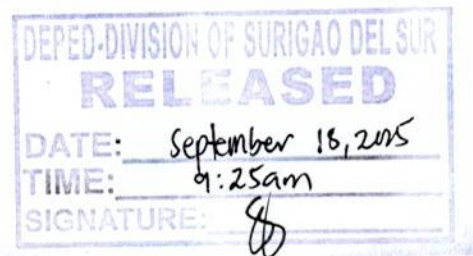




Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR



September 10, 2025

DIVISION MEMORANDUM
 No. 792, s. 2025

To: Public Schools District Supervisors (PSDSSs)
 Public Schools District In-Charge (PSDICs)
 School Heads
 All District M&E Focal
 This Division

ADOPTION OF IMPLEMENTING GUIDELINES FOR THE FACILITATION OF QAME ACTIVITIES

1. In line with our commitment to uphold the standards of the BEMEF and SMME frameworks, this is to formally adopt the **Implementing Guidelines for the Facilitation of QAME Activities** to ensure a systematic and efficient process in managing QAME (Quality Assurance, Monitoring, and Evaluation) procedures across all district-led training and development initiatives.

2. These guidelines apply to all District M&E Focal responsible for managing QAME processes for training and development activities, team buildings, Learning Action Cells (LAC), In-Service Training (InSeT), as well as DepEd PAPs, and the like, conducted within the district and its schools. All District M & E Focal are expected to adhere to these guidelines strictly, effective immediately, without exception. The SDO shall monitor compliance and provide technical assistance as necessary.

3. Key provisions include:

a. Request Facilitation

a.1 Program owners must accomplish/complete the QAME link request form for their upcoming activity.

<https://tinyurl.com/SMqaMElinkRequest>

a.2 The District M&E Focal shall assist in the completion and submission of the request.

b. Request Review and Link Processing

b.1 Review the submitted request for completeness and accuracy.

b.2 Process the QAME link upon validation of the request.



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Telefax No. (086) 211-3225

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Website: depedsurigaodelsur.com

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	1 of 4

c. Document Verification

Ensure the following documents are uploaded and complete:

- c.1 Approved Travel Authority
- c.2 Approved Training Design (TD) or the moment that PSDS/PSDIC signed the TD.
- c.3 Matrices for Topics and Learning Facilitators (LFs)

d. Status Notification

- d.1 Inform the Program Owner of the status of their request:
- d.2 Confirm if attachments are complete or missing.
- d.3 Notify about QAME link readiness.

e. Link and QR Code Provision

- e.1 The QAME M&E Focal will log in to this site using the username and password provided to them.

PORTAL Site: <https://portal.depedcaraga.site/login>

- e.2 QAME Link Access Code must start with the District Name before the specific event/keyword.

Example:

District Level:

Cantilan_SIPfinalization or Bayabas_INSET2025

SDO Level:

SDO_PISAlieMaterialsDevelopment

- e.3 Provide the QAME link and its corresponding QR code to the Program Owner.
- e.4 Ensure these are ready for use during the training/activity.

f. Visibility and Accessibility

- f.1 Display the QR code and link in visible areas during the activity.
- f.2 Ensure participants can easily access the feedback form.

g. Link Activation and Closure

- g.1 Activate the QAME link at 3:00 PM or 4:00 PM to allow ample time for participant responses.
- g.2 Close the link after the feedback session or at the end of the activity.

h. Response Rate Target

- h.1 Aim for at least a 90% participant response rate to ensure meaningful feedback.
- h.2 If the participants are learners or with a teacher-coach, every teacher-coach will respond to the QAME Link, plus at least 2 learners, unless the school can provide a standby ready laptop/tablet/cellular phone for the above-cited purpose.

i. Data Analysis

Analyze the collected feedback data to identify trends, insights, and areas for improvement.

j. Report Preparation and Review

- j.1 Prepare the final QATAME report.
- j.2 Three (3) days after the activity, the M & E Focal will submit the report for review and signature by the PSDS/PSDIC.

k. Feedback Discussion

Engage with the **Program Owner** in a discussion about the report, focusing on:

- Comments and suggestions
- Areas for improvement
- Critical incidents
- Recommended actions

l. Monthly Reporting

Submit a monthly report of all activities conducted in the district and schools to the SDO (the template is posted in the SurSur M & E Focal Group Chat on Messenger).

m. Monitoring and Evaluation

The SDO shall monitor compliance with these guidelines and provide technical assistance as needed to ensure the quality and effectiveness of QAME activities.

4. For immediate dissemination and compliance.


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



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	3 of 4

Encl.: "DIVISION MEMORANDUM
No. 330 s. 2025."
Reference: 'None'
To be indicated in the Perpetual Index
under the following subjects:

ADOPTION

MONITORING & EVALUATION

GUIDELINES

SGOD/rct
09/08/2025



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

DIVISION MEMORANDUM
 No. **330**, s. 2025

DEPED DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: Aug. 6, 2025
 TIME: 8:10 am
 SIGNATURE:

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)



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	1 of 4

- 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. MACASOCCOL, PhD, CESO V
Schools Division Superintendent



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	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 -