



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

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**Office of the Schools  
Division Superintendent**

13 APR 2023

DIVISION MEMORANDUM  
No. 257, s. 2023

**ROLL-OUT OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE AND  
MONITORING AND EVALUATION (QATAME)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public School District Supervisor  
School Heads/Public  
All Others Concerned

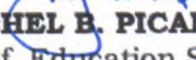
1. Monitoring and Evaluation (M&E) of program delivery of learning and Development (L&D) interventions is essential in providing information on the strengths and weaknesses of the learning and development system itself in order to support sustainability and improvement. This ensures the effectiveness and efficiency of L and D operations. It ensures that program implementation adheres to the standards for the system's inputs, processes, outputs, and outcomes. In carrying out L and D interventions, Quality Assurance, provision of Technical Assistance and consistent Monitoring and Evaluation (QATAME) contributes in the attainment of the department's thrust of promoting good governance and transparency in the delivery of learning interventions. It is a mechanism that ensures the attainment of the desired level of quality of the expected output of certain deliverables.



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2. Thus, this office informs the field of the conduct of the two-day roll-out on the Capacity Building of QATAME Associates in the district on the specific dates set by the Public Schools District Supervisor, preferably on Friday and Saturday to be attended by the three School-Based QATAME Associates composed of the following:
  - a. School Head
  - b. 2 Master Teachers (if any)
  - c. If school has only 1 MT, then the other participant must be a Teacher III
  - d. If school has no MT, then two Teacher III shall be sent as associates.
3. This will be facilitated by the trained Associates.
4. Teachers attending on a Saturday schedule can avail of a One-Day Service Credit, while One-Day Compensatory Overtime Credit for non-teaching and teaching related personnel.
5. School Heads are advised to make arrangements with their teachers to avoid any disruption of classes.
6. Travel and other expenses relative to the conduct of the activity shall be charged against the school MOOE/local funds subject to the existing accounting rules and regulations.
7. Attached herein is the matrix of the training for your reference.
8. The approved schedule of the Roll-out must be duly communicated to the M&E Section for monitoring purposes.
9. Immediate dissemination of this memorandum to all is desired.

**By Authority of the Schools Division Superintendent:**

  
**RACHEL B. PICARDAL EdD**  
Chief, Education Supervisor  
Schools Governance and Operations Division  
**Office-In-Charge**



**TRAINING MATRIX ON THE CAPACITY BUILDING OF QATAME COORDINATORS**

*(Date)*  
*(Venue)*

<b>(DATE)</b>			<b>(DATE)</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>FOCAL PERSON</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>FOCAL PERSON</b>
7:00-8:00	<i>Registration of Participants</i>	<b>TWG</b>	7:00-8:00	<i>Registration of Participants</i>	<b>TWG</b>
8:00-9:00	<i>Opening Programme</i>	<b>Assigned Group</b>	8:00-9:00	<i>Opening Programme</i>	<b>Assigned Group</b>
9:00-12:00	<i>Venture into the L&amp;D Process</i>	<b>To be facilitated by the L and D Coordinator</b>	9:00-10:30	<i>Overview on Session Guide Writing</i>	<b>To be facilitated by District QATAME Coordinator</b>
			10:30-12:00	<i>QATAME ON FOCUS KEY TO BETTER L and D</i>	<b>To be facilitated by District QATAME Coordinator</b>
<b>LUNCH BREAK</b>					
1:00-2:30	<i>The Art of Feedbacking and Debriefing</i>	<b>To be facilitated by District QATAME Coordinator</b>	1:00-2:30	<i>QATAME Forms and Tool Preparation</i>	<b>To be facilitated by District QATAME Coordinator</b>
2:30-4:00	<i>Crafting Session Objectives and Rationale</i>	<b>To be facilitated by District QATAME Coordinator</b>	2:30-4:00	<i>QATAME Consolidation</i>	
4:00-5:00	<i>Evaluation and Debriefing</i>	<b>To be facilitated by District QATAME Coordinator</b>	4:00-5:00	<b>Closing</b>	<b>TWG</b>

Prepared by:

Noted by: