



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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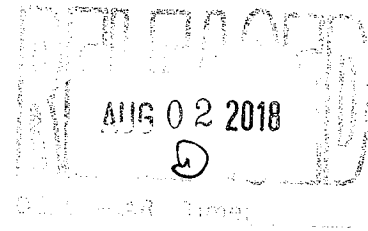


REGIONAL MEMORANDUM

August 1, 2018

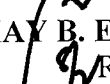
No. 247-2018

To : Schools Division Superintendents
Division QATAME Focal Person
All others concerned



DIVISION ROLL - OUT ON THE QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING & EVALUATION (QATAME) ASSOCIATES POOL DEVELOPMENT TRAINING - WORKSHOPS

1. Schools Division Office thru the QATAME Focal Person shall initiate the conduct of the Division Roll-out on the ***QATAME Associates Pool Development*** within the 3rd quarter of the current year and submit reports on or before **November 5, 2018** at the Regional Office thru the Quality Assurance Division. Reports shall include the list of trained QATAME associates.
2. The objective of the roll-out is to capacitate Division, District and School personnel on the conduct of QATAME to trainings and other similar interventions. Further, to have a regional pool of QATAME associates ready for the 2019 National Certification of Quality Assurance, Technical Assistance, Monitoring & Evaluation (QATAME) Associates which will be conducted by the National Educators Academy of the Philippines (NEAP) - DepED Central Office.
3. The suggested topics in the roll-out shall focus on the following:
 - QATAME Associates Competency Standards
 - Tools and forms
 - Creation and administration of online evaluation tool/link;
 - Data Analysis (quantitative and qualitative)
 - Noting Critical Incident using the Situation-Task-Action-Result (STAR) Approach
 - Managing Focus Group Discussion (FGD) and Debriefing;
 - Presenting Feedback;
 - Preparation of Program Completion Report (PCR)
4. For references in the delivery of the suggested topics, you may log in to: deped.in/2018QATAMEDivisionRollout.
** (References: QATAME Trainings Phase 1 held in NEAP RO2, Tuguegarao City and Phase 2 held in Hotel Elizabeth, Baguio City)*
5. Funds for the conduct of the roll-out may be charged to Division HRD funds.
6. For more details, kindly contact the **Quality Assurance Division** at Tel. No. 422 – 5187 or email us at: quad.depedcar@gmail.com.
7. Immediate dissemination and compliance of this memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Regional Director