

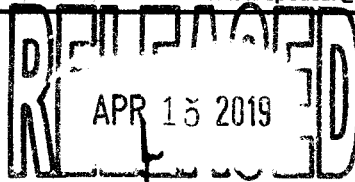


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLEA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Website: www.depedcar.ph | Email: ftad.depedcar@gmail.com

REGIONAL MEMORANDUM
NO. 135-2019



April 15, 2019

DEPED-CAR _____

**REGIONAL WORKSHOP TO REVIEW MONITORING AND VALIDATION TOOLS
UTILIZED FOR FIELD TECHNICAL ASSISTANCE**


**TO: Regional Office Chiefs and Unit Heads
Schools Division Office Superintendents
All Others Concerned**

1. The K to 12 programs and projects are coupled with tools to monitor and validate their implementation in the field. Some of these tools are that of the School Based Management Validation, Best Practices Validation, Oplan Balik Eskwela Monitoring, and Technical Assistance Activity Reporting. In order to make monitoring and validation more responsive to our context, the tools need to be reviewed for improvement or refinement. In this process, consultation is needed with field implementers so the tools would be more contextualized and aligned to the overall objectives of the specific program attached to the tool.
2. In view of this, the Regional Office through the Field Technical Assistance Division, will conduct a Workshop to Review and Refine Tools used for School Based Management Validation, Oplan Balik Eskwela Monitoring, Best Practices Validation, and Technical Assistance Activity Reporting on **May 7 to 10, 2019** at the **NEAPR Conference Hall, Wangal, La Trinidad, Benguet**.
3. This activity aims for the male and female participants to: a) review all tool components and refine specific areas to make the tool relevant to specific contexts; b) consider the best interest of field implementers in crafting the guidelines as regards the use of these tools; and c) share knowledge and skills in workshop activities while respecting the ideas and inputs of group members.
4. To ensure smooth conduct of activities, the following participants are expected:

PARTICIPANTS	EXPECTED NUMBER
Regional Office	
Regional Director	1
Assistant Regional Director	1
Regional Office Chiefs	8
Field Technical Assistance Division	4
Schools Division Offices	
Division CID Chiefs	8
Division SGOD Chiefs	8
Social Mobilization and Networking	8

School Management Monitoring and Evaluation In-charge	8
Division School Based Management Coordinator (1 per SDO)	8
Public Schools District Supervisor (1 per SDO)	8
School Head (1 per SDO, Elementary or Secondary)	8
TOTAL	70

5. Schools Division Offices are advised to submit list of confirmed participants following the template in Enclosure 2 through email address ftad.depedcar@gmail.com on or before **April 30, 2019**.
6. Participants who have confirmed to participate but fail to actually attend will be obliged to pay the total amount allotted per participant for this activity. SDOs are accountable in ensuring full attendance of listed participants for the whole workshop duration.
7. Attached in Enclosure 1 is the Matrix of Activities for your reference.
8. Accommodation and Meals for four days (breakfast, lunch, dinner, morning and afternoon snacks) will be charged to Regional MOOE allotted for this activity. Lodging of field participants will be at the NEAP Dormitory. First meal will be breakfast of May 7 and last meal will be dinner of May 10.
9. Travel expenses and other expenses not covered within the workshop duration shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of and strict compliance to this Memorandum is directed.


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

Enclosure 1 to RM 135 . 20 19

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**WORKSHOP MATRIX ON REVIEW AND CONTEXTUALIZATION OF TOOLS:
SBM, BEST PRACTICES, OBE, TA FORMS**

TIME	DAY 1, MAY 7	DAY 2, MAY 8	DAY 3, MAY 9	DAY 4, MAY 10
8:00 – 8:30	Registration	MOL	MOL	MOL
8:30 – 9:30	Opening Program	Workshop 2: Guidelines in using the tools: --Why use the tool? --When to use the tool? --Who should use the tool? --How to use the tool?	Refinement of Tools and Guidelines	Final Presentation and Critiquing Critique: RD ARD All RO Chiefs or Unit Heads
9:30 – 10:00	Rationale of Workshop --Jennifer P. Ande			
10:00 – 12:00	Review of Tools: --School Based Management @Marjory Valdez			
	--Best Practices @Marjory Valdez			
	--Oplan Balik Eskwela @Elfred Dalang			
	--TA Forms 1, 2, 3, 4 @Elfred Dalang			
1:00 – 5:30	Workshop 1: * What areas need to be strengthened/revised/ removed * What additional items need to be included? Break-away Workshops: A. SBM (Main NEAP) Facilitator: Jennifer Ande Documenter: 1 DO pax B. Best Practices (Back NEAP) Facilitator: Marjory Valdez Documenter: 1 DO pax C. OBE (Back NEAP Stage) Facilitator: Elfredo Dalang Documenter: 1 DO pax D. TA Forms (Mini Con 1) Facilitator: Lucio Alawas Documenter: 1 DO pax	Presentation of Outputs for W 1 and 2 Critique: RD ARD All RO Chiefs or Unit Heads	Finalization of Tools and Guidelines	Agreements on ways forward Meeting and Finalization of Oplan Balik Eskwela Plans (with RO Chiefs, RO Team Members, and Workshop Participants) Closing Program
OD	Marjory Valdez	Elfredo Dalang	Charlene Balahyas	Jennifer Ande

Note: Matrix is flexible and may change depending on circumstance

Enclosure 2 to RM 135.2019

LIST OF PARTICIPANTS TO THE REGIONAL WORKSHOP
(to be submitted on or before April 30, 2019 through ftad.depedcar@gmail.com)

A	B	C	D	E	F
No.	DIVISION	NAME OF PARTICIPANT (correct spelling of name is required)	DESIGNATION	OFFICE/SCHOOL	EXPECTED ARRIVAL AT THE VENUE
1.	Apayao	Winnie B. Rosa	Principal I	Luna CS	May 7, 3 AM