



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

December 12, 2022

Division MEMORANDUM

No. 789, s. 2022

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Select Participants
This Division

THREE-DAY DIVISION TRAINING-WORKSHOP ON LEARNING FACILITATION (LF), PROCESS OBSERVATION & ANALYSIS (POA), QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)

1. The field is hereby informed that this division shall conduct a Training-Workshop on Learning Facilitation, Process Observation, and Quality Assurance, Technical Assistance, Monitoring and Evaluation on **December 27-29, 2022**, 8:00 a.m. to 5:00 p.m venue will be at Grand Monique Hall, Tandag City.
2. This training-workshop shall provide guidance and tools to ensure that the services in the trainings, workshops, and conferences consistently meet the clients' needs, and that quality is maintained, if not improved, thereby ensuring the smooth flow of the Learning and Development for our human resource from program delivery to monitoring and evaluation.
3. At the end of this training, the women and men participants will be able to perform their task and function as LF, POA, and QAME during the trainings and activities conducted either in the school, district, or division level. Specifically, it aims to:
 - a. Explain the concepts, elements, and guiding principles of LF, POA, and QAME;
 - b. Apply knowledge and skills gained through simulation; and
 - c. Appreciate the importance of LF, POA, and QAME in the development and progress of the training and seminars.
4. The members of the **Program Management Team** (Enclosure 01) shall convene for a **Pre-Work Meeting** on 20 December 2022 to ensure the smooth flow of the activity (Enclosure 02).
5. All **participants** (Enclosure 03) shall bring their own laptop, extension wire, and internet modem which shall be used for this purpose.



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SCHOOLS DIVISION OF SURIGAO DEL SUR

6. The training expenses shall be chargeable against HRD/INSET fund, travel expenses and per diem shall be chargeable against the School/Division MOOE where the participant is assigned to.
7. For your guidance and action. Immediate dissemination of this Office Memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: as stated

Reference/s:

To be indicated in the Perpetual Index
under the following subjects:

HRD-initiated	LF	POA	QAME
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MAN//DM- THREE-DAY DIVISION TRAINING-WORKSHOP ON LEARNING FACILITATION (LF), PROCESS
OBSERVATION & ANALYSIS (POA), QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)
189/December 12, 2022



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 01 of Division Memorandum No. 109, s. 2022

PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULA-NIERE, MBA	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	ERLYN G. MANGADLAO	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned; to ensure that the Professional Reflection Notes and Learning Application Plan are distributed and answered by all participants; and formally informs those who have parts in the Opening and Closing Program.
Logistics Manager	LIZA L. SUAREZ / JOHNY C. ORZALES	The Logistic Manager/s shall ensure that the requirements and documents needed during the event are checked and/or prepared, verify if the meals and snacks are ready and correct based on the List of Menu, prepare and process the Purchase Request, and coordinate with the people who have parts in the program matrix.
Welfare Officers	ENGR. LEA G. GURIMBAO	The DRRM Officer or Representative shall ensure that the safety measures for a venue are met.
	JOANNE H. BALAN, RN	The H&N Representative shall ensure that the Minimum Health Standards are met in the venue, record instances when participants have their Blood Pressure and other health concerns checked, and check body temperature of participants upon entry to the venue.
QATAME Associate	MARIETO CLEBEN V. LOZADA	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and provide update to the Documenter about the responses during the event.
Learner Facilitators	FLUELLEN L. COS, PHD Chief Education Supervisor Curriculum Implementation Division	The Learner Facilitators shall prepare their Resource Package and submit to the HRD for quality assurance and uploading
	CARL TIAN CHOW C. CORREOS, MAELT Education Program	



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Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

	Supervisor Learning Resource Management Development System JONATHAN C. AMBEL, MA Principal III LIZA M. GUINGUING Master Teacher I (detailed) Curriculum Implementation Division MARY LUZ B. ADVINCULA-NIERE. MBA Senior Education Program Specialist Human Resource Development ERLYN G. MANGADLAO Education Program Specialist II Human Resource Development MARIETO CLEBEN V. LOZADA Education Program Specialist II	
IT Officer	MARVIN G. MINGUILLAN	The IT Officer shall provide technical assistance to the program management team, particularly in the preparation, operation, and restoration of projector and white screen.
Documenters	VON JASON A. CASA MELCHOR O. CACHA	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepare minutes of the event when needed.
	JOEVANIE M. DEMAFILES LIEU GEE KEESHIA C. GUILLEN	The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, prepare and check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E and profiling.



Republic of the Philippines
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Enclosure 02 of Division Memorandum No. 781, s. 2022

PROGRAM MATRIX

DAY 01 – 27 December 2022 (Tuesday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	JOEVANIE M. DEMAFILES Education Program Specialist II - SocMob
08:00 – 08:45 A.M. (45 mins.)	Preliminaries - Prayer - Nationalistic song - Opening Remarks - Inspirational Message - Statement of Purpose - House Rules - Acknowledgement of Participants	An MADAYAW Chorale An MADAYAW Chorale GILBERT L. GAYRAMA, CESE Assistant Schools Division Superintendent JOSITA V. CARMEN, CESO V Schools Division Superintendent ELVIRA S. URBIZTONDO, PhD SGOD Chief Education Supervisor ERLYN G. MANGADLAO Education Program Specialist II – HRD
08:45 – 09:00 A.M. (15 mins.)	Pre-Test	JOEVANIE M. DEMAFILES Education Program Specialist II - SocMob
09:00 – 10:00 A.M. (1 hour)	Session 1 Personhood	FLUELLEN L. COS, PHD Chief Education Supervisor - CID
10:00 – 10:15 A.M. (15 mins.)	HEALTH BREAK	
10:15 – 12:00 N.N. (1 hour, 45 minutes)	Session 2 Principles of Adult Learning	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
12:00 – 1:00 P.M. (1 hour)	LUNCH BREAK	
01:00 – 03:00	Session 3	JONATHAN C. AMBEL, MA





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

(2 hours)	Designing Learning Events	Principal II – Tigao NHS
03:00 – 03:15 P.M. (15 minutes)	SNACK AND HEALTH BREAK	
03:15 – 04:45 P.M. (1 hour, 30 minutes)	Session 4: Orange Your Icon Advocacy Launching and other Recommended Activities	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
04:45– 05:00 P.M. (15 minutes)	REFLECTION JOURNAL/DEBRIEFING	

Host:

MELCHOR P. CATCHA
Project Development Officer I

Lead Facilitator:

LIEU GEE KEESHIA C. GUILLEN
Project Development Officer II



Republic of the Philippines
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SCHOOLS DIVISION OF SURIGAO DEL SUR

PROGRAM MATRIX

DAY 02 – 28 December 2022 (Wednesday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	JOEVANIE M. DEMAFILES Education Program Specialist II - SocMob
08:00 - 09:00 A.M. (1 hour)	Preliminaries Management of Learning	Assigned Group of Participants
09:00- 10:00 A.M. (1 hour)	Session 5 POA Guiding Principles and Elements	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
10:00 – 10:15 A.M. (15 mins.)	HEALTH BREAK	
10:15 – 12:00 N.N. (1 hour, 45 minutes)	Session 6 POA Report Template	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
12:00 – 1:00 P.M. (1 hour)	LUNCH BREAK	
01:00 – 02:30 (1 hour, 30 minutes)	Session 7 Principles and Technicalities of QATAME	MARIETO CLEBEN V. LOZADA Education Program Specialist II - SMME
02:30 – 02:45 P.M. (15 minutes)	SNACK AND HEALTH BREAK	
02:45 – 04:45 P.M. (2 hours)	Session 8 QATAME/Creating Online Survey Forms	MARIETO CLEBEN V. LOZADA Education Program Specialist II - SMME
04:45– 05:00 P.M. (15 minutes)	REFLECTION JOURNAL/DEBRIEFING	



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PROGRAM MATRIX

DAY 03 – 29 December 2022 (Friday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	JOEVANIE M. DEMAFILES Education Program Specialist II - SocMob
08:00 - 9:00 A.M. (1 hour)	Preliminaries Management of Learning	Assigned Group of Participants
09:00 - 10:30 A.M. (1 hour, 30 minutes)	Simulation on Learning Facilitation (Batch 01)	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
10:30 - 10:45 A.M. (15 mins.)	SNACKS AND HEALTH BREAK	
10:45 – 12:00 N.N. (1 hour, 15 minutes)	Simulation on Learning Facilitation (Batch 02)	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
12:00 – 1:00 P.M. (1 hour)	LUNCH BREAK	
1:00-2:30 p.m. (1 hour, 30 minutes)	Simulation on POA	CARL TIAN CHOW C. CORREOS, MAELT Education Program Supervisor - LRMS
2:30-2:45 p.m. (15 minutes)	SNACK AND HEALTH BREAK	
2:45-4:15 p.m. (1 hour, 30 minutes)	Simulation on QAME	MARIETO CLEBEN V. LOZADA Education Program Specialist II - SMME
04:15– 05:00 P.M. (45 minutes)	Impression	2 Assigned Participants
	Challenge	Assigned Participant
	Closing Remarks	FLUELLEN L. COS, PhD CID Chief Education Supervisor
	Closing Prayer	JOEVANIE M. DEMAFILES Education Program Specialist II - SocMob