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

May 31, 2023

OFFICE MEMORANDUM

QAD- 2023- **323**

**MANAGEMENT OF QUALITY ASSURANCE MONITORING AND
EVALUATION (QAME) OF LEARNING AND DEVELOPMENT
(L&D) PROGRAM IMPLEMENTATION**

To: Functional Division Chiefs
All Others Concerned

1. Quality Assurance, Monitoring and Evaluation (QAME) is the mechanism that monitors the effectiveness and ensures the attainment of the desired level of quality of the expected output of the conduct of Learning and Development (L&D) activities and giving attention to every stage of the QAME process and every sub-system from learning needs assessment to learning evaluation.
2. In view thereof, this Office, through the Quality Assurance Division (QAD), informs the Regional Office Divisions, Units and Sections that L&D activities that are to be conducted for three or more days shall be subjected to QAME lead by QAD, if less than three days it shall be managed by the training management or the end user using the QAME tools.
3. For the L&D program implementation subjected to QAME, the end user shall coordinate with the QAD Office during the planning stage. Moreover, the approved L&D Proposal with complete attachment shall be submitted to the same office five working days prior to the scheduled activities.
4. In case of changes of schedule of the said activity, the end user shall communicate with the QAD Office for appropriate actions.
5. The QAD shall conduct a meeting with QAME Associates three working days prior of the conduct of the L&D activity for delineation of functions and respective assignment.
6. The QAME Associates shall be deployed to the venue during the training to conduct on-site monitoring of the L& D activities implemented.
7. The debriefing activities shall be conducted every after the last session of the day by the QAME Associates with the learning facilitators and training management/end for remarkable accomplishments, areas for improvement with resolutions and preparation for the next day sessions.



8. The QAME Accomplishment Reports shall be provided to concerned office and presented during the Quarterly Program Implementation Review.
9. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director *RF*

QAD-JGG

Enclosures: None

References: RA 911032, DepEd Order No. 23, 43, 44, s. 2010

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

EVALUATION

REQUESTS

SEMINAR

