



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM

OSDS-SGOD-UM-02-03-2023/SSC

TO : **CID Chief, SGOD Chief**
Education Program Supervisors, CID
Public Schools District Supervisors
School Heads
Public Schools - Elementary and Secondary

FROM : By Authority of the Schools Division Superintendent

MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent, Officer-In-Charge

Subject : **SOFTCOPIES OF QAME TOOLS FOR THE MID-YEAR BREAK**
INSET ON FEBRUARY 6-10, 2023

Date : February 3, 2023

Quality Assurance, Monitoring and Evaluation (QAME) is required for all Program, Projects, and Activities of the Department, which the conduct of INSET is one.

Attached are the following softcopies of the M&E tools for the INSET on February 6-10, 2023, that the schools must print out and prepare for use in each venue:

1. On-Site Monitoring & Evaluation Tool/Form (To be used on the first day of training proper by the EPS in-charge, for the debriefing of the Program Management Team. One copy for each venue. Print back-to-back)
2. Process Observation Tool/Form (To be used by the PSDS in-charge, for each session/facilitator, for daily debriefing of the Program Management Team during the training proper. Number of copies to be determined by the PSDS in-charge. Print back-to-back)
3. Program Evaluation Form/Tool for INSET (Must be distributed and filled in by the participants/trainees on the last day of INSET. Number of copies depending on the number of participants/trainees in the respective venues. Print back-to-back)
4. Information Sheet (The information sheet must be attached as cover page for the completed Program Evaluation Tools for INSET collected from each venue.)

The Program Evaluation Form/Tool for INSET must be gathered by the PSDS in-charge in each venue after it has been filled in by the participants/trainees and submit to the SMME-SGOD for analysis.

The M&E Analysis shall then be issued by the SMME for attachment to the Program Completion Report of the INSET.

For information and compliance.



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ON-SITE QAME FORM

(This form is to be accomplished by Program Management monitors on a daily basis. Evaluations are to be validated with the session-facilitators evaluation of participants. The results will be the basis for the debriefing sessions for action by the management team.)

GENERAL INFORMATION

Program/Activity Monitored:

Program Owner:

Venue:

Inclusive Dates:

Remarks:

Learning Area:

Number of Participants:

Number of Trainers:

Date Monitored:

Please rate the conduct of the program delivery along the following areas:

Evaluation On	Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
Schedule and Participant Management	Maximum of 60 Participants Per Class				
	Program Started According to Schedule				
	Program Ended According to Schedule				
	Attendance is Systematically Monitored				
	Ground Rules Were Clear				
	Compliance to Ground Rules Was Monitored				
	Modification in Activities and Schedule Were Consulted With the Participants				
Training Site / Venue	Modification in Activities and Schedule Were Given Ahead Of Time				
	Adequately Lit				
	Well Ventilated				
	Adequate Soundproofing				
	Comfortable Temperature				
	With Sufficient Space				
	Clean				
	Clean Comfort Rooms				
	Equipment Were Serviceable				
	Internet Access Was Useable				
Medical Care Was Available, e.g., Common Medicines, First Aid					
Accommodations	With Sufficient Space				
	Clean				
	Clean Comfort Rooms				
Meals	Facilities Were in Good Working Order				
	Good Quality				
	Sufficient Quantity				
	Generally Healthy				
	Good Variety				
Program Management Team	Meals Served On Time				
	Available When Needed				
	Courteous				
	Efficient				

Evaluation On	Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
	Responsive to Needs of Participants				
	Conducted Daily Debriefing Sessions				
	Resolved/Addressed Issues Raised in Debriefing Sessions				
Sessions and Trainers	The Trainers Used Approved Resource Packages				
	Training/Learning Materials Were Adequate				
	Training/Learning Materials Were Given On Time				
	Supplies Were Available				
	Supplies Were In Good Condition				
QAME Systems	A Quality Assurance and Monitoring and Evaluation System Was In Place				
	At Least One Monitor Was Assigned Per Class				
	Data Gathered Was Used to Inform Management				
	Issues Discussed In Debriefing Sessions Were Resolved/Addressed				

Comments and Suggestions: _____

CRITICAL INCIDENTS: If you have encountered any remarkable event/situation, positive or negative, please accomplish the **STAR** Form:

Situation/Task - Describe the specific situation/task that needed to be accomplished.

Action - Describe how the persons/team responded to or acted on the situation.

Result - Describe the effect of the action or lack of action.

SITUATION/TASK	ACTION	RESULT

Name of Monitor:

Designation:

PROCESS OBSERVATION QAME FORM

(This form is to be accomplished by Program Management monitors on a daily basis. Evaluations are to be validated with the session-facilitators evaluation of participants. The results will be the basis for the debriefing sessions for action by the management team.)

GENERAL INFORMATION

Program/Activity Monitored:
 Program Owner:
 Venue:
 Inclusive Dates:
 Remarks:

Learning Area:
 Number of Participants:
 Number of Trainers:
 Date Monitored:

Please rate the conduct of the program delivery along the following areas:

Evaluation On	Indicators	Strongly Agree	Agree	Disagree	Strongly Disagree
Session CONTENT	Objectives were presented				
	Activities were congruent to objectives				
	Substantial input was given				
	Key messages were clear				
	Objectives were achieved				
Session PROCESS	<i>How was the session conducted?</i>				
	Methodology was appropriate for adult learners				
	participants were engaged				
	Stimulating questions were asked				
	Workshop output was processed (if any)				
Session ATMOSPHERE	<i>What was the general environment in the group?</i>				
	Informal <input type="radio"/> / Formal <input type="radio"/>				
	(<i>This refers to participans</i>) Low energy <input type="radio"/> / High Energy <input type="radio"/>				
	Hostile <input type="radio"/> / Supportive <input type="radio"/>				
	Inhibited <input type="radio"/> / Open/Relaxed <input type="radio"/>				
PARTICIPATION of Trainees	<i>How engaged were the participants in the sessions?</i>				
	Only the facilitator/speaker talked <input type="radio"/> / Most people talked <input type="radio"/>				
	/ Few people talked <input type="radio"/>				
	Group was apathetic <input type="radio"/> / Group was involved <input type="radio"/>				
	Group was divided <input type="radio"/> / Group was united <input type="radio"/>				

January 31, 2023



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PROCESS OBSERVATION QAME FORM

TIME	I SEE (specific person interaction)	I HEAR (verbatim)	I THINK (informed Interpretation/analysis)

Session Remarks/Observations:

Name of Monitor:

Designation:

TRAINING INFORMATION SHEET FOR THE PROGRAM EVALUATION

Training Title:	
Venue:	
Date/s:	
Participants:	
Number of Participants:	
Conducted by (FD/Office):	
Program Owner: (Name and Designation)	



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PROGRAM EVALUATION for INSET

Respondent Type: Trainee Trainer Program Manager

Name: _____ **Sex:** _____

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				

Indicators (After the conduct of the program, I believe that:)		Strongly Agree	Agree	Disagree	Strongly Disagree
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				
	Accessible Comfort Rooms				
	Clean Comfort Rooms				
Accommodations (FOR LIVE-IN TRAININGS ONLY)					
	With Sufficient Space				
	Comfortable				
	Clean				
	Facilities Were In Good Working Order				
Meals					
	Satisfactory Quality				
	Sufficient Quantity				
	Generally Healthy				
	Sufficient Variety				

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?

Source:

Department of Education, National Educators Academy of the Philippines with revisions for INSET by SDO Catanduanes