



Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY

DMDD20-01-02  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
JAN 10 2020  
10:54  
JA

**DIVISION MEMORANDUM**

No. 012, 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: *for* **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.

3. Attached is a template for the request.

4. Should there be queries, contact **Edelina M. Eborra**, Senior Education Program Specialist-Monitoring and Evaluation at 09165126070 or [edelmamendio9@gmail.com](mailto:edelmamendio9@gmail.com).

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

M and E      SDO      QATAME

M and E/Lynne

cc 01/10/2020



Republic of the Philippines  
Department of Education  
DIVISION OF MALAYBALAY CITY

**DIVISION QATAME**  
(Per RM no. 607, s. 2018)

**PRE – ACTIVITY (Request for QATAME)**

Date Received: \_\_\_\_\_  
(Preferably one week before the training date)

Activity Title: \_\_\_\_\_  
Date of Conduct: \_\_\_\_\_ No. of Days: \_\_\_\_\_

Checklist: (Check the enclosed support documents)

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: \_\_\_\_\_ Signature: \_\_\_\_\_

**POST ACTIVITY**

Submit the following documents Five (5) working days after the conduct of the activity to the HROD and PRIME HR.

1. Training Accomplishment Report
2. QATAME Result

Received by: \_\_\_\_\_  
M and E \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
HROD \_\_\_\_\_