



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

19 July 2024

DIVISION MEMORANDUM
No. 342 s. 2024

MONITORING AND EVALUATION OF THE CONDUCT OF THE SCHOOL-BASED TRAINING OF TEACHERS ON THE MATATAG CURRICULUM

To: Assistant Schools Division Superintendent
Chiefs, Education Supervisor
Education Program Supervisors
Public Schools District Supervisors/In- Charge of the Districts
Elementary and Secondary School Heads
All others concerned

1. This office hereby notifies the field that a monitoring team from the Schools Division Office of Catanduanes will conduct a Division Monitoring and Evaluation of the School-Based Training for Teachers on the Matatag Curriculum scheduled from **July 22-26, 2024, in all districts/municipalities.**
2. The monitoring activity is in accordance with Regional Memorandum No. 00596, s. 2024 re: Division Training of School Trainers and School Leaders DTOT on the Matatag Curriculum for Kindergarten, Grade 1, Grade 4 and Grade 7 respectively.
3. The objective of the monitoring and evaluation activity are follows:
 - a. ensure that the participants are equipped with the knowledge regarding the characteristics of the Matatag Curriculum.
 - b. demonstrate skills and positive attitudes towards the implementation of the curriculum and;
 - c. ensure the proficient and effective delivery of the training program.
4. Attached is the monitoring and evaluation plan (Enclosure A), monitoring tool (Enclosure B) and list of monitoring team (Enclosure C) for your reference.
5. The travel and other relevant expenses to be incurred in this monitoring activity shall be charged from the moee/local funds subject to the usual accounting and auditing rules and regulations.
6. For information, guidance, and compliance of all concerned.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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DIVISION MONITORING AND EVALUATION PLAN ON THE CONDUCT OF SCHOOL- BASED TRAINING OF TEACHERS
July 22-27, 2024

Level of M and E	Objectives	Methods and Tools	Data Source	Schedule of M and E	Persons Responsible	Support Needed	User of the M and E Data
Level 1	To ensure that the implementation of the school- Based Monitoring for Teachers aligns with the program's design, delivery, and quality standards as stipulated by NEAP.	Checklist	School / District	June 22-27, 2024	Program Lead in the Districts/ Municipality	Transportation and meal allowance	SGOD CID Top Management
	To offer technical support to school administrators and teachers in comprehending the content of the Matatag Curriculum.						
Level 2	To formulate a data-driven Strategic Plan pertaining to the successful and meaningful implementation of the Matatag Curriculum						



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National Educators Academy of the Philippines – Region V

MONITORING AND EVALUATION VISIT CHECKLIST

(based on DepEd Memorandum No. 44, s. 2024 or the Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Program)

Professional Development Program Provider:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program Title:		
Quality Assurance:		
1. PRC Accreditation Accreditation Number: Credit Units:		
2. NEAP Quality Assurance / NEAP Recognition		
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:



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Instruction: Please put a check (/) mark on the requirements that have already been satisfied. Otherwise, put a cross (x) mark. Write your remarks as necessary.

Requirements	Status				Remarks
	NOT EVIDENT	PARTIALLY EVIDENT	EVIDENT	HIGHLY EVIDENT	
1. PARTICIPANTS: Are the accepted attendees the intended participants?					
2. LEARNING DESIGN: To what extent was the delivered training program compliant to the design.					
3. DELIVERY APPROACH: To what extent was the conducted training program compliant to the delivery approach and modality.					
4. RESOURCE SPEAKERS/RESOURCE PERSON AND FACILITATORS: To what extent was the conducted training program compliant to the roster of resource persons.					
5. RESOURCE PACKAGES: To what extent were the learning assessment carried out vis-à-vis the design.					
6. LEARNING EVALUATION: To what extent were the learning assessment carried out vis-à-vis the design.					
7. PROGRAM MANAGEMENT: To what extent were the training programs managed by the program provider/manager.					
8. LEARNING MANAGEMENT: To what extent was the venue for face to face / online training.					



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Regional NEAP Monitor / RMET Member:

Position/Designation, Office

Date: _____

Concurred:

Representative of the SDO

Date: _____

Noted by:

Chief ES, HRDD-NEAP R

Date: _____



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ENCLOSURE C: MONITORING AND EVALUATION TEAM

Over-all Team Leader:

Chief Rommel G. Petajen

Chief Mary Jean S. Romero

Zone 1	Name	Position
Virac	Jezrahel T. Omadto	EPS
San Andres	Jesslyn T. Taway	EPS
	Carol P. Gil	SEPS

Zone 2	Name	Position
Bato	Nino Gerard C. Ceneta	EPS
Baras	Ma. Gina B. Pantino	EPS
Gigmoto		
San Miguel	Imaculate T. Latorre	EPS II

Zone 3	Name	Position
Bagamanaoc	Amelia B. Pereyra	EPS
Panganiban	Gina L. Custodio	EPS
Viga	Aroline T. Borja	EPS

Zone 4	Name	Position
Caramoran	Marivic T. Camacho	EPS
Pandán	Gina B. Pantino	EPS
	Elizabeth S. Urbano	EPS II