



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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DIVISION MEMORANDUM  
NO. 66, s. 2021

To: Assistant Schools Division Superintendents  
Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

**CAPACITY BUILDING AND RETOOLING OF QUALITY ASSURANCE  
MONITORING AND EVALUATION (QAME) ASSOCIATES**

1. Aligned to the PIVOT 4A Basic Education – Learning Continuity Plan, Strategic Thrust 2: Advancing Handholding Activities: System Solution for Professional Learning Development, the School Management Monitoring and Evaluation Section will conduct Capacity Building and Retooling of Quality Assurance Monitoring and Evaluation (QAME) Associates on April 12 – 13, 2021 via Google Meet.
2. By the end of the training it is expected that the participants will be able to recognize terms of reference of QAME Associates, specifically:
  - a. The participants will be able to explain the specific roles and responsibilities of QAME Associates in conducting quality assurance and monitoring and evaluation; and
  - b. To have a pool of QAME Associates that will perform the assigned roles and responsibilities before, during and after the conduct of training program.
3. Participants to the said training are one (1) assigned School QAME Associate to be designated by the respective school head and one (1) Municipal QAME Associate to be designated by the Public Schools District Supervisor.
4. All identified participants shall accomplish the pre-registration thru the link: <https://tinyurl.com/PreRegQAMEAssociates> until March 19, 2021. Pre – test will be sent through the registered email addresses encoded.
5. Attached are the Program Matrix and Terms of Reference of the Municipal and School QAME Associates.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

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6. Should there be any concern, you may contact Maria Belen C. Mojica, SEPS Monitoring and Evaluation and Kristine G. dela Rosa, EPS II thru contact no. 0999-229-0973 or email addresses [mariabelen.mojica@deped.gov.ph](mailto:mariabelen.mojica@deped.gov.ph) or [kristine.gener@deped.gov.ph](mailto:kristine.gener@deped.gov.ph)
7. Immediate dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

KODR/ DM 66 s. 2021  
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Annex A. Program Matrix

<b>Day/Time</b>	<b>Topic</b>
Day 1	
8:00 am	Preliminaries
8:30 am	Webinar Protocol
8:45 am	Welcome Remarks
9:00 am	Purpose of Training and Development of QAME Associates Pool
9:15 am	Specific Roles and Responsibilities of the QAME Associates in the Delivery of DepEd Interventions / Training Programs
10:00 am	Health Break
10:15 am	QAME Associates Competency Standards
Day 2	
8:30 am	MOL
8:45 am	Creating an Online Evaluation Form
9:00 am	QAME Analysis Forms
9:30 am	Health Break
9:45 am	Data Analysis
10:15 am	Session Guide on Presenting Feedback and Results
10:45 am	QAME Report on the Program Completion Report
	Post Test
11:00 am	Closing Program



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Annex B. QAME Associates Terms of Reference

The following terms of reference shall be performed by the assigned School and Municipal QAME Associates:

1. Implements monitoring and evaluation activities in school such as during the conduct of school trainings and activities;
2. Collects data responses of participants;
3. Analyzes and summarizes findings;
4. Submits QAME Report in support to the Activity Completion Report;
5. Coordinates with the School Management Monitoring and Evaluation Section for inquiries and concerns relative to M and E; and
6. Perform QAME related responsibilities as per assigned by the Schools Division Office.



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