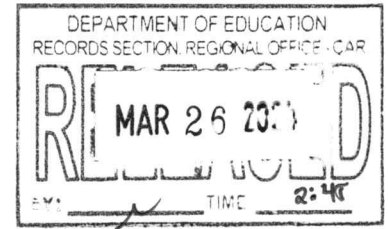




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



March 25, 2024

**REGIONAL MEMORANDUM**

No. 185-2024

**CONDUCT OF MONITORING AND EVALUATION ACTIVITIES FOR THE REGIONAL MEMORANDUM NO. 179, S. 2024**

To: Schools Division Superintendents  
 Functional Division Chiefs Concerned  
 All Others Concerned

1. Relative to RM No. 179, s. 2024 on the Updates and Conduct of the Regional Training of Trainers (RTOT) on the MATATAG Curriculum, please be guided on the different monitoring and evaluation activities to be conducted by the Regional Monitoring and Evaluation Team:

Date	Activity	No. of Pax
<b>Pre-activity</b>		
March 25, 2024	Virtual orientation for the RMET	22
<b>During</b>		
April 1-5, 2024	RTOT on the MATATAG Curriculum	22
To be announced in a separate memo	Post Evaluation Activity for the RTOT and Planning for the Division Training of Trainers (DTOT)	24

2. During the RTOT to be conducted on April 1 – 5, 2024, the Regional Monitoring and Evaluation Team (RMET) is grouped and assigned to four different venues.

3. Enclosed are the Regional M&E Implementation Plan, and the list of the Regional Monitoring and Evaluation Team (RMET) assigned to the different venues.

4. In line with this, all the RMET shall check in on March 31, 2024, at 2:00 PM onwards in their respective venues. The first meal shall be dinner on March 31, 2024, and the last meal shall be a PM snack on April 5, 2024.

5. Transportation allowance, board and lodging of the RMET, contingency, supplies and materials, and other miscellaneous expenses incurred during the conduct of the RTOT and for its post-evaluation activity shall be charged against the 2024 HRD Fund, subject to the usual accounting and auditing rules and regulations.

6. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1381 (local 1201) or email at [car.qad@deped.gov.ph](mailto:car.qad@deped.gov.ph).

7. Widest dissemination of this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
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QAD/EET/elg



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Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

Enclosure A of RM No. **185.2024**

**REGIONAL MONITORING AND EVALUATION TEAM (RMET)  
RTOT on the MATATAG Curriculum**

No.	Name	Office	Role
<b>LOT 1: Baguio Palace Hotel</b>			
1	Ethielyn E. Taqued	RO-QAD	M&E Leader
2	Florence E. Balictan	RO-QAD	M&E focal
3	Cecile Kitong	SDO Ifugao	M&E focal
4	Joel Gulgulway	SDO Ifugao	M&E focal
5	Maribel Latawan	SDO Kalinga	M&E focal
6	Valentin Palattao	SDO Kalinga	M&E focal
<b>LOT 2: SOTO GRANDE HOTEL</b>			
1	Asuncion Saguid	SDO Baguio	M&E Leader
2	Jovelyn Balantin	SDO Baguio	M&E focal
3	Corazon Quipot	SDO Benguet	M&E focal
4	Xylene Kinomis	SDO Benguet	M&E focal
5	Arlyn Ventura	SDO Apayao	M&E focal
<b>LOT 3: TUGOS HOTEL</b>			
1	Ester L. Gallotan	RO-QAD	M&E Leader
2	Leoanrdo Aquino	RO-QAD	M&E focal
3	Alan Gobrin	SDO Apayao	M&E focal
4	Jeanie Bocalan	SDO Mt. Province	M&E focal
5	Abegail Tumapang	SDO Mt. Province	M&E focal
<b>LOT 4: El Cielito</b>			
1	Dexter Andres	RO-HRDD	M&E Leader
2	Romulo B. Basa	RO-QAD	M&E focal
3	Lorna Llanceza	SDO Abra	M&E focal
4	Eden Adriatico	SDO Abra	M&E focal
5	Kenneth Atiwag	SDO Tabuk City	M&E focal
6	Harriet Buslig	SDO Tabuk City	M&E focal

**Regional M&E Plan**

- I. Title of the Program: Regional Training of Trainers on MATATAG Curriculum for Teachers and School Leaders
- II. Brief Description of the Program:  
 The Regional Training of Trainers on MATATAG Curriculum K147 is intended for the School Leaders of the 8 Schools Division Offices of the Cordillera Administrative Region. It shall roll-out the quality assured packages on MATATAG Curriculum for Kindergarten, Grades 1, 4 and 7 which will be cascaded in the Schools for use of the teachers in their teaching-learning process. It shall serve as an avenue to develop the school leaders in terms of competence and confidence in cascading the curriculum with the required application objectives to be further monitored and evaluated.  
 The conduct of the Regional Training of Trainers shall be monitored by the composed Regional Monitoring and Evaluation Team to be led by the participants of the National Orientation-Workshop on the Monitoring and Evaluation of the MATATAG Curriculum For Teachers and School Leaders. The M&E team shall be headed by the representative of the RO Quality Assurance Division and RO Human Resource Development Division.  
 As a proposal, the RMET shall be further composed of the 8 SDO SMME SEPS, 8 HRDS SEPS, 5 EPS of RO QAD, and 1 EPS of RO HRDD.

III. Target Participants (based on RTP): Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
 Total Fund Allocation: Php 456,400.00 (for M&E activities only)

IV. M&E Plan

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base -line	Target
<b>PROJECT DEVELOPMENT OBJECTIVE (INTERMEDIATE OUTCOME): IMPROVED COMPETENCE OF TEACHERS THROUGH THE CONSISTENT APPLICATION OF LEARNED COMPETENCIES ON THE MATATAG CURRICULUM IN THEIR TEACHING AND LEARNING PRACTICE.</b>									
3.5. Evaluation of the MATATAG Curriculum Training (Level 4)	To determine the percentage of teachers who demonstrated improved competence on a set of knowledge and skills in implementing the MATATAG Curriculum back at their workplace.	Percentage of trained teachers who demonstrated improved competence on a set of knowledge and skills in implementing the	Outcome	Source: Classroom observation tool IPCRF FGD, Interviews  Disaggregation: 1. Gender	Collection: 4 <sup>th</sup> quarter of the School Year, 2024-2025  Consolidation & Analysis: Summer break	Collection: Principal, Master Teacher  Consolidation & Analysis: SGOD-SMME, HRDD/NEAP-R	Attribution: The improved competence of teachers cannot solely be attributed to the MATATAG Curriculum Training in the	0.00	At least 80%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base-line	Target
3.6. Evaluation of the MATATAG Curriculum Training (Level 3)	To measure the percentage of teachers who consistently apply learned competencies about the MATATAG Curriculum in their teaching-learning practices based on their WAP.	MATATAG Curriculum back at their workplace through classroom observation. Unit: Individuals (Percentage of the sampled teachers) Percentage of sampled training participants who consistently apply learned competencies about the MATATAG Curriculum in their teaching-learning practices based on their WAP. Unit: Individuals (Percentage of the sampled teachers)	Outcome	<b>Source:</b> WAP Monitoring Tool <b>Disaggregation:</b> 1. Gender 2. Geography (Region, SDO, School) 3. Position 4. Subject area taught	<b>Reporting:</b> Before the Start of the new SY <b>Collection:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> quarter of the School Year, 2024-2025 <b>Consolidation &amp; Analysis:</b> 3 <sup>rd</sup> quarter of SY <b>Reporting:</b> 4 <sup>th</sup> quarter of SY	<b>Reporting:</b> SGOD-SMME, HRDD/NEAP-R <b>Collection:</b> Principal, Master Teacher <b>Consolidation &amp; Analysis:</b> SGOD-SMME, HRDD/NEAP-R <b>Reporting:</b> SGOD-SMME, HRDD/NEAP-R	absence of experimental and control groups. The elements of the WAP monitoring tool should capture the elements of behavioral change that resulted in consistent application of learned competencies.	0.00	At least 80%
<b>Output 1: Quality training resource packages developed and provided to intended participants</b>									
1.3. Monitoring of the quality-assured	To determine the number of sessions that used the quality-	Number of sessions during the training that used the quality-	Output	<b>Source:</b> RTOT / DTOT / SBTT Implementation Plan	<b>Collection:</b> Daily <b>Consolidation &amp; Analysis:</b> Daily /	<b>Collection:</b> M&E Focals (18)	The required number of sessions per day should be	0	At least 90%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base -line	Target
training resource package.	assured training resource package	Unit: Sessions		<b>Tool:</b> PD Compliance Monitoring Tool <b>Disaggregation:</b> No. of Sessions / Subject Area	End of the Program <b>Reporting:</b> Daily / End of the Program	<b>Consolidation &amp; Analysis:</b> 3 M&E Leaders <b>Reporting:</b> 3 M&E Leaders	conducted as planned to maximize the learning process and not affect the other sessions. The provision of complete session packages		
	To determine the number of resource speakers that attended the NTOT	Number of resource speakers during the training that attended the NTOT. To be counted, the resource speaker delivering the session should be the one who attended the 5-day NTOT.	Output	<b>Source:</b> RTOT / DTOT / SBTT Implementation Plan <b>Tool:</b> PD Compliance Monitoring Tool <b>Disaggregation:</b> No of Resource Speakers	<b>Collection:</b> Daily <b>Consolidation &amp; Analysis:</b> Daily / End of the Program <b>Reporting:</b> Daily / End of the Program	<b>Collection:</b> M&E Focals (18) <b>Consolidation &amp; Analysis:</b> 3 M&E Leaders <b>Reporting:</b> 3 M&E Leaders	The simultaneous conduct may cause limitation in the availability of the content expert/resource person for Grades 4 and 7.	0	100%
<b>Output 2: Quality training delivery based on the set standards implemented</b>									
2.2.1. Administer end-of-day evaluation (Level 1)	To evaluate the level of participants' satisfaction regarding the learning environment, management, delivery, and engagement with	Average ratings in the following domains of end-of-day evaluation: 1. Program Management	Output	<b>Source:</b> Analysis of End of the Day Tool <b>Tool:</b> End of the Day Evaluation Tool / m&E Template 1&2	<b>Collection:</b> Daily <b>Consolidation &amp; Analysis:</b> Daily / End of the Program	<b>Collection:</b> M&E Focals (18) <b>Consolidation &amp; Analysis:</b> 3 M&E Leaders	Internet service limitations due to geographical and power interruptions	0	100%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base-line	Target
	learning activities (Level 1: Reaction)	2. Training venue 3. Accommodation 4. Learning Management  Unit: Average of ratings		<b>Disaggregation:</b> a. Gender	<b>Reporting:</b> Daily / End of the Program	<b>Reporting:</b> 3 M&E Leaders			
2.2.2. Administer pre-test and post-test and other workshop activities. (Level 2)	To measure the number of participants with improved post-test results as compared to their pre-test (Level 2: Learning)	Number of individuals with improved post-test results as compared to their pre-test.  Unit: Individuals	Output	<b>Source:</b> M&E Report 3a and 4a <b>Tool:</b> M&E Report 3a and 4a Template 1&2 <b>Disaggregation:</b> Gender	<b>Collection:</b> Start /End of the Program  <b>Consolidation &amp; Analysis:</b> Start /End of the Program  <b>Reporting:</b> End of the Program	<b>Collection:</b> M&E Focals (18)  <b>Consolidation &amp; Analysis:</b> 3 M&E Leaders  <b>Reporting:</b> 3 M&E Leaders	Internet service limitations due to geographical and power interruptions	0	100%
	To measure the number of participants that submitted workshop outputs after the sessions.	Number of individuals that submitted workshop outputs after the sessions. To be counted, the participants must ensure the submission of their workshop outputs to the learning manager.  Unit: Individuals	Output	<b>Source:</b> M&E Report 3b <b>Tool:</b> M&E Report 3b Template 1&2 <b>Disaggregation:</b> Gender	<b>Collection:</b> Daily  <b>Consolidation &amp; Analysis:</b> Daily  <b>Reporting:</b> Daily	<b>Collection:</b> M&E Focals (18)  <b>Consolidation &amp; Analysis:</b> 3 M&E Leaders  <b>Reporting:</b> 3 M&E Leaders	Internet service limitations due to geographical and power interruptions; Late participation thus leading to incomplete outputs	0	100%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base-line	Target
<b>Output 3: Improved data collection and analysis</b>									
<b>3.2.1. Monitoring of the actual number of participants</b>	Number of trainers trained on the MATATAG Curriculum Training	Number of individuals that participated in the five-day training. To be counted, the individuals should have attended the full five-day training. Unit: Individuals	Output	<b>Source:</b> PD Program Quality Standards Checklist; Target & Actual Participants Checklist <b>Tool:</b> PD Program Quality Standards Checklist; Target & Actual Participants Checklist <b>Disaggregation:</b> Gender	<b>Collection:</b> Daily <b>Consolidation &amp; Analysis:</b> Daily <b>Reporting:</b> Daily	<b>Collection:</b> M&E Focals (18) <b>Consolidation &amp; Analysis:</b> 3 M&E Leaders <b>Reporting:</b> 3 M&E Leaders	Emergencies of participants leading non-attendance	0	At least 90%
<b>3.2.2. Budget utilization monitoring</b>	To determine the percentage of budget utilization after the training.	The percentage of budget utilization pertains to the financial report of the utilized budget after the training.	Output	<b>Source:</b> WFP / PMIS <b>Tool:</b> Implementation Plan & Financial Report / PD Program Design Quality Standard Checklist <b>Disaggregation:</b>	<b>Collection:</b> End of the program <b>Consolidation &amp; Analysis:</b> End of the program <b>Reporting:</b> End of the program	<b>Collection:</b> HRDD / Finance <b>Consolidation &amp; Analysis:</b> HRDD/Finance <b>Reporting:</b> HRDD / Finance	No budget for the M&E Activities	0	456,400.00 (For request for PSF) 90% BUR
<b>3.4. Writing of Program Completion Reports with analysis of end-of-day</b>	To accomplish the program completion reports with the following required attachments:	<b>Number of program completion reports developed and submitted</b>	Output	<b>Source:</b> All M&E Forms <b>Tool:</b> M&E Template 4a and 4b	<b>Collection:</b> End of the program <b>Consolidation &amp; Analysis:</b> End of the program	<b>Collection:</b> HRDD / M&E Team <b>Reporting:</b> HRDD / Finance	Conflict of CO Initiated Programs for monitoring by the RMET and insufficient	0	100%

Activities	Objectives / Indicators	Indicator Definition / Unit of Measure	Indicator Type	Data source and Disaggregation	Timing, Frequency, and Schedule	Responsibility	Known Data Limitations	Base -line	Target
evaluation (Level 1) and pre-test and post-test results (Level 2)	<ol style="list-style-type: none"> <li>1. Analysis of end-of-day evaluation results (Level 1)</li> <li>2. Analysis of pre-test and post-test results (Level 2)</li> <li>3. Report on the submitted outputs by workshop participants.</li> </ol>	<p>Unit: Program completion reports</p>		Disaggregation: Gender	Reporting: End of the program	<p>Consolidation &amp; Analysis: M&amp;E Lead</p> <p>Reporting: HRDD</p>	number of trained M&E Focals		

#### V. Action Plan

PHASES OF M&E IMPLEMENTATION	OBJECTIVE	INDICATOR	ACTIVITY	TIMELINE	OUTPUT	PERSONS RESPONSIBLE	RESOURCES	
							Fund Requirement <small>PHP 2,000 per day (hotel) PHP 1,500 per day (HRDD/govt. facility)</small>	Source of Funds
Pre	To inform regional M&E coordinators of the MATATAG Curriculum Training M&E processes and tools	No. of Regional Coordinators oriented	Virtual Orientation of Regional M&E Coordinators on the Monitoring and Evaluation of the MATATAG Curriculum	Region: March 21-22, 2024	Activity Completion Report	RPMT - 27 RMET - 22 HRDD / CLMD /QAD HRDS/SGOD/CID	None	N/A
	To review the MATATAG Curriculum Training Resource Package	Activity Report	Coordination meeting with the HRDD and CLMD PMT members	Region: March 11-12, 2024		HRDD / CLMD /QAD HRDS/SGOD/CID		



During	To conduct monitoring and evaluation on the implementation of the training on the MATATAG Curriculum	No. of Classes monitored	Actual Monitoring and Evaluation	RTOT: April 1-5, 2024	Accomplished M&E Tools	HRDD / QAD RMET: 22	Supplies: 7,000.00 Transportation: 33,000.00 x 5 =165,000.00 Lodging: 44,000.00 x 5 =220,000.00	Request for PSF
Post	To analyze and interpret data collected		Data Analysis	Region: April 8-12, 2024	Data analysis and discussion	HRDD / CLMD/ QAD RMET: 30	Supplies: 7,000.00 Lodging: 25,200.00	Request for PSF
	To prepare M&E reports	No. of reports duly prepared	Report Writing Coordinating meetings with HRDD and CLMD	Region: April 8-12, 2024	Duly prepared M&E reports	HRDD / CLMD/ QAD RMET: 30	Supplies: 7,000.00 Lodging: 25,200.00	Request for PSF

#### VI. Risk Management

RISK	MANAGEMENT
Strength of Internet Connectivity	To make use of personal data
Power Interruptions	Venue should have Generators
Insufficient Equipment	Purchase of additional printers, M&E Supplies (bond, ink, folders, pencils, etc)
No budget for M&E Activities	Request for Program Support Funds

#### VII. Sustainability Measures

- Consistent provision of technical assistance
- Monitoring and compliance with submission of the Work Application Plan
- Planning Activities
- Knowledge Sharing Activities or Learning Conferences to be conducted
- Debriefing Activities

Prepared by:


  
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