SECTION
DepED, Division of Zambo. Norte
JUN 2 6 2020 No:
Date: By:
RELEASED

Division Memorandum
No. 177 s. 2020

TO   :   **Public Schools District Supervisors**
                    School Heads, Public Elem & Secondary Schools
                    Members, Division/District QATAME Team
                    All Others Concerned

FROM   :   **MA. LIZA R. TABILON** EdD, CESO V
                    Schools Division Superintendent

SUBJECT   :   **BENCHMARKED TOOLS FOR THE ASSESSMENT OF VIRTUAL
                    MATERIALS, AND EVALUATION OF ONLINE HRD ACTIVITY**

DATE   :   June 26, 2020

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1. Employment of online platforms in the conduct of any Human Resource and Development (HRD) trainings and programs has been a trend in the Department in the face of COVID-19 threat. To keep abreast with this trend, the quality assurance, technical assistance and monitoring and evaluation (QATAME) over the conduct of any online training or program has to evolve, to ensure that the existing tools are attuned with the parameters of virtual HRD activity.

2. The herein annexed tools are benchmarked and contextualized from the draft copies of NEAP assessment and evaluation tools. **Annex 1** – Assessment Checklist shall serve as guide for resource persons in assessing their virtual materials or presentations while **Annex 2** – QAME end-of-program evaluation tool shall serve as main post-evaluation tool, to be accomplished by the participants ; please find, for reference and use by the concerned office and field personnel.

3. Ancillary to the foregoing, this Office hereby directs the accomplishment of QAME evaluation as a condition precedent to the issuance of Certificate of Participation to participants, in order to ensure maximum post evaluation turnout. This directive shall take effect immediately upon the signing of this Memorandum, unless sooner set aside.

4. Compliance with and wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMONQATAMETOOLS/SGOD-SMME-DM037/06262020

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ANNEX 1:

VIRTUAL MATERIALS' ASSESSMENT CHECKLIST

	CRITERIA	/	X	REMARKS
A. CONTENT				
1	Appropriate ideas/concepts to the topic			
2	Consistent to the Session Guide			
3	Completeness of ideas/concepts			
4	Coherence (logical order of ideas/concepts)			
5	Free from factual errors			
B. TEXT ELEMENTS				
1	Font size varies appropriately for title (40), heading (32) and text (28)			
2	Font style used is consistent and uniform			
3	7 x 7 rule is followed			
4	Proper placement of texts			
C. DESIGN/LAY OUT Appropriateness of the slides in terms of the following:				
1	Color combination			
2	Theme and background			
3	Transition/Animation			
4	Logo/s (not covered, if present)			
D. USE OF GRAPHICS				
1	Relevant size and color support the theme/content of the presentation			
2	Contrast of colors			
3	Proper size			
4	Citation of sources			
5	Distribution/variation of graphics			
E. WRITING MECHANICS				
1	Correct spelling			
2	Organization of ideas/concepts			
3	Grammar rules			
4	Capitalization and punctuation			

Note: This tool will be used by the resource person in self-assessing the presentation/virtual material he prepares.

"Be and Do Much Better Each Day with a Sense of Urgency"

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ANNEX 2:

QAME END-OF VIRTUAL PROGRAM EVALUATION TOOL

No.	Indicator	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
A. Program Management					
1	Virtual program was delivered as planned.				
2	Virtual program was managed efficiently.				
3	Virtual program was well- structured.				
B. Attainment Of Objectives					
1	Program objectives were clearly presented.				
2	Program objectives were attained.				
C. Delivery of Content					
1	Program content was appropriate to participant's roles and responsibilities.				
2	Content delivered was based on authoritative and reliable sources.				
3	Virtual activities were effective in generating learning.				
4	Adult learning methodologies were used.				
5	Program followed a logical order/structure.				
6	Contribution of all participants were encouraged.				
D. Provision of Virtual Materials					
1	Appropriate to participant's needs.				
2	Adequate				
3	Provided timely				
4	Presented free from technical glitches				

E. Significant Learning

1. **What do you consider your most significant learning from the virtual program?**

2. **How will your learning impact your work being in your current position?**

3. **Do you have any suggestions or comments to improve similar program?**