

Division Memorandum

No. 442 s. 2019

**TO: Chiefs of CID and SGOD
12 EPS, 37 PSDS/IC, ITO,
4 SEPS, 3 EPS-II, 2 Nurse-II, 2 Dentist and 3 IP/ELLN/GPP Coordinators**

FROM: MARILOU B. DEDUMO, Ph. D., CESO V
Schools Division Superintendent

DATE: September 26, 2019

SUBJECT: DIVISION WORKSHOP ON CRAFTING CUSTOMIZED AND UNIFIED M AND E TOOLS

1. Monitoring is periodic and continuous, conducted after PPAs/intervention initiation and during the duration of that PPAs/intervention. At the outset of a program it is important to acquire baseline data, which will be used to compare progress at every evaluation interval and at the end of the program period. While every evaluation process is going to be unique to every PPA, M and E tools can help make that process more efficient and ultimately more successful. These tools will provide ease for the team in gathering M and E required information. Furthermore, these tools help assess as to how far the PPAs/ Interventions are implemented and immediately identify the challenges that the implementers met along the way and will be able to enhance the PPAs' processes involved during the conduct.
2. In connection to this, a one-day division workshop on crafting customized and unified M and E tools shall be conducted on October 3, 2019 at 8:00 am, venue is to be announced later. This activity helps decongest the number M and E tools given to schools. The objectives of this activity are the following:
Terminal Objective:
 - Produce customized and unified M and E tools aligned to 7 M and E sub content areas**Enabling Objectives:**
 - Identify quantitative indicators of the 7 M and E sub content areas;
 - Craft qualitative questions that covers 7 M and E sub content areas;
 - Give importance on the alignment of the tools to the 7 M and E sub content areas.
3. Participants to this activity are the following: SDS, ASDS, 2 chiefs, 12 EPS, 37 PSDS, 4 SEPS, 3 EPS-II, 3 IP/ELLN/GPP Coordinators, 2 Dentists, 2 Nurses, 1 Engr-III, 1 ITO, 1 support staff and are advised to bring laptops and extension wire to be used during the workshop.
4. Meals and Snacks are chargeable against HRTD Funds 2019 subject to the usual accounting and auditing rules and regulations while travelling expenses are chargeable against local funds. Breakfast is the first meal to be served.
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.