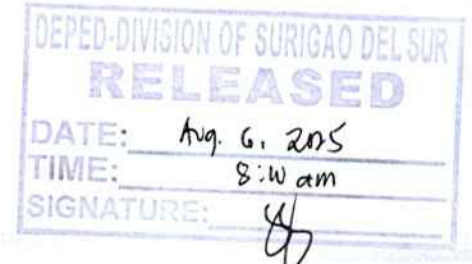




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
 No. 330, s. 2025



To: Public Schools District Supervisors (PSDSs)  
 Public Schools District In-Charge (PSDICs)  
 School Heads  
 All Concerned Non-Teaching Personnel  
 This Division

**DESIGNATION OF DISTRICT MONITORING AND EVALUATION (M&E) FOCALS  
 AND FACILITATION OF QAME IMPLEMENTATION THROUGH THE QAME PORTAL**

1. In line with the Department of Education's commitment to ensuring effective implementation of the **Basic Education Monitoring and Evaluation Framework (BEMEF)** and in adherence to the **National Quality Management System (NQMS)** policy and guidelines, the **Schools Governance and Operations Division (SGOD)** through the **School Management, Monitoring and Evaluation (SMME)** unit shall designate at least **two (2) non-teaching personnel** per district as **District Monitoring and Evaluation (M&E) Focal**.

2. The designated District M&E Focal will utilize the official SDO **QAME Portal Account** and be tasked to assist in the facilitation of **Quality Assurance, Monitoring, and Evaluation (QAME)** processes during the conduct of all district- or school-based trainings, activities, and programs, from planning to reporting.

3. This initiative aims to:

- a. Strengthen M&E mechanisms at the district level aligned with DepEd policies;
- b. Ensure that every activity is efficiently monitored and evaluated from implementation to reporting using the QAME Portal;
- c. Institutionalize the use of the QAME Portal by designated M&E Focals for data collection, documentation, analysis, and reporting; and
- d. Reinforce the alignment of field practices with the BEMEF and NQMS frameworks.

4. Roles and Responsibilities

**a. District M&E Focal**

a.1. Facilitate the conduct of M&E activities using QAME tools and the QAME Portal by making the access code starting with the name of the District. (Ex. Carrascal\_LinggoNgWika2025)



- a.2. Collect, encode, and submit QAME data and documentation.
- a.3. Coordinate with SMME and ensure the integrity and quality of report submitted.
- a.4. Attend capacity-building sessions and serve as resource or support persons during M&E activities.

**b. PSDS/PSDIC**

- b.1. Supervise and monitor the performance of the designated M&E Focal.
- b.2. Endorse district reports and ensure their compliance with established standards.
- b.3. Provide necessary technical assistance to improve M&E efficiency.

**c. School Heads**

- c.1. Coordinate closely with the designated District M&E Focal to ensure school-level activities are properly monitored.
- c.2. Provide required data, documents, and logistical support to facilitate QAME processes.
- c.3. Validate and ensure the quality of M&E reports generated at the school level.
- c.4. Promote awareness and adherence to BEMEF, QAME, and NQMS frameworks among school personnel.

**d. Administrative Officers II (when not designated as Focal)**

- d.1. Assist with logistics, records management, and submission of required documentation.
- d.2. Support field implementation of QAME-related activities in coordination with M&E Focal.

5. The designated District M&E Focal shall undergo an orientation and capacity-building program facilitated by SGOD-SMME to familiarize them with the QAME Portal, M&E tools, and reporting protocols, particularly for not-yet-trained personnel.

6. The SGOD-SMME section shall regularly monitor the implementation of this initiative, provide technical assistance, and evaluate its effectiveness for continuous improvement.

7. For immediate dissemination and compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent




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<b>Effectivity</b>	02.3.2025	<b>Page</b>	2 of 4

Encl.: 'List of District M & E Focal.'  
 Reference: 'None'  
 To be indicated in the Perpetual Index  
 under the following subjects:

DESIGNATION

SGOD/rct  
 08/04/2025

**LIST OF DISTRICT M & E FOCAL**

No.	Name	Designation	District
1	MA. JEANY MARJORY C. LIQUIDO	Administrative II	CARRASCAL
2	ANNA THEERESA E. ALMEDA	Administrative II	CARRASCAL
3	JEZAH BHILLE L. GRUYAL	Administrative II	CANTILAM
4	MELINA LOUE A. LUSTIVA	Administrative II	CANTILAN
5	DEXTER G. URIARTE	Administrative IV	MADRID
6	LEYRA LYN U. MANILAG	Administrative II	MADRID
7	VANESSA MAE B. RUENA	Administrative II	CARMEN
8	ROSELY L. BATALUNA	Administrative II	CARMEN
9	COLLEN CATE R. ROSIL	Administrative II	LANUZA
10	MADELLE A. TINONGA	Administrative II	LANUZA
11	RAP MARTINEZ	Administrative II	BAYABAS
12	REA D. MANGATA	Administrative II	BAYABAS
13	DAVE ADRIAN SALVE	Administrative II	San Miguel II
14	LOVELY PEARL M. RAMAN	Administrative II	San Miguel II
15	ROBERT BREVIESCAS	Administrative II	Cagwait
16	BLESIE S. BAHATAN	Administrative II	Cagwait
17	APPLE MAY G. LIBARIOS	Administrative II	Tago
18	GLYACENTH Q. SUAREZ	Administrative II	Tago
19	MELISSA E. MADELO	Administrative II	Cortes
20	HERLIE SUAREZ	Program Developer Officer 1	Cortes
21	JRALY V. LUBRICO	Administrative II	San Miguel 1
22	FREDERIC T. LAGGUI	Administrative II	San Miguel 1
23	GIOVANNI HINAMPAS	Administrative II	Marihatag
24	CAROLYN S. MOSCA	Administrative II	Marihatag
25	GAZELLE GRAPES S. RONQUILLO	Administrative II	San Agustin

26	EMIE ANGELI N. AMARILLA	Administrative II	San Agustin
27	AO II ELMA C. ANTONIANO	Administrative II	Lianga
28	STEPHANIE E. FIEDACAN	Registrar I	Lianga
29	VANIA VANESSA M. ABRAHAM	Administrative II	Lianga
30	BENJIE M. NAVARRO	Administrative II	Lianga
31	NATHALIE GRACE M. AGUILAR	Administrative II	Barobo
32	RUSSIL R. RUAZA	Administrative II	Barobo
33	HAROLD C. CONARCO	Head Teacher I	Tagbina I
34	TRESHIA MAE BULASO	Administrative II	Tagbina I
35	IRISH A. DAHAB	Administrative II	Tagbina II
36	RONA C. ROMERO	Administrative II	Tagbina II
37	THERESE DIOVE GLEA M. RUBI	Administrative II	Lingig 1
38	AUDREY ROSE D. BRIONES	Administrative II	Lingig 1
39	MOTHEA R. MANLIGOY	Administrative II	Hinatuan North
40	CHERILYN A. TAN	Administrative II	Hinatuan North
41	MARY GRACE P. ASISTORES	Administrative II	Hinatuan South
42	SHERYL S. ABUYEN	Administrative II	Hinatuan South
43	RONNEL V. ANIB	Administrative II	Lingig 2
44	LLOYD M. LUNA	Administrative II	Lingig 2

- NOTHING FOLLOWS -