



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

February 21, 2023

REGIONAL MEMORANDUM

No. **156**, s. 2023

To: Schools Division Superintendents } Divisions of Samar and Maasin City
 School Governance and Operation Division Chief
 All Others Concerned

**DISSEMINATION OF THE MEMORANDUM FROM THE OFFICE OF THE UNDERSECRETARY
 FOR ADMINISTRATION RELATIVE TO THE CONDUCT OF MONITORING AND
 EVALUATION CAPACITY BUILDING (M&E CAPB) PHASE 2 RE:
 DATA COLLECTION AND MANAGEMENT**

- Attached is the memorandum from the Office of the Undersecretary for Administration dated 16 February 2023 with the subject: **Conduct of Monitoring and Evaluation Capacity Building (M&E CAPB) Phase 2 Re: Data Collection and Management** for information and guidance of the concerned Schools Division Offices (SDOs).
- Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: As stated

References: As stated

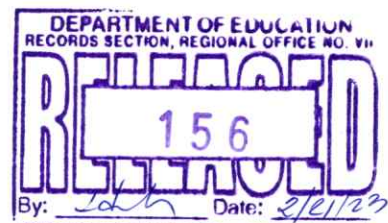
To be indicated in the Perpetual Index under the following subjects:

EVALUATION

MONITORING

TRAINING

QAD-SST





Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim sa Pangangasiwa

DEPARTMENT OF EDUCATION
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MEMORANDUM
 16 February 2023

TO : MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION,
 BARMM
 ALL DEPED REGIONAL DIRECTORS

ATTN : ALL REGIONAL QUALITY ASSURANCE DIVISION CHIEFS

FROM : *Kristian R. Abla*
 KRISTIAN R. ABLAN
 Undersecretary for Administration

SUBJECT : CONDUCT OF MONITORING AND EVALUATION
 CAPACITY BUILDING (M&E CAPB) PHASE 2
 RE: DATA COLLECTION AND MANAGEMENT

Consistent with the institutionalization of a Basic Education Monitoring and Evaluation Framework (BEMEF)¹ in the Department of Education (DepEd) and in support of the Basic Education Development Plan (BEDP) 2030² and MATATAG Agenda, the Planning Service-Policy Research and Development Division (PS-PRDD) in partnership with the Innovations for Poverty Actions (IPA) will conduct a **Monitoring and Evaluation Capacity Building (M&E CapB) for DepEd M&E personnel** at the regional office including BARMM. This activity seeks to capacitate the M&E personnel and program owners into the concepts and principles of M&E and strengthen the conduct of monitoring and evaluation of the DepEd's organizational and learner performance.

The M&E CapB Program is composed of four (4) phases namely: Phase 1: Basic Concepts on M&E and Theory of Change (ToC); Phase 2: Data Collection and Management; Phase 3: Data Analysis; and, Phase 4: M&E Results Dissemination and Reporting.

In 2021, Phase 1 of the M&E CapB was conducted with the target participants in the national and regional offices. M&E CapB participants during this phase developed the ToC of a particular DepEd program or policy and finalized the indicators for measurement. To ensure progress and learning continuity in M&E, the Phase 2: Data Collection and Management shall be conducted to enable DepEd M&E personnel and program and/or policy owners determine the data collection and management mechanisms applicable to their program and/or policy.

The M&E CapB Phase 2 will be done in person and in **three (3) clusters starting on 06 March 2023 at DepEd Ecotech Center, Lahug, Cebu City**. Below are the schedule per cluster:

¹ DepEd Order 29 s. 2022: Adoption of the Basic Education Monitoring and Evaluation Framework

² DepEd Order 24 s. 2022: Adoption of the Basic Education Development Plan 2030

Cluster	Region and SDO	Schedule of Training (inclusive of travel time)	Confirmation/ Registration Schedule
1	II, IV-A, V, VII, XI BARMM	March 06-10, 2023	On or before March 01, 2023
2	I, VIII, IX, XII, NCR	March 20-24, 2023	On or before March 15, 2023
3	CAR, III, IV-B, VI, X, Caraga	April 11-15, 2023	On or before April 05, 2023

At the end of the M&E CapB Phase 2, participants are expected to develop a Concept Note detailing their data collection and management plan as part of their M&E plan.

In this regard, we would like to invite four (4) participants from the region, specifically two (2) M&E personnel from the Regional Office-Quality Assurance Division (RO-QAD) and two (2) M&E personnel from Schools Division Office-School Governance and Operations Division-School Management Monitoring and Evaluation (SDO-SGOD-SMME) to participate in this activity. Participation requirements are the following:

- a. M&E CapB Phase 1 completers from RO-QAD and SDO-SGOD-SMME are invited to participate to ensure the continuity of learning (see *Annex C* for reference);
- b. If the M&E CapB Phase 1 completers are not available or no longer assigned in the RO-QAD/SGOD-SMME, the **RO-QAD Chief shall nominate a replacement** provided that the staff is assigned in either QAD and/or SMME Unit. Chiefs of the said offices may also join the activity. **Only two (2) personnel from RO-QAD and two (2) personnel from SDO-SGOD-SMME are allowed.**
- c. Participants are required to have a program/policy ToC and/or log frame with indicators using the template provided and **must upload it through the <https://bit.ly/WORKSHOPCAPBPH2>** following the schedule of registration/confirmation provided;
- d. Can fully commit to complete the M&E CapB Phase 2; and,
- e. Able to communicate and/or transfer the gained knowledge and skills in their respective region/SDO.

Further details on participation and training requirements are included in *Annex B* for reference. All participants shall accomplish the online registration through <https://bit.ly/REGMECAPBPH2> on or before the stated registration/confirmation dates. Attached are the following documents for easier reference:

1. Annex A: Indicative program of M&E CapB Phase 2
2. Annex B: Participation Guidelines and Training Requirements
3. Annex C: List of M&E CapB Phase 1 Completers

For further inquiries and/or clarifications regarding the activity, your Office may contact the PS-PRDD through the email address at ps.prd@deped.gov.ph or telephone number (02) 8635-3976.

For your reference and guidance.

Thank you.

Annex A: Indicative program of M&E CapB Phase 2

Day and Time	Activity	In-Charge
Day 1		
	-Technical run of the program; -Travel time	Participants
Day 2		
8:00 AM - 8:30 AM	Preliminaries - Nationalistic Song - Invocation	PRD facilitators
	- Opening Remarks	Usec. Kristian R. Ablan
	- Welcome Message	Dir. Roger B. Masapol
	- Statement of Purpose and Overview of the M&E CapB Phase 2	PRD Staff
	- Pre-Assessment	PRD facilitators
8:30 AM - 9:30 AM	Session 1: Review of Theory of Change, Prioritizing Indicators, Sources of Data	IPA Philippines
9:30 AM - 10:30 AM	Activity 1: Review TOC and prioritize indicators	IPA Philippines and PRD facilitators
10:30 AM - 10:45 AM	Break	
10:45 AM- 12:00 NN	Continuation of Activity 1	IPA Philippines and PRD facilitators
12:00 NN- 1:00 PM	Lunch Break	
1:00 PM - 2:30 PM	Session 2: Quantitative Data Collection Methods	IPA Philippines
2:30 PM - 2:45 PM	Break	
2:45 PM- 5:00 PM	Activity 2: Survey Questionnaire Appraisal	IPA Philippines and PRD facilitators
Day 3		
8:00 AM - 8:30 AM	Preliminaries	DepEd

8:30 AM - 10:15 AM	Session 3: Qualitative Data Collection Methods and Strategies	TBD
10:15 AM - 10:30 AM	Break	
10:30 AM - 12:00 NN	Session 3: Qualitative Data Collection Methods and Strategies (<i>continuation</i>)	TBD
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 3:00 PM	Activity 3: Let's Collect Data (Simulation of data collection for M&E)	PRD
3:00 PM - 3:15 PM	Break	
3:15 PM - 4:45 PM	Sharing of each group's experience on developing data collection tools and conducting an FGD.	All
4:45 PM - 5:00 PM	Summary of Discussion / Wrap Up	PRD
Day 4		
8:00 AM - 8:30 AM	Preliminaries	DepEd PRD
8:30 AM - 10:00 AM	Workshop: Finalization of Workshop Output: ToC and Data Collection and Management Plan	PRD, IPA, and participants
10:00 AM - 10:15 AM	Break	
10:15 AM - 12:00 NN	Workshop: Finalization of Workshop Output: ToC and Data Collection and Management Plan (<i>continuation</i>)	All
12:00 AM - 1:00 PM	Lunch	
1:00 PM - 4:00 PM	Group Presentation of TOC and Data Collection and Management Plan	Panel - IPA and DepEd; Invited Panel member
4:00 PM - 5:00 PM	Reminders and Closing	PRD
Day 5		
	Travel time	

Annex B: Participation Guidelines and Training Requirements

• **Training Participants.** *Participants shall be the M&E CapB Phase 1 completers from RO-QAD and SDO-SMME Unit. These participants are the process owners and have oversight functions on M&E in their respective RO and SDO. However, if the Phase 1 completers are not available or no longer assigned in the office, the RO-QAD may nominate a replacement provided that the staff is assigned in either QAD or SMME Unit. Only two (2) personnel from RO-QAD and two (2) personnel from SDO-SGOD are allowed. Participants must complete the M&E CapB Phase 2 and be able to communicate and/or transfer the gained knowledge and skills in their respective region/SDO. All participants shall accomplish the online registration through <https://bit.ly/REGMECAPBPH2>. No walk-in participants shall be allowed during the training.*

• **Pre-Training Requirements.** All participants are required to prepare a clear program/policy ToC or log frame with identified indicators prior to their attendance to the training. The ToC/ log frame will serve as the basis for developing a data collection plan. Participants must upload the draft program/policy ToC or log frame to be used during the training using the template provided, through the link <https://bit.ly/WORKSHOPCAPBPH2> following the schedule of registration/confirmation.

• **Training Requirements.** Participants shall fulfill the following requirements in order to receive a Certificate of Completion:

- **Attendance.** Attendance of not less than 90% of the total number of training hours. Should there be instances where a participant needs to leave early due to emergency, urgent, or other important matters, s/he shall submit a letter bearing the reason for early departure, signed by their immediate supervisor, to the training secretariat in order to be issued with a Certificate of Appearance.
- **Training Outputs.** Submission and presentation of group workshop outputs, namely: revised ToC and Data Collection and Management Plan.
- **Training assessments.** These include (1) pre- and post-training assessment and (2) evaluation of the training program and resource speakers per day.

• **Administrative and logistical arrangements.** This training shall be conducted in person in DepEd Ecotech Center, Lahug, Cebu City. The following are the administrative and logistical arrangements:

- **Electronic Devices.** Participants shall use laptops as all training exercises and workshops are computer-based.
- **Office 365 Accounts.** Participants must have Office 365 accounts. Kindly coordinate with the ICT unit for updating/activating accounts. The training will be recorded via MS Teams for future reference.
- **Schedule of Activities.** Participants are expected to attend three (3) full day activities. Meals and accommodation are provided for the participants. The first and last days of the activity's inclusive days are allotted for the travel time of the participants. The first meal is dinner, and the last meal is breakfast. For instance, if the indicated inclusive dates for Cluster 1 is March 06-10, 2023, travel to the venue for participants is on 06 March 2023 with dinner as the first meal. Meanwhile, check-out and travel time going back to their respective workplace is

on 10 March 2023 with breakfast as the last meal. Participants may leave the venue earlier than the said travel time, provided that the closing activity has been completed.

ANNEX C: LIST OF M&E CAPB PHASE 1 COMPLETERS

Region	Surname	First Name	MI	Designation	RO/ SDO
I	MIQUE	LIEZL	P	EPS	RO-QAD
I	GUTIERREZ	OLIVER	F	EPS	RO-QAD
I	SANTOS	RAYMOND	R	SEPS	SDO Ilocos Norte
I	FERNANDEZ	BARBARA SONIA	S	EPS II	SDO Pangasinan
II	GUILOY	RONNIE	P	EPS	RO-QAD
II	CORPUZ	CANDIDO	P	EPS	RO-QAD
II	NAVARRO	NOLIMAR	M	SEPS	SDO Nueva Vizcaya
II	BUNAGAN	BILLY	A	SEPS	SDO Cagayan
III	HULIPAS	ALVIN	P	EPS	RO-QAD
III	PARUGINOG	ZANDRA	Z	EPS	RO-QAD
III	SARMIENTO	GLENN	P	SEPS	SDO Angeles City
III	MEJIA	MICHELLE	D	SEPS	SDO Pampanga
IV-A	MANUEL	BUENALYN	M	EPS	RO-QAD
IV A	ALVAREZ	ALLAIN	B	EPS	RO-QAD
IV-A	CENTENO	WILSON	G	SEPS	SDO Dasmariñas
IV-A	CRUZ	RAYARR		SEPS	SDO Cabuyao
IV-B	SAMALA	LAURENTE	A	EPS	RO-QAD
IV-B	DIMACULANGAN	FEEJAY	A	EPS	RO-QAD
IV-B	GARCIA	MAXIMO	E	EP Specialist	SDO
IV-B	JAVATE	SIMPLICIA	V	EP Specialist	SDO Occidental Mindoro
V	ALCANTARA	LIDA	R	EPS	RO-QAD
V	RAPSING	ROY	G	EPS	RO-QAD
V	REVIDAD	ANA LIZA	L	SEPS	SDO Albay
V	GUTIERREZ	RAMIL	D	SEPS	SDO Masbate

VI	RELIQUIAS	RONAMIE	V	EPS	RO-QAD
VI	MANGAOANG	NUEVA	P	EPS	RO-QAD
VI	MAYONILA	SHEILAME	P	SEPS	SDO Negros Occidental
VI	DILE	RONALD	D	SEPS	SDO Capiz
VII	BAJO	ROGACIANO		EPS	RO-QAD
VII	MIRO	CYNTHIA		EPS	RO-QAD
VII	YOSORES	JURY		SEPS	SDO Mandaue
VII	LESONDATO	JOHN PAUL		SEPS	SDO Mandaue
VIII	TAYUM	SONNY	S	EPS	RO-QAD
VIII	CUEVAS	RACHEL	R	EPS	RO-QAD
VIII	MENDA	CLARITA	M	Chief	SDO Samar
VIII	MATIBAG	JOSEFINA	L	Chief	SDO Maasin City
IX	MANUPAC	LUCMAN	L	OIC, Chief	RO-QAD
IX	JAMAHALI	BASHER	O	EPS	RO-QAD
IX	MURRO, JR	LUISIANO	S	SEPS	SDO Dipolog City
IX	JUSAY	LOCKE	D	SEPS	SDO Pagadian City
X	MURING	JESUS	Y	EPS	RO-QAD
X	PELAGIO	REINANTE NOE	N	EPS	RO-QAD
X	ASIO	DANNY	A	SEPS	SDO Misamis Oriental
X	QUIJADA	GLADYS JEAN	D	SEPS	SDO Bukidnon
XI	BELONIO	BRENDA	S	EPS	RO-QAD
XI	BANTIDING	HERMINIA	A	EPS	RO-QAD
XI	ARCENAL	MA. FLORA	C	SEPS	SDO Davao City
XI	BERNAL	MARNELY JANE	A	SEPS	SDO Davao de Oro
XII	VALEROSO	NORMAN	S	EPS	RO-QAD
XII	POBLADOR	MICHAEL	A	EPS	RO-QAD

XII	AMBAT	MA. CLYTIE	I	SEPS	SDO Koronadal City
XII	DAMO	NILDA	M	SEPS	SDO Cotabato Province
CARAGA	MENDOZA	EDMUND	D	EPS	RO-QAD
CARAGA	SENA	VIRGINIA	A	EPS	RO-QAD
CARAGA	TABURNO	MARIBEL	J	SEPS	SDO Agusan del Sur
CARAGA	JOVITA	JENNIFER	R	SEPS	SDO Surigao City
CAR	BOTILAS	MAKSIM	A	OIC-QAD	RO-QAD
CAR	BASA	ROMULO	B	EPS	RO-QAD
CAR	LLANEZA	LORNA		SEPS	SDO Abra
CAR	AGTANI	JOVEN	B	SEPS	SDO Benguet
NCR	VILLAR	ARIEL	P	EPS	RO-QAD
NCR	ONTANGCO	ROWENA	S	EPS	RO-QAD
NCR	AUSTRIA	PHILIP		SEPS	SDO Quezon City
NCR	TOLENTINO	AARON	A	SEPS	SDO Manila
BARMM	BANGCOLA	CAMILO	M	M&E Unit Head	RO
BARMM	ESMAEL	ABDULA	I	English Supervisor	SDO Maguindanao II
BARMM	HADJIALI	NORJANNAH	K	Research Coordinator	SDO Lanao del Sur II