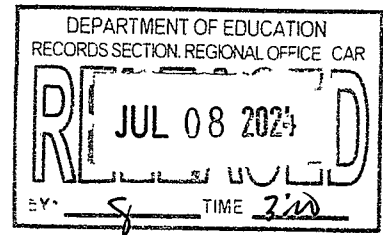




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



July 8, 2024

REGIONAL MEMORANDUM

No. 444.2024

**PARTICIPANTS TO THE CONDUCT OF MONITORING AND EVALUATION
CAPACITY BUILDING (M&E CapB) PHASES 3 AND 4 FOR FIELD OFFICES
re: DATA ANALYSIS, AND INFORMATION DISSEMINATION,
REPORTING AND UTILIZATION**

To: Schools Division Offices
Schools Division Superintendents
All Others Concerned

1. Pursuant to Memorandum OUA-OUT-070324-P4-1 dated July 3, 2024, on the **CONDUCT OF MONITORING AND EVALUATION CAPACITY BUILDING (M&E CapB) PHASES 3 AND 4 FOR FIELD OFFICES re: DATA ANALYSIS, AND INFORMATION DISSEMINATION, REPORTING AND UTILIZATION**, the activity shall be on July 22-26, 2024 in Lahug City Cebu. Enclosed are the participants to the said activity.
2. All participants are required to register online through <https://tinyurl.com/MnECapB3-4Reg> and shall accomplish the diagnostic test through <https://tinyurl.com/MECapB34Diagnostic> upon registration.
3. For more details, please get in touch with the Quality Assurance Division (QAD) through email at car.qad@deped.gov.ph
4. Immediate compliance with this Memorandum is requested.

RONALD B. CASTILLO
Director III
Officer-in-Charge
Office of the Regional Director

For the Assistant Regional Director:

MAKSIM A. BOTILAS
Chief Administrative Officer
Officer-In-Charge

QAD/EET/jlc




Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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DepEd Tayo Cordillera  <https://depedcar.ph>



Certificate No. PHP CMS
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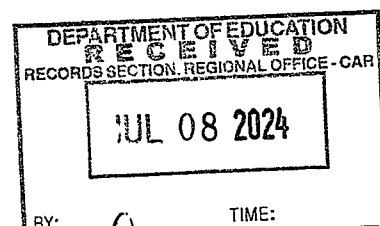
Enclosure 1 to Regional Memorandum No. 444.2024

Surname	First Name	MI	RO/SDO
TAQUED	ETHIELYN	E.	RO-QAD
GALLOTAN	ESTER	L.	RO-QAD
AGTANI	JOVEN	B.	SDO Benguet
LLANEZA	LORNA	B.	SDO Abra
VENTURA	ARLYN	M.	SDO Apayao
ATIWAG	KENNETH	A.	SDO Tabuk City



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



OUA-OUT-070324-P4-1

MEMORANDUM

TO : Regional Directors

ATTENTION : Quality Assurance Division Chiefs

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

SUBJECT : Conduct of Monitoring and Evaluation Capacity Building (M&E CapB) Phases 3 and 4 for Field Offices re: Data Analysis, and Information Dissemination, Reporting and Utilization

DATE : 03 July 2024

Consistent with the institutionalization of the Basic Education Monitoring and Evaluation Framework (BEMEF¹) in the Department of Education (DepEd) and in support to the MATATAG Agenda, the Planning Service - Policy Research and Development Division (PS-PRDD) will conduct the **Monitoring and Evaluation Capacity Building (M&E CapB) Phases 3 and 4: Data Analysis, and Information Dissemination, Reporting and Utilization** for DepEd M&E personnel at the regional and school division office including BARMM. This activity is the last phase of M&E CapB program which seeks to capacitate the M&E personnel and program owners into the concepts and principles of M&E and strengthen the conduct of monitoring and evaluation of the DepEd's organizational and learner performance.

The M&E CapB program is composed of four (4) phases namely: Phase 1: Basic Concepts on M&E and Theory of Change (ToC); Phase 2: Data Collection and Management; Phase 3: Data Analysis; Phase 4: M&E Results Dissemination and Reporting. ✓

Phase 1 of the M&E CapB was conducted in 2021 where participants developed the ToC of a particular DepEd program or policy and finalized the indicators for measurement. In 2023, Phase 2: Data Collection and Management was conducted

¹ DepEd Order 29 s. 2022: Adoption of the Basic Education Monitoring and Evaluation Framework

which enabled DepEd M&E personnel and program and/or policy owners to determine the data collection and management mechanisms applicable to their program and/or policy. For the last phase of the M&E CapB, Phases 3 and 4: Data Analysis, and Information Dissemination, Reporting and Utilization, participants shall learn to determine the appropriate data analysis method to convert the collected raw data into usable information, and learn the effective strategies in disseminating this information to key stakeholders.

The M&E CapB Phases 3 and 4 will be done in-person and in **three (3) clusters starting on 22 July 2024 onwards at DepEd Ecotech, Lahug City, Cebu**. The following are the schedule per cluster:

Cluster	Region and SDO	Schedule of Training (inclusive of travel time)	Confirmation/ Registration Schedule
1	1, 5, 8, 11, CAR, NCR	July 22-26, 2024	On or before July 17, 2024
2	2, 3, 6, 9, 12, Planning Service Staff	August 05-09, 2024	On or before July 31, 2024
3	CALABARZON, MIMAROPA, 7, 10, Caraga, BARMM	September 02-06, 2024	On or before August 28, 2024

Ethelyn Jaques

At the end of each Phase, participants are expected to develop a Monitoring and Evaluation Plan. In this regard, this office invites six (6) participants from each region specifically, three (3) M&E personnel from the Regional Office-Quality Assurance Division (RO-QAD) and three (3) Senior Education Program Specialist for School Management Monitoring and Evaluation (SEPS-SMME) from various SDOs of the region to participate in this activity. The following are the participation requirements of the CapB:

- Preferably, M&E CapB Phase 1 and 2 completers of RO-QAD and SDO-SGOD-SMME to ensure the continuity of learning (see *Annex C* for reference);
- If the M&E CapB Phase 1 and 2 completers are unavailable or no longer assigned in the RO-QAD/SGOD-SMME, the **RO-QAD Chief shall nominate a replacement** provided that the staff is assigned in either QAD and/or SMME Unit. Chiefs of the said offices may also participate. **Three (3) slots for the RO-QAD and three (3) slots for the SDO-SGOD-SMME are allotted per region.**
- Participants are required to have a program/policy ToC and/or logframe with indicators using the template provided and **must upload it to their respective folders** following the schedule of registration/confirmation provided; Each region shall upload two program/policy ToC, one (1) for RO and one (1) for SDO. SDOs of the region may agree to which program/policy will be uploaded.

Cluster	OneDrive Folder Link
1	https://tinyurl.com/MnECapBFO-C1
2	https://tinyurl.com/MnECapBFO-C2
3	https://tinyurl.com/MnECapBFO-C3

- d. All participants are required to **accomplish the diagnostic test** through <https://tinyurl.com/MECapB34Diagnostic> upon registration.
- e. Can fully commit to complete the M&E CapB Phase 3&4.
- f. Able to communicate and/or transfer the gained knowledge and skills in their respective RO/SDO.

Further details on participation and training requirements are included in *Annex B* for reference. All participants shall accomplish the online registration through <https://tinyurl.com/MnECapB3-4Reg> on or before the registration/confirmation dates. Attached are the following documents for your reference:

1. Annex A: Indicative program of M&E CapB Phase 3&4
2. Annex B: Participation Guidelines and Training Requirements
3. Annex C: List of M&E CapB Phase 1&2 Completers

For more information regarding the activity, you may contact the Planning Service-Policy Research and Development Division (PS-PRDD) through email ps.prd@deped.gov.ph or telephone number (02) 8635-3976.

For your reference and appropriate action.



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 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

Annex A: Indicative program of M&E CapB Phases 3 and 4

Day / Time	Topic / Session	In-Charge
Day 0: Arrival of participants and Registration Cluster 1: July 22 Cluster 2: August 5 Cluster 3: September 2		
Day 1: Data Analysis Cluster 1: July 23 Cluster 2: August 6 Cluster 3: September 3		
8:00 am – 8:30 am	Preliminaries <ul style="list-style-type: none"> • National Anthem • Invocation • Opening and Welcome Remarks • Background and Statement of Purpose and Overview of the M&E CapB Phase 3&4 • Leveling-off of Participants 	PS-PRDD
8:30 am – 9:20 am	Session 1: Introduction to/Preparation for Data Analysis for M&E (<i>referencing from ToC and data collection and management plan</i>) <ul style="list-style-type: none"> • Review on <ul style="list-style-type: none"> • Overview of Indicators (quantitative and qualitative) • Data source(s) and Types of data (quantitative and qualitative data) • Overview/Principles of Data Analysis for M&E 	PS-PRDD
9:20 am – 9:30 am	AM Break	
9:30 am – 11:00 am	Session 2: Data Cleaning and Validation <ul style="list-style-type: none"> • Data Cleaning Process/techniques/considerations • Hands-on exercise on data cleaning and validation 	IPA

11:00 am – 12:00 nn	Session 3: Data Analysis using Quantitative methods <ul style="list-style-type: none"> Principles/Description of quantitative data analysis methods/techniques Types of quantitative data analysis methods/techniques <ul style="list-style-type: none"> Descriptive analysis Inferential analysis Interpretation of results and formulation of conclusions and recommendations 	IPA
12:00 nn – 1:00 pm	LUNCH BREAK	
1:00 pm – 1:10 pm	ICE BREAKER	Group in-charge
1:10 pm – 2:30 pm	Session 3 (continuation) <ul style="list-style-type: none"> Hands-on Exercise for Quantitative analysis Processing of outputs-IPA 	IPA Participants
2:30 pm – 3:30 pm	Session 4. Data Analysis using Qualitative methods <ul style="list-style-type: none"> Principles/Description of qualitative data analysis methods/techniques Types of qualitative data analysis methods/techniques Interpretation of results and formulation of conclusions and recommendations 	PS-PRDD
3:30 pm – 3:40 pm	PM Break	
3:40 pm – 5:00 pm	Session 4 (continuation) Hands-on Exercise for Qualitative Analysis	Participants
Day 2: Continuation of Data Analysis; and Communicating M&E Results Cluster 1: July 24 Cluster 2: August 7 Cluster 3: September 4		
8:00 am – 8:15 am	Preliminaries <ul style="list-style-type: none"> Ice Breaker MOL/Recap of the previous session 	Group in-charge
8:15 am – 9:00 am	Session 4 (continuation) <ul style="list-style-type: none"> Processing of outputs 	PS-PRDD Participants
9:00 am – 10:00 am	Session 5: Data Visualization	IPA
10:00 am – 10:10 am	AM Break	
10:10 am – 12:00 nn	(Continuation) Session 5: Data Visualization <ul style="list-style-type: none"> Session 5 (continuation) Exercise on Data Visualization 	IPA
12:00 nn – 1:00 pm	LUNCH BREAK	
1:00 pm – 1:10 pm	ICE BREAKER	Group in-charge

1:10 pm – 2:50 pm	Session 6.1: Communicating M&E Results <ul style="list-style-type: none"> • Significance/Principles of Communicating M&E Results • Identifying communication and reporting challenges • Defining the purpose of communication • Selecting Communication Method / Approach • Frequency / timeline of reporting / communication (referencing from data analysis) 	IPA
2:50 pm – 3:00 pm	PM Break	
3:00 pm – 5:00 pm	(Continuation) Session 6.1: Communicating M&E Results <ul style="list-style-type: none"> • Session 6.1 (continuation) • Exercise: Data presentation • Processing 	IPA
Day 3: Communicating and Utilization of M&E Results; and Drafting and Finalization of Workshop Outputs and Critiquing of Outputs <i>Cluster 1: July 25</i> <i>Cluster 2: August 8</i> <i>Cluster 3: September 5</i>		
8:00 am – 8:15 am	Preliminaries <ul style="list-style-type: none"> • Ice Breaker • MOL/Recap of the previous session 	Group in-charge
8:15 am – 9:30 am	Session 6.2 Utilization of M&E results <ul style="list-style-type: none"> • Use of M&E results for policy and program development, plan adjustment 	PS-PRDD
9:30 am – 10:00 am	Workshop 2: Crafting the Data Analysis and Communication Plan (using PS-PRDD matrix)	PS-PRDD
10:00 am – 10:10 am	AM Break	
10:10 am – 12:00 nn	Workshop 2: Crafting the Data Analysis and Communication Plan (using PS-PRDD matrix)	Participants
12:00 nn – 1:00 pm	LUNCH BREAK	
1:00 pm – 1:10 pm	ICE BREAKER	Group in-charge
1:10 pm – 3:00 pm	Presentation and Critiquing of Workshop Outputs	Participants PS-PRDD Panel Members
3:00 pm – 3:10 pm	PM BREAK	
3:10 pm – 4:30 pm	(continuation) Presentation and Critiquing of Workshop Outputs	Participants PS-PRDD Panel Members

4:30 pm – 5:00 pm	Closing Program <ul style="list-style-type: none"> • Synthesis/Next Steps • Closing Message 	PS-PRDD
Day 4: Departure of Participants <i>Cluster 1: July 26</i> <i>Cluster 2: August 9</i> <i>Cluster 3: September 6</i>		

Annex B: Participation Guidelines and Training Requirements

- **Pre-Training Requirements.** Prior to their attendance to the training, participants are required to submit the following:
 - a clear program/policy Theory of Change or log frame with identified indicators. Each region shall submit two program/policy ToC, one (1) for RO and one (1) for SDO. SDOs of the region may agree to which program/policy will be submitted; and
 - M&E Plan with filled out Core Processes 1 (Purpose and Scope) and 2 (Data Collection and Management Plan).

The ToC / log frame and filled out Core Processes 1 and 2 of the M&E Plan will serve as the basis for developing the Data Analysis and Communication Plan. Participants must upload the said pre-training requirements to be used during the training using the template provided to their respective folders:

Cluster	OneDrive Folder Link
1	https://tinyurl.com/MnECapBFO-C1
2	https://tinyurl.com/MnECapBFO-C2
3	https://tinyurl.com/MnECapBFO-C3

- **Training Requirements.** Participants are expected to attend three (3) full day activities. Participants shall fulfill the following requirements to receive a Certificate of Completion:
 - **Attendance.** Attendance of not less than 90% of the total number of training hours. Should there be instances where a participant needs to leave early due to emergency, urgent, or other important matters, s/he shall submit a letter bearing the reason for early departure and signed by their immediate supervisor to the training secretariat to be issued with a certificate of appearance.
 - **Training Outputs.** Submission and presentation of group workshop outputs, namely: revised Theory of Change and Monitoring and Evaluation (M&E) Plan.

- **Training assessments.** These include (1) pre- and post-training assessment (diagnostic test) and (2) evaluation of the training program and resource speakers per day.
- **Administrative and logistical arrangements.** The following are its administrative and logistical arrangements:
 - **Electronic Devices.** Participants shall use laptops as all training exercises and workshops are computer-based.
 - **Office 365 Accounts.** Participants shall have Office 365 accounts. Kindly coordinate with the ICT unit for updating/activating accounts. The training will be recorded via MS Teams for future reference.
 - **Lodging and Venue Arrangements.** This training shall be conducted in-person at DepEd Ecotech, Lahug City, Cebu. Meals and accommodation are provided for the participants. The first and last day of activity's inclusive days is allotted for the travel time of the participants. First meal is Dinner and the last meal is Breakfast. For instance, if the indicated inclusive dates for Cluster 1 is July 22-26, 2024, travel to the venue for participants is on July 22, 2024, and first meal is dinner while check-out and travel time going back to respective workplace is on July 26, 2024 and last meal is breakfast. Participants may leave the venue earlier than the said travel time, provided that the closing activity has been completed.
 - **Travel Expenses.** Transportation and incidental expenses of the participants shall be charged against respective local funds per office, subject to the usual accounting and auditing rules and regulations.

Annex C: List of Completers/Participants

Region	Surname	First Name	MI	RO/ SDO
CAR	BANDAO	CLEMENTE JR.	D	RO-QAD
	GALLOTAN	ESTER	L	RO-QAD
	BASA	ROMULO	B	RO-QAD
	AGTANI	JOVEN	B	SDO Benguet
	LLANEZA	LORNA	B	SDO Abra
	<i>Kindly identify 1 additional participant from the SDO.</i>			
NCR	VERTUCIO	HERBERT	D	RO-QAD
	ONTANGCO	ROWENA	S	RO-QAD
	VILLAR	ARIEL	P	RO-QAD
	DELA CRUZ	RUTH	P	SDO Pasig City
	JASME	DORIS	R	SDO Marikina City
	AUSTRIA	PHILIP		SDO Quezon City

I	GUTIERREZ	OLIVER	F	RO-QAD
	MIQUE	LIEZL	P	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	COLOMA	ARLENE	P	SDO Laoag City
	PERALTA	JOEL	I	SDO Ilocos Sur
	FERNANDEZ	BARBARA SONIA	S	SDO PANGASINAN I
II	CORPUZ	CANDIDO	P	RO-QAD
	GUILOY	RONNIE	P	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	BUNAGAN	BILLY	A	SDO Cagayan
	NAVARRO	NOLIMAR	M	SDO Nueva Vizcaya
<i>Kindly identify 1 additional participant from the SDO.</i>				
III	HULIPAS	ALVIN	P	RO-QAD
	PARUGINOG	ZANDRA	Z	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	MEJIA	MICHELLE	D	SDO Pampanga
	SARMIENTO	GLENN	P	SDO Angeles City
<i>Kindly identify 1 additional participant from the SDO.</i>				
IVA	AYTONA	EMELIA	M	RO-QAD
	MANUEL	BUENALYN	M	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	CENTENO	WILSON	G	SDO Dasmariñas
	CRUZ	RAYARR	L	SDO Cabuyao
<i>Kindly identify 1 additional participant from the SDO.</i>				
MIMAROPA	DIMACULANGAN	FEEJAY	A	RO-QAD
	SAMALA	LAURENTE	A	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	ALCANTARA	FRETZIE	P	SDO Marinduque
	LILANG	JONATHAN	C	SDO Romblon
JAVATE	SIMPLICIA	V	SDO Occidental Mindoro	
V	RAPSING	ROY	G	RO-QAD
	LORIA	ROSILYN	S	RO-QAD
	ALCANTARA	LIDA	R	RO-QAD
	REVIDAD	ANA LIZA	L	SDO Albay

	MINA	CRISTINA	M	SDO Legazpi City
	GUTIERREZ	RAMIL	D	SDO Masbate
VI	MANGAOANG	NUEVA	P	RO-QAD
	JOMUAD	MARY GRACE	M	RO-QAD
	RELIQUIAS	RONAMIE	V	RO-QAD
	DILE	RONALD	D	SDO Capiz
	WOLF	CHRISTINE	V	SDO Negros Occidental
	MAYONILA	SHEILAME	P	SDO Negros Occidental
VII	MIRO	CYNTHIA	S	RO-QAD
	<i>Kindly identify 2 additional participants from the RO.</i>			
	LESONDATO	JOHN PAUL	D	SDO Mandaue
	YOSORES	JURY	V	SDO Mandaue
	<i>Kindly identify 1 additional participant from the SDO.</i>			
VIII	CUEVAS	RACHEL	R	RO-QAD
	TAYUM	SONNY	S	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	MATIBAG	JOSEFINA	L	SDO Maasin City
	MENDA	CLARITA	M	SDO Samar
	<i>Kindly identify 1 additional participant from the SDO.</i>			
IX	CATALAN	FILMA	B	RO-QAD
	NUNEZA	LEONILA	A	RO-QAD
	JAMAHALI	BASHER	O	RO-QAD
	MURRO JR.	LUISIANO	S	SDO Dipolog City
	ALTUBAR	HONEY CHER	L	SDO Pagadian City
	JUSAY	LOCKE	D	SDO Pagadian City
X	MURING	JESUS	Y	RO-QAD
	PELAGIO	REINANTE NOEL	N	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	ASIO	DANNY	A	SDO Misamis Oriental
	QUIJADA	GLADYS JEAN	D	SDO Bukidnon
	<i>Kindly identify 1 additional participant from the SDO.</i>			
XI	BELONIO	BRENDA	S	RO-QAD
	LAMENTAC	DARLY	D	RO-QAD

	BANTIDING	HERMINIA	A	RO-QAD
	LIMBADAN	ALAN	D	SDO Davao Oriental
	PADUA	LIEZL	C	SDO Mati City
	ARCENAL	MA. FLORA	C	SDO Davao City
XII	POBLADOR	MICHAEL	A	RO-QAD
	VALEROSO	NORMAN	S	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	AMBAT	MA. CLYTIE	I	SDO Koronadal City
	DAMO	NILDA	M	SDO Cotabato Province
<i>Kindly identify 1 additional participant from the SDO.</i>				
CARAGA	MENDOZA	EDMUND	D	RO-QAD
	SEÑA	VIRGINIA	A	RO-QAD
	<i>Kindly identify 1 additional participant from the RO.</i>			
	JOVITA	JENNIFER	R	SDO Surigao City
	TABURNO	MARIBEL	J	SDO Agusan del Sur
<i>Kindly identify 1 additional participant from the SDO.</i>				