



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
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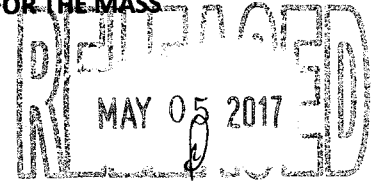


May 5, 2017

Regional Memorandum

131.2017

**QUALITY ASSURANCE MONITORING AND EVALUATION (QAME) FOR THE MASS  
 TRAINING OF GRADE 6**



**TO: Schools Division Superintendents  
 Training Management and Monitoring Teams  
 All Others Concerned**

DEPED-CAR Time: \_\_\_\_\_

1. In line with Republic Act (RA) No. 10533 or the Enhanced Basic Education Act of 2013 and the implementation of the K to 12 Basic Education Program, the Department of Education, Cordillera Administrative Region through the Curriculum and Learning Management Division and Quality Assurance Division shall conduct Quality Assurance Monitoring and Evaluation at the training sites of MTOT Grade 6 on scheduled dates with the Regional Monitoring Teams (see enclosure no. 1).
2. The Regional Monitoring Teams are reminded of their roles and responsibilities:
  - a. be at the training site during the registration and coordinate with the schools division offices the concerns on registration issues that may arise; and,
  - b. be in all sessions and report instances of absences and tardiness of participants.

Roles	Responsibilities
Schools Division Representative to the Regional QAME Team (Monitoring & Evaluation) c/o SGOD	<ul style="list-style-type: none"> <li>• Visit the assigned classes and monitor Program Management</li> <li>• Accomplish the On-Site Monitoring Form for every <u>Learning Area per day</u></li> <li>• Provide feedback on Program Management to the Learning Area Focal person during debriefing (choose the Learning Area with urgent needs).</li> <li>• Access and review participants' evaluation on the Program Management/Operation for the next day's Learning Area.</li> <li>• Analyze the QAME Analysis Form 1</li> <li>• Submit accomplished QAME Analysis Form 2 to the Regional QAME Team</li> </ul>
Class Monitor (Learning Delivery) (CID)	<ul style="list-style-type: none"> <li>• Ensure that participants answer the Session Facilitator Evaluation for the day</li> <li>• Accomplish the Process Observation Analysis Tool for every session.</li> <li>• Provide feedback to Learning Area Focal Person during debriefing</li> <li>• Access and review participant's evaluation on Sessions-Facilitators for the next day's Learning Area</li> <li>• Monitor status of issues/concerns raised</li> </ul>

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

	<ul style="list-style-type: none"> <li>• Analyze the whole week's online Evaluation Results for his/her assigned Learning Area and submit Form 2 Regional QAME Team</li> <li>• Accomplish and submit the Division Report on the Utilization of Downloaded Funds for the 2017 Grade 6 MTOT (enclosure no. 2)</li> </ul>
Regional QAME Monitors	<ul style="list-style-type: none"> <li>• Analyze the QAME Analysis Form 2 submitted by accomplishing QAME Form 3 (covering session, facilitator and onsite monitoring daily and end of program evaluation)</li> <li>• Work with the Central Office monitors</li> <li>• Provide feedback to the Training Management</li> <li>• Ensure the submission to the Regional Office (CLMD) of the Division Report on the Utilization of Downloaded Funds for the 2017 Grade 6 MTOT</li> </ul>

3. The regional and division QAME teams whose monitoring schedules fall on a Saturday/Sunday shall be entitled to a Compensatory Time Off.
4. Reproduction of monitoring materials, travel and other incidental expenses of Regional staff shall be charged to Regional Office funds subject to usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum to all concerned is desired.



**BEATRIZ G. TORNO, PhD, CESO IV**  
 Asst. Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

(Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_)

**Regional Office Monitoring Teams**

Division	On-Site Monitoring Teams	Training Schedule & Venue
Abra	Corazon Alos Florence Balictan	May 13 to 20 Hotel Linda Suites, Vigan City
Apayao	Marjory Valdez Emma Gabol	May 25 to June 1
Baguio City	Florence Balictan Corazon Alos	May 7 to 13 Skyrise Hotel, Baguio City
Benguet	Florence Balictan Carmel Meris	May 7 to 14 Brentwood Apartelle, Baguio City
Ifugao	Patricio Dawaton Thelma Dalay-on	May 7 to 13 Highlander Hotel, Solano, Nueva Vizcaya
Kalinga	Jennifer Ande Jeanie Claire Pigganagy	May 7 to 14
Mt. Province	Daniel Gonayon Maksim Botillas	May 14 to 20 Brentwood Apartelle, Baguio City
Tabuk City	Jennifer Ande Jeanie Claire Piggangay	May 7 to 14 Tam-an, Bayombong, Nueva Vizcaya

