

Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

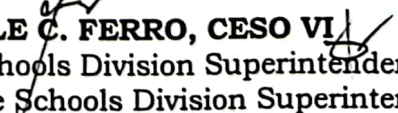
11 November 2024

DIVISION MEMORANDUM
No. 597, s. 2024

**SUBMISSION OF SUMMARY OF END OF PROGRAM EVALUATION FOR LEVEL 1
QUALITY ASSURANCE OF PROGRAMS, PROJECTS AND ACTIVITIES**

To : SGOD Chief
CID Chief
EPSs CID
EPS SGOD
PSDSs
School Heads of Public Schools
SDO Unit Heads
All Concerned

1. To facilitate the synthesis of End of Program Evaluations using the tool in Annex "A" conducted by program owners including schools and learning centers, a Summary of End of Program Evaluation (Annex "B") shall be submitted by all concerned **within three (3) days after completion of a training/seminar/activity.**
2. The Summary of End of Program Evaluation (Annex "B") shall be submitted to the School Management and Monitoring (SMME) unit in hard copy or in soft copy emailed to achilles.alberto@deped.gov.ph by all program owners including schools and learning centers that conducted End of Program Evaluations using the Annex "A" tool.
3. There is no need to submit the raw data or whole End of Program Evaluations (Annex "A")/survey result.
4. The templates in Annexes "A" and "B" can be downloaded using the link and/or QR code attached.
5. For information and compliance.


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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<https://tinyurl.com/ProgEvalQAME>

PROGRAM EVALUATION AND SUMMARY





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Department of Education
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PROGRAM EVALUATION

Name: _____ Position: _____

Program/Training Title: _____ Dates: _____

Direction: Please assess the effectiveness of the training program according to the indicators below. Put a check/mark under the appropriate column.

Indicators (After the conduct of the program, I believe that:)		Strongly Agree	Agree	Disagree	Strongly Disagree
Program Management					
	Training Program Was Delivered As Planned				
	Training Program Was Managed Efficiently				
	Training Program Was Well-Structured				
Attainment of Objectives					
	Program objectives were clearly presented.				
	Able to determine the value and significance of School's progress from PPAs.				
	Refreshed on innovations and best practices on IPCRF.				
	Equipped with Different learning skills.				
	Designed Action Research/proposed Innovations.				
	Activities and exercises met the stated needs to fully implement the K-12 curriculum.				
	Learnings from the training were applied in the workshop.				
Delivery of Content					
	Program Content Was Appropriate to Trainees' Roles and Responsibilities				
	Content Delivered Was Based on Authoritative and Reliable Sources				
	Session Activities Were Effective in Generating Learning				
	Adult Learning Methodologies Were Used				
	Program Followed a Logical Order/Structure				
	Contribution of All Trainees Were Encouraged				
Provision of Support Materials					
	Appropriate to Trainees' Needs				
	Adequate				
	Given on Time				
Program Management Team					
	Available When Needed				
	Courteous				
	Efficient				
	Responsive to Participants' Needs				
Training Venue					
	Well Lighted				
	Well Ventilated				
	With Sufficient Space				
	Adequate Soundproofing				
	Availability of Equipment				
	Serviceability of Equipment				
	Internet Access was Useable (ONLY IF REQUIRED IN THE SESSIONS/WORKSHOPS)				
	Clean				

Training Venue					
	Accessible Comfort Rooms				
	Clean Comfort Rooms				
Accommodations (ONLY IF LIVE-IN ACTIVITY)					
	With Sufficient Space				
	Comfortable				
	Clean				
Accommodations (ONLY IF LIVE-IN ACTIVITY)					
	Facilities Were In Good Working Order				
Meals					
	Satisfactory Quality				
	Sufficient Quantity				
	Generally Healthy				
	Sufficient Variety				

EVALUATION OF SESSIONS AND FACILITATORS

Sessions	Strongly Agree	Agree	Disagree	Strongly Disagree
Sessions started on time				
Sessions ended on time				
Topics were relevant to our work				
Objectives of the sessions were achieved				
Activities were congruent to objectives				
Activities were appropriate for adult learners				
Participants were engaged in activities				
Learning materials were relevant				
Learning materials were adequate				
Learning materials were given on time				
Time allotments were adequate				
Facilitators				
Exhibited mastery of topic				
Expressed ideas clearly				
Asked stimulating questions				
Processed questions and responses to deepen learning				
Were sensitive to the participants mood				
Maintained positive learning environment				
Observed appropriate attire				

Please provide your honest response to each of the following questions:

What do you consider your most significant learning from the program?

Briefly describe what you have learned and how will it help you with your work.

What changes would you suggest to improve similar programs in the future?

What improvements would you suggest for the SESSIONS and FACILITATORS?

Source:

DepEd, National Educators Academy of the Philippines with revision by SDO Catanduanes, October 16, 2024



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Annex "B"

END OF PROGRAM EVALUATION SUMMARY

Training Title:	
Date/s of Training:	
Venue:	
Participants:	
Program Owner:	<i>(Proponent and/or School Head)</i>
Participants:	
Number of Participants:	
Actual Number of Respondents:	
With meals?	(Yes/No)
With accommodation?	(Yes/No)
Internet is required?	(Yes/No)

Indicators with Disagree/Strongly Disagree Rating	Number of Disagree/Strongly Disagree Responses
<i>e.g., Sessions started on time</i>	4

Comments/Suggestions for Improvement:

Prepared by:

Noted:

Note: This Summary will have to be submitted to the SMME, SGOD.

Additionally, this can be used for debriefing of the Program Management Team and Facilitators at the end of the training program or at the end of each day if daily evaluation is required. The End of Program Evaluation form can be used as the daily evaluation tool.

Daily evaluation is done if the training is more than 3 days; this will allow daily adjustment/s for continuous improvement of the Program Management Team and Facilitators during the implementation of the training.



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