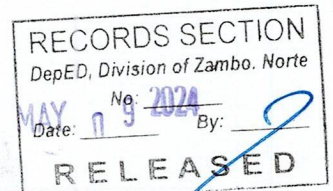




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 9, 2024

Division Memorandum
No. 257, s. 2024

CONDUCT OF THE 2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) RE-ORIENTATION & WORKSHOP

To: **Public Schools District Supervisors**
Concerned Principals/SHs, Public Elementary & Secondary Schools
Division/District/School IT Coordinators
Division/District/School Testing Coordinators
All Others Concerned

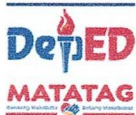
1. Consistent with the MATATAG agenda along improved delivery of education services, as well as the Division Reform Agenda, re: Maximization and Optimization of Human and Financial Resources, this office announces the conduct of the 2024 Quality Assurance, Monitoring and Evaluation (QAME) Re-Orientation and Workshop on **May 15-16, 2024**. Venue will be announced later on, through an Advisory.

2. The objectives of this live-in re-orientation and workshop are as follow:

- a. to re-orient the participants on the present QAME trends, procedures and processes,
- b. to generate and communicate QAME results during the first batch of school-based training of teachers on the MATATAG curriculum,
- c. to submit outputs (QAME tools and plan) for the 2nd batch of school-based training of teachers and school leaders,
- d. to agree on platforms by which the SDO- based and district-based QAME monitors commit to improving the QAME systems for relevant learning & development (L&D) activities conducted at the division and district/school levels.

3. Participants who are expected to attend are the 6 SDO-monitors, and the select field M&E counterparts (3 per district, namely: district M&E Coordinator, alternate district M&E Coordinator and the other district M&E member, preferably and AO II. Online pre-registration of participants is underway until Friday, May 10, 2024 @ 5:00 PM via **depedzn.net/link/QAMEWorkshop**.

Participants are REQUIRED to bring laptop (at least 1 per district), modem/router, raw QAME data during the clustered school-based training of teacher (SBTOT), and the necessary travel documents for reimbursement processing.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net




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4. Attached, please find **Enclosure 1**, re: QAME Activity Matrix, for information and guidance of all concerned. Lunch will be served on May 15, 2024. The activity will start at 1:30 PM.
6. Food and an overnight accommodation shall be covered by the special allotment for this purpose. Travel expenses of the participants shall likewise be covered by the same allotment (**SARO No. OSEC -9-24-2095**), through reimbursement, subject to usual accounting and auditing rules and procedures.
7. Widest dissemination of this memorandum is desired.

For the Schools Division Superintendent:


JOY E. LETRAN-SINGSON, EMD
Chief Education supervisor, SGOD
Officer – In - Charge

SGOD/ Whi/ QAMEtraining/ 05092024



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Enclosure 2 of DM No. __ s. 2024

2024 QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) RE-ORIENTATION AND WORKSHOP

Matrix of Activities

Date & Time	Topic/Activity	Resource Person
Day 1		
1:30 PM - 2:30 PM	Opening Program	
2:30 PM - 4:00 PM	Session 1: DepEd QAME Standards and Procedures	EPS Winston D. Clapano
4:00 PM - 5:00 PM	Session 2: The Division QAME System	SEPS Wilson H. Inding
Day 2		
8:00 -9:30 AM	Session 3: QAME Processes for the Matatag Training	EPS II Jed A. Nieves
9:30 – 11:00 AM	Workshop 1 : Creating QAME Tools and Generating Data using Microsoft Forms	EPS II Jed A. Nieves
11:00 -12:00 noon	Presentation of Sample Outputs	Select Participants
1:00 -2:00 PM	Session 4: Communicating QAME Results	EPS Winston D. Clapano
2:00 – 2::30 PM	Session 5: QAME Planning for School-based Matatag Training	PDO Joseph L. Pantoja
2:30 – 3:00 PM	Workshop 2: QAME Action Planning	Wilson H. Inding
3:00 -3:30 PM	Admin Activity : Preparation and Submission of travel Reimbursements	Ana May Gonzales
3:30 -4:00 PM	Submission/Checking of Outputs	
4:30 -4:30 PM	Closing Activities	



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