



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 18, 2024

REGION MEMORANDUM
QAD-2024-010

**MONITORING AND EVALUATION ACTIVITIES FOR THE MATATAG
CURRICULUM TRAININGS FOR SCHOOL LEADERS
AND TEACHERS**

To: Schools Division Superintendents
Asst. Schools Division Superintendents

1. Pursuant to DM-OUHROD-2024-0409 titled **Monitoring and Evaluation Plan of the Training on the MATATAG Curriculum for Teachers and School Leaders** and to ascertain that the major aims of the trainings are achieved based on committed outputs, a series of **Monitoring and Evaluation (M&E) activities shall be conducted.**
2. The activities aim to:
 - a. measure the performance of DepEd through NEAP in providing training on the MATATAG Curriculum for teachers and school leaders against established targets and standards;
 - b. ensure conformance to the set standards and process steps in cascading the quality-assured training resource package for the MATATAG Curriculum Training across governance levels;
 - c. gather data particularly the profiles and actual number of teachers and school leaders trained;
 - d. monitor the Human Resource Development (HRD) fund utilization of the MATATAG Curriculum Training; and
 - e. identify issues, concerns, and gaps to guide the program owners and implementers toward evidence-informed decisions on the various aspects of the training.
3. The monitoring teams shall conduct technical assistance and monitoring visits through a purposive sampling method. The team members from the Curriculum and Teaching Strand shall serve as Resource Persons (RPs) in their respective learning area specializations in case the number of RPs for the region, division and school trainings are insufficient.
4. The NEAP Central Office M&E Team, on the other hand, shall collect data and provide overall technical assistance and guidance to the Regional and Division M&E Teams.
5. The regional office shall identify three SDOs classified as small, medium and large divisions to be monitored during the Division Training of Trainers where three schools of the identified SDOs shall be visited during the SBTT. Identification of SDOs and schools will be announced through a separate issuance.



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6. Enclosed are the a) Monitoring and Evaluation Plan; b) M&E team composition and coverage by governance level.
7. Transportation allowance, board and lodging of the M&E Team, contingency, supplies and materials, and other miscellaneous expenses related to the conduct of the M&E activities shall be charged against the 2024 HRD Funds, subject to the usual accounting and auditing rules and regulations.
8. For queries and clarifications, contact Norman S. Valeroso via email at norman.valeroso@deped.gov.ph or thru (083) 228-1896.
9. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Encl.: None
Reference: DM-OUHROD-2024-0409
Allocation: 2024 HRD Funds
To be indicated in the Perpetual Index under the following Subjects:

MONITORING AND EVALUATION

TRAINING PROGRAMS

NSV/QAD/RM/ MONITORING AND EVALUATION ACTIVITIES FOR THE MATATAG CURRICULUM TRAININGS FOR TEACHERS AND SCHOOL LEADERS /016 /March 18, 2024



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Enclosure 1 to Region Memorandum QAD-2024-010

Schedule of M&E Activities

Activity	Date	Participants	Venue
Capability Building of the Regional Monitoring and Evaluation Team	April 9-10, 2024	a. Regional M&E Core Team; b. 3 pax per SDO composed of the SGOD-EPS, SMME Specialist, and HRDS Specialist; c. IT Team (35 pax)	Within the City of Koronadal
Capability Building of the Division Monitoring and Evaluation Team	TBA (Before the conduct of the DTOT)	Division M&E Team (To be identified by the SDOs which is composed of at least 18 members)	TBA
On-site Monitoring and Evaluation of the Regional Training of Division Trainers and School Leaders (RTOT)	April 15-19, 2024	CO Personnel; Regional M&E Team;	Within the City of Koronadal
On-site Monitoring and Evaluation of the Division Training of School Trainers (DTOT)	April- May 2024	CO Personnel; Regional Office M&E Core Team; School Division Office (SDO) M&E Team	TBA
On-site Monitoring and Evaluation of the School-Based Training of Teachers (SBTT)	April- May 2024	CO Personnel; Regional Office M&E Core Team; School Division Office (SDO) M&E Team	TBA



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Enclosure 2 to Region Memorandum QAD-2024-010

M&E Team Composition

TRAINING		TECHNICAL ASSISTANCE AND M&E COMPOSITION
Regional Training of Division Trainers and School Leaders (RTOT)		<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP
Division Training of School Trainers (DTOT)	3 Schools Division Offices (SDOs) <ul style="list-style-type: none"> • Cotabato • Sarangani • Tacurong City 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD)
School-based Training (SBT)	9 Schools with the following target schools in each of the 3 SDOs: <ul style="list-style-type: none"> • One (1) very large/large school • One (1) medium school • One (1) small school 	<ul style="list-style-type: none"> • Bureau and Service Directors from HROD, Operations, and CT Strands • 5-10 representatives from CT Strand • 2-3 representatives from NEAP • 2 representatives from RO (HRDD and QAD) • 2 representatives from SDO (HRDS and SMME)

Coverage of TA and Monitoring Teams Per Governance Level

TECHNICAL ASSISTANCE AND M&E TEAM			COVERAGE
Central Office	Technical Assistance and Monitoring Teams	Technical	All RTOT, Sample SDOs, Sample Schools
Regional Office	Technical Assistance and Monitoring Teams	Technical	All DTOT, Sample Schools
Division Office	Technical Assistance and Monitoring Teams	Technical	All Schools



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