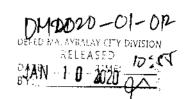


Republic of the Philippines Department of Education DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM No. [1]2 , s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

From: VICTORIA V. GAZO, PhD, CESO V Schools Division Superintendent

Date: January 09, 2020

Subject: REQUEST FOR THE CONDUCT OF QUALITY ASSURANCE, MONITORING AND EVALUATION FOR TRAININGS AND SEMINAR-WORKSHOPS

- 1. With reference to Regional Memorandum No. 607, s. 2018 on the POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME) shall be implemented in all trainings, seminar-workshops and other related activities of the Department of Education in the Schools Division Offices and Regional Offices.
- 2. The following procedures in the implementation of QATAME shall be followed:
 - a. The Program Management Team (PMT)/Process Owner shall request a QATAME or a Monitoring and Evaluation personnel from the School Governance and Operations Office one (1) week before the training, seminar-workshop and other related activities.
 - b. The Program Management Team (PMT)/Process Owner shall submit a copy of an approved memorandum with Training Design.
 - c. Trainings and seminar-workshops with two (2) or more days shall be monitored by the M and E personnel through QATAME mechanism.
- Attached is a template for the request.
- 4. Should there be queries, contact **Edelina M. Ebora**, Senior Education Program Specialist-Monitoring and Evaluation at 09165126070 or <u>edelinamendio9@gmail.com</u>.

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

M and E SDO OATAME

M and E/Lynne



Republic of the Philippines Department of Education DIVISION OF MALAYBALAY CITY

DIVISION QATAME

(Per RM no. 607, s. 2018)

<u>PRE - ACTIVITY</u> (Request for QATAME)	
Date Received:(Preferably one week before the training date)	
Activity Title:	No. of Days:
Checklist: (Check the enclosed support documents)	Activity Request
Approved Memorandum Training Design	Activity Request
Requested by:(Program Owner/Signature over Printed Name)	
DURING ACTIVITY (Assigned QATAME) (On-site Validation)	
M&E Personnel:	Signature:
Program Owner:	
POST ACTIVITY Submit the following documents Five (5) working days after HROD and PRIME HR. 1. Training Accomplishment Report 2. QATAME Result	
Received by: M and E	Date
HROD	Date