



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

June 18, 2024

REGION MEMORANDUM  
ESSD-2024-094

**CONDUCT OF WORKSHOP ON THE DEVELOPMENT OF M&E PLANS AND TOOLS FOR THE SCHOOL MENTAL HEALTH PROGRAM AND OTHER RELEVANT HEALTH PROGRAMS**

To: Schools Division Superintendents  
Divisions of General Santos City &  
Tacurong City

1. The Bureau of Learner Support Services -School Health Division (BLSS-SHD) shall conduct the **Workshop on the Development of M & E Plan/s and Tools for the implementation of the SMHP and other related health programs on June 24-28, 2024 in NEAP Tuguegarao City.**

2. The objectives of the workshop are:  
a. Discuss DepEd's Education Development Plans, M & E Framework and M & E Process;  
b. Draft a results-based framework and set key performance indicators for SMHP and other related health programs; and  
c. Draft a comprehensive M&E plan and an integrated M&E tool for school health programs.

3. The following Division Coordinators are identified as participants to the workshop and are expected to complete the Registration Form through this link: <https://bit.ly/MEDevJune2024> on or before June 19, 2024:

<b>Names</b>	<b>SDO</b>
1. Joannie Avbegail V. Apud	General Santos City
2. Jonalee Y. Arquiza	Tacurong City

4. Attached as Annex A is the indicative schedule of activities, for guidance.

5. Travel and other incidental expenses of the participants shall be lodged under the Regional Program Support Funds (PSF) for the SMHP subject to the usual accounting and auditing rules and regulations.

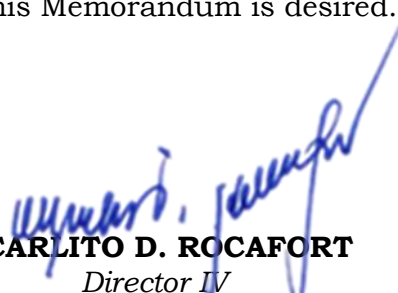
6. Offices concerned are requested to grant compensatory time-off (CTO) to participating personnel, **as applicable**, computed against the actual days that they participate in the activity in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights or when a day or some days within the duration of the activity fall/s under (a) local holiday(s).



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7. For any queries or clarifications, Ms Amina Aisa Boncales, Technical Assistant II, through email at [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph) cc: [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) can be contacted.
8. Immediate action and strict compliance of this Memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV

*Enclosure: Indicative Schedule of Activities*  
*Reference: Unnumbered Memo OM-OUOPS-2024 3241*  
*Allotment: None*  
*To be indicated in the Perpetual Index under the following Subjects:*  
**SCHOOL HEALTH**

*MLAI/ESSD-SHS/RM/ CONDUCT OF WORKSHOP ON THE DEVELOPMENT OF MONITORING AND EVALUATION  
(M & E) PLANS AND TOOLS FOR THE SMHP /101 / June 14, 2024*

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Annex A

**INDICATIVE PROGRAM OF ACTIVITIES FOR THE DEVELOPEMNT OF  
 M&E TOOL FOR SCHOOL MENTAL HEALTH PROGRAM AND OTHER  
 HEALTH PROGRAMS**

DAY 1: Travel of Participants, Opening and Vision Setting (May 27, 2024)			
Indicative Schedule	Activity	Activity Objectives	Office/Unit In-charge
8:00 AM – 12:00 NN	Arrival and Registration of Participants	-	Project Management Team (PMT)
12:00 NN – 1:00 PM	<i>Lunch Break</i>		
1:00 PM – 2:00 PM	Preliminaries, Opening Remarks, and Setting Expectations and Agenda	Orient participants on the background and objectives of the workshop	BLSS-SHD / BLSS-OD
2:00 PM – 3:00 PM	Orientation and Workshop on Setting of Vision for Mental Health and other relevant health programs in Basic Education	Set on participant's vision on learners' health and School Health's significance	BLSS-SHD
3:00 PM – 3:15 PM	<i>PM Break</i>		
3:15 PM – 4:15 PM	Open Discussion	Discussion and processing of visions set	BLSS-SHD
4:45 PM – 5:00 PM	End of Day Announcements	-	PMT
DAY 2: Situationer on SHD Programs, and Orientation on Monitoring & Evaluation (May 28, 2024)			
Indicative Schedule	Activity	Activity Objectives	Office/Unit In-charge
8:00 AM – 8:30 AM	Preliminaries and Agenda Setting	-	PMT
8:30 AM – 9:30 AM	Quick Workshop on Gaps and Challenges in Achieving Visions on Learners' Health	Orient and align knowledge of participants on the health situation of learners	PMT
9:30 AM – 10:00 AM	Situationer on Learners' Health		BLSS-SHD
10:00 AM – 10:15 AM	<i>AM Break</i>		
10:15 AM – 12:00 NN	Orientation on DepEd's OK sa DepEd Program (SHD PPAs)	Orient and align knowledge of Participants on the current PPAs addressing challenges on learners' health situation	BLSS-SHD
12:00 NN – 1:00 PM	<i>Lunch Break</i>		
1:00 PM – 1:30 PM	Orientation on Monitoring and Evaluation Planning and Process	Increase knowledge and awareness of Participants on M&E Processes	Planning Service (PS) / Resource Person (RP)
1:30 PM – 2:00 PM	Orientation on the Basic Education Plans (e.g., BEDP, MATATAG), and Monitoring and Evaluation Framework (BEMEF)	Orient Participants on the current M&E framework of DepEd	PS
2:00 PM – 3:00 PM	Current Central Office (CO) Monitoring and Evaluation Practices	Orient Participants on current as well as best practices on M&E within DepEd	Selected CO Office/s (i.e., DRRMS, NEAP, PS)
3:00 PM – 3:15 PM	<i>PM Break</i>		
3:15 PM – 4:15 PM	SHD PPAs Monitoring and Evaluation Practices	Orient Participants on current as well as best	BLSS-SHD



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		practices on M&E of SHD Programs	
4:15 PM – 4:45 PM	Open Forum	-	PMT
4:45 PM – 5:00 PM	End of Day Announcements	-	PMT
<b>DAY 3: Drafting Results-based Framework and Setting Indicators (May 29, 2024)</b>			
Indicative Schedule	Activity	Activity Objectives	Office/Unit In-charge
8:00 AM – 8:30 AM	Preliminaries and Agenda Setting	-	PMT
8:30 AM – 10:00 AM	Orientation on the Results-based Framework and Setting Indicators	Discuss and provide instructions and materials/templates on development of RBF and setting indicators	PS / RP
10:00 AM – 10:15 AM	<i>AM Break</i>		
10:15 AM – 12:00 NN	Workshop on the Development of RBF	Draft RBF	PS / RP & BLSS-SHD
12:00 NN – 1:00 PM	<i>Lunch Break</i>		
1:00 PM – 2:00 PM	Continuation of Workshop on the Development of RBF	Draft RBF	PS / RP & BLSS-SHD
2:00 PM – 3:00 PM	Review of SHD Programs Indicators	Review and align indicators for SHD Programs	PS / RP & BLSS-SHD
3:00 PM – 3:15 PM	<i>PM Break</i>		
3:15 PM – 4:15 PM	Continuation of Review of SHD Programs Indicators	Review and align indicators for SHD Programs	PS / RP & BLSS-SHD
4:15 PM – 4:45 PM	Quick Presentation of Draft RBF and Aligned Indicators	Provide progress status and agreements on draft RBF and Aligned Indicators	BLSS-SHD
4:45 PM – 5:00 PM	End of Day Announcements	-	PMT
<b>DAY 4: Drafting Monitoring and Evaluation Plan, and Quick M&amp;E Tool (May 30, 2024)</b>			
Indicative Schedule	Activity	Activity Objectives	Office/Unit In-charge
8:00 AM – 8:30 AM	Preliminaries and Agenda Setting	-	PMT
8:30 AM – 10:00 AM	Orientation on the Development of M&E Plan and Tools	Discuss and provide instructions and materials/templates on development of RBF and setting indicators	PS / RP
10:00 AM – 10:15 AM	<i>AM Break</i>		
10:15 AM – 12:00 NN	Workshop on the Development of M&E Plan	Draft M&E Plan	PS / RP & BLSS-SHD
12:00 NN – 1:00 PM	<i>Lunch Break</i>		
1:00 PM – 2:00 PM	Continuation of Workshop on the Development of M&E Plan	Draft M&E Plan	PS / RP & BLSS-SHD
2:00 PM – 3:00 PM	Workshop on the Development of Quick M&E Tool	Draft Quick M&E Tool	PS / RP & BLSS-SHD
3:00 PM – 3:15 PM	<i>PM Break</i>		
3:15 PM – 4:15 PM	Continuation Workshop on the Development of Quick M&E Tool	Draft Quick M&E Tool	PS / RP & BLSS-SHD
4:15 PM – 4:45 PM	Quick Presentation of Draft M&E Plan and Tool	Provide progress status and agreements on draft M&E Plan and Quick Tool	BLSS-SHD



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4:45 PM – 5:00 PM	End of Day Announcements	-	PMT
7:00 PM onwards	<i>Socials Night</i>		
<b>DAY 5: Summary, Ways Forward, and Closing (May 31, 2024)</b>			
<b>Indicative Schedule</b>	<b>Activity</b>	<b>Activity Objectives</b>	<b>Office/Unit In-charge</b>
8:00 AM – 8:30 AM	Preliminaries and Agenda Setting	-	PMT
8:30 AM – 9:30 AM	Summary and Conclusion of the Drafted Outputs	Present draft output/s from the workshops (i.e., indicators, RBF, & M&E Plan and Tool	BLSS-SHD
9:30 AM – 10:00 AM	Ways Forward for M&E Activities	Discuss action plan for the development of M&E Plan and Tool/s and other M&E Activities	BLSS-SHD
10:00 AM – 10:15 AM	<i>AM Break</i>		
10:15 AM – 12:00 NN	Closing Ceremony	-	PMT; BLSS-SHD
12:00 NN – 1:00 PM	<i>Lunch Break</i>		
1:00 PM onwards	Departure of Participants	-	-

\*Subject to change without prior notice.

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