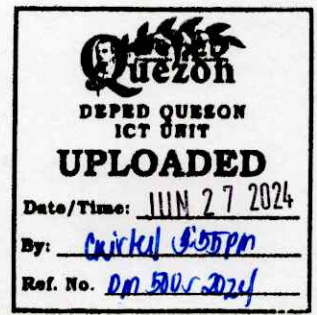




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



26 June 2024

**DIVISION MEMORANDUM**

DM No. 500, s. 2024

**REGIONAL ONSITE MONITORING OF THE SCHOOL-BASED TRAINING OF TEACHERS  
(SBTT) FOR THE IMPLEMENTATION OF MATATAG CURRICULUM**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 412, s. 2024, titled "Regional Onsite Monitoring of the School-Based Training of Teachers (SBTT) for the Implementation of MATATAG Curriculum", for your guidance and reference.
2. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

cid-ims/lsw/dmbd/06/26/2024

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON

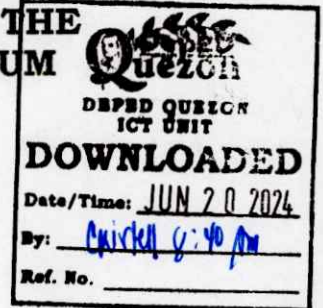


7 June 2024

**Regional Memorandum**  
No. 412 s. 2024

**REGIONAL ONSITE MONITORING OF THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT) FOR THE IMPLEMENTATION OF MATATAG CURRICULUM**

To **Schools Division Superintendents**  
**Regional Functional Division Chiefs**  
**All concerned personnel**



1. Pursuant to DepEd Memorandum No. 44, s. 2023 on Interim Guidelines for the Quality Assurance Monitoring and Evaluation of the NEAP Core programs, this Office in cooperation with the Quality Assurance Division (QAD), Human Resources Development Division (HRDD), and Curriculum Learning & Management Division (CLMD) shall conduct a Regional Onsite Monitoring of the School-based Training of Teachers (SBTT) in the Implementation of MATATAG Curriculum on specified dates and venues attached hereto.
2. The objective of this activity is to ensure that the conduct of the School-based Training of Teachers (SBTT) meets the standards set in the implementation of the MATATAG Curriculum in the schools.
3. Please refer to the attached Monitoring and Evaluation Team and the NEAP-QAD-M&E Tools to be used and the list of monitoring officials during the conduct of the said activity per Schools Division Offices (SDO).
4. The Regional Monitoring Team is composed of the Functional Division Chiefs, Education Program Supervisors, Senior Education Program Specialists, EPS II, and other RO Personnel trained on Monitoring and Evaluation of PD programs. Please refer to the attached NEAP-QAD-M&E Tools to be used and the list of regional monitoring personnel during the conduct of the said activity per SDO.
5. The Regional Monitoring Officials are expected to comply with **R.A 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. *“Public Officials and employees shall not solicit or accept directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”*



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Certificate No. PHP QMS  
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6. Travel and other incidental expenses of Regional Monitors relative to the conduct of the said activity shall be charged against the Sub-allotment Release Order No. OSEC-4A-24-2090 is subject to the usual accounting and auditing rules and regulations.
7. For further clarifications, please contact Emelia M. Aytona, Education Program Supervisor, through email at [gad.calabarzon@deped.gov.ph](mailto:gad.calabarzon@deped.gov.ph).
8. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

05/ROQ4

**MONITORING OF SCHOOL-BASED TRAINING ON MATATAG CURRICULUM**

| Schools Division  | School-based Training Schedule | Venue   | Assigned Regional Monitor                                   | Dates of Monitoring                            |
|-------------------|--------------------------------|---|---|--|
| Antipolo City     | July 1 – 5, 2024               | <ul style="list-style-type: none"> <li>• <b>Bagong Nayon II Elementary School</b> (Kindergarten from DLC I A, I, B, II A, II G)</li> <li>• <b>Sta. Cruz Elementary School</b> (Kindergarten from DLC IC, II B, IIC, II D, II E, II F)</li> <li>• <b>San Isidro Elementary School</b> (Grade 1 from DLC IA, IB, II F, II G)</li> <li>• <b>Mambugan I Elementary School</b> (Grade 1 from DLC IC, II C, II D)</li> <li>• <b>Lores Elementary School</b> (Grade 1 from DLC II A, II B, II E)</li> <li>• <b>Bagong Nayon I Elementary School</b> (Gr. 4 and 7 Filipino)</li> <li>• <b>San Jose National High School</b> (Gr. 4 and 7 English)</li> <li>• <b>Antipolo National High School</b> (Gr. 4 and 7 Math)</li> <li>• <b>San Isidro National High School</b> (Gr. 4 and 7 Science)</li> <li>• <b>Mayamot National High School</b> (Gr. 4 and 7 Araling Panlipunan)</li> <li>• <b>Juan Sumulong Elementary School</b> (Gr. 4 and 7 MAPEH)</li> <li>• <b>San Roque National High School</b> (Gr. 4 and 7 EPP/TLE)</li> <li>• <b>Dela Paz National High School</b> (Gr. 4 and 7 GMRC/VALUES ED)</li> </ul> | <p><b>Luz E. Osmena</b></p><br><p><b>Elena L. Lopez</b></p> | <p>July 1-3, 2024</p><br><p>July 1-5, 2024</p> |
| Bacoor City       | May 6-10 and 13-17, 2024       | <b>CONDUCTED</b>  |   |  |
| Batangas City     | July 15-19, 2024               | TBD   | <b>Jonalyn B. Pattalitan</b>                                | July 15-19, 2024                               |
| Batangas Province | July 15-19, 2024               | By District (Simultaneous)  | <b>Emelia M. Aytona</b> (1-Congressional District)          | July 15-19, 2024                               |
| Biñan City        | July 8 – 12, 2024              | <ul style="list-style-type: none"> <li>• <b>Kindergarten</b> (SDO Training Hall- Biñan)</li> </ul>  | <b>Randie Atienza</b>                                       | July 8-12, 2024                                |

|                 |                  |   |   |   |
|-----------------|------------------|---|---|---|
|                 |                  | <ul style="list-style-type: none"> <li>Elementary School compound)</li> <li>• <b>Grade 1</b> (Biñan Elementary School-Gabaldon Hall)</li> <li>• <b>Grade 4</b> (Biñan Elementary School Library Hub)</li> <li>• <b>Grade 7</b> (Biñan City Senior High-San Antonio Campus)</li> </ul>   |   |   |
| Cabuyao City    | July 15-19, 2024 | <ul style="list-style-type: none"> <li>• Banay-banay Elementary School</li> <li>• Cabuyao Integrated NHS</li> <li>• Bigaa ES</li> <li>• Southville I ES, Pulo ES</li> </ul>   | <b>Nadina Gaton</b>   | July 15-19, 2024                            |
| Cavite City     | July 8-12, 2024  | TBD   | <b>Loida G. Tomelden</b>  |   |
| Cavite Province | July 2-6, 2024   | <ul style="list-style-type: none"> <li>• <b>North Cluster:</b> Tanza Comprehensive NHS Court, Tanza Comprehensive NHS Hall &amp; Amaya School of Home Industries</li> <li>• <b>South Cluster:</b> Tagaytay Central ES, Tagaytay City Science HS- ISHS, &amp; San Jose ES</li> <li>• <b>East Cluster:</b> Silang Central ES Covered Court, Silang West ES, &amp; Silang Central ES Gabaldon</li> <li>• <b>West Cluster:</b> Trece Martires City NHS, Trece Martires City ES Hall &amp; Trece Martires City ES Court</li> </ul> | <p><b>Emelia M. Aytona</b> (South Cluster)</p> <p><b>Margaret P. Musa</b> (North Cluster)</p> | <p>July 2-5, 2024</p> <p>July 2-6, 2024</p> |
| Calamba City    | July 1-5, 2024   | <ul style="list-style-type: none"> <li>• <b>Kindergarten:</b> 4<sup>th</sup> Floor, Deped Main Bldg.</li> <li>• <b>Grade 1:</b> Calamba Elementary School, Mabini St. Calamba City</li> <li>• <b>English, GMRC and Values Ed.:</b> Calamba City Science Integrated School, Brgy. Lecheria Calamba City</li> <li>• <b>Filipino, Math, Science and AP:</b> Jose</li> </ul>  | <b>Ma. Lourdes Manimtim</b>   | July 1-5, 2024                              |

|                    |                     |  |  |                     |
|--------------------|---------------------|--|--|---------------------|
|                    |                     | Rizal Memorial School,<br>JP Rizal St. Calamba<br>City<br>• <b>MAPEH, EPP and TLE:</b><br>Gabaldon Hall, Jose<br>Rizal Memorial School.  |  |                     |
| Dasmariñas City    | July 22-26,<br>2014 | TBD  | <b>Jeffrie F.<br/>Ditablan</b><br><br><b>Lowiesito O.<br/>Erni</b> | July 22-26,<br>2024 |
| General Trias City | July 1-5,<br>2024   | Sunny Brooke ES, Gov. Ferrer<br>Memorial Integrated National<br>High School and Gov. Ferrer<br>Memorial Integrated National<br>High School- Sta. Clara Annex   | <b>Lowiesito O.<br/>Erni</b>                                       | July 1-2, 2024      |
| Imus City          | May 20-24,<br>2024  | CONDUCTED  |  |                     |
| Laguna             | May 20-24,<br>2024  | <ul style="list-style-type: none"> <li>• <b>Cluster 1</b> - Calauan-Alaminos</li> <li>• <b>Cluster 2</b> - Bay</li> <li>• <b>Cluster 3</b> - Famy-Mabitac</li> <li>• <b>Cluster 4</b> - Kalayaan Lumban</li> <li>• <b>Cluster 5</b> - Los Baños</li> <li>• <b>Cluster 6</b> - Magdalena-Majayjay-Luisiana</li> <li>• <b>Cluster 7</b> - Nagcarlan-Rizal-Liliw</li> <li>• <b>Cluster 8</b> - Pagsanjan-Cavinti</li> <li>• <b>Cluster 9</b> - Paete-Pakil</li> <li>• <b>Cluster 10</b> - Pila-Victoria</li> <li>• <b>Cluster 11</b> - Santa Cruz</li> <li>• <b>Cluster 12</b> - Siniloan-Pakil</li> <li>• <b>Cluster 13</b> - Santa Maria</li> </ul> | CONDUCTED  |                     |
| Lipa City          | July 1-5,<br>2024   | North District- Marawoy ES<br>East District- Gaudencio B.<br>Lontok MIS  | <b>Maricris R.<br/>Tadioan</b>                                     | July 1-5, 2024      |

|             |                  |  |  |   |
|-------------|------------------|--|--|---|
|             |                  | <p>West District- Rafael M. Lojo MS</p> <p>South District- Sen. Claro M. Recto MIS</p> <p>Secondary- Inosloban-Marawoy INHS</p>  |  |   |
| Lucena City | July 1-5, 2024   | <ul style="list-style-type: none"> <li>• <b>Cluster 1:</b> MI Sevilla's Resort Lucena City</li> <li>• <b>Cluster 2:</b> St. Jude Coop Hotel Lucena City</li> </ul>   | <p><b>Glenda E. Dela Torre</b></p> <p><b>Michael Girard R. Alba</b></p>                    | July 1-5, 2024  |
| Quezon      | July 15-19, 2024 | <p><b>District-based</b></p> <ul style="list-style-type: none"> <li>• Panukulan Central School, Panukulan Quezon</li> <li>• Agdangan Central Elementary School, Agdangan Quezon</li> <li>• Alabat Central Elementary School</li> <li>• Alabat, Quezon</li> <li>• Atimonan 1 Central ES,</li> <li>• Atimonan Quezon</li> <li>• Tagbakin Elementary School, Atimonan II</li> <li>• Buenavista I Central ES, Buenavista Quezon</li> <li>• Hagonghong ES, Buenavista II</li> </ul> | <p><b>Jeffrie F. Ditanlan</b></p> <p><b>Mark Anthony R. Malonzo</b></p>                    | July 15-19, 2024  |
| Rizal       | July 1-5, 2024   | <ul style="list-style-type: none"> <li>• Angono C1 -Angono ES</li> <li>• Angono C2- Joaquin Guido ES</li> <li>• Angono C3- San Vicente ES</li> <li>• Angono C4 -Angono NHS</li> <li>• Baras - Baras ES</li> <li>• Binangonan C1 - Binangonan ES</li> <li>• Binangonan C2 - Bilibiran ES</li> <li>• Binangonan C3- Sapang ES</li> <li>• Binangonan C4- Don Jose Ynares NHS</li> <li>• Binangonan C5- Vicente Madrigal NHS</li> <li>• Binangonan C6- Pagasa NHS</li> </ul>       | <p><b>Luz E. Osmeña</b></p> <p><b>Loida G. Tomelden</b></p> <p><b>Jisela N. Ulpina</b></p> | <p>July 4-5, 2024</p> <p>July 1-5, 2024</p> <p>July 4-5, 2024</p> |

|                 |                  |   |                           |                |
|-----------------|------------------|---|---------------------------|----------------|
|                 |                  | <ul style="list-style-type: none"> <li>• Binangonan C7- Rizal Nat'l Science HS</li> <li>• Cainta C1 - Cainta ES</li> <li>• Cainta C2- Marick ES</li> <li>• Cainta C3 - FP. Felix MNHS</li> <li>• Cardona C1- M. C. San Juan ES</li> <li>• Cardona C2- BB.F. San Juan NHS</li> <li>• Jalajala- Jalajala ES</li> <li>• Montalban C1- E. Rodrigues ES</li> <li>• Montalban C2- Gen. L. Geronimo NHS</li> <li>• Morong C1 - Tomas Claudio ES</li> <li>• Morong C2 - Morong NHS</li> <li>• Pililla C1- Virgilio Melendres ES</li> <li>• Pililla C2- Pililla NHS</li> <li>• Tanay C1- Ilaya ES</li> <li>• Tanay C2 - P. Jarin ES</li> <li>• Tanay C3 - Tanay NHS</li> <li>• Taytay C1 - Rosario Ocampo ES</li> <li>• Taytay C2 - San Isidro ES</li> <li>• Taytay C3 - Manuel I. Santos IS</li> <li>• Taytay C4- Casimiro A. Ynares NHS</li> <li>• Teresa C1- Teresa ES</li> </ul> |                           |                |
| Sta. Rosa City  | July 1-5, 2024   | <ul style="list-style-type: none"> <li>• Our Lady of Fatima University -Laguna, Brgy. Macablang, Santa Rosa City</li> </ul>   | <b>Nadina G. Gaton</b>    | July 3-5, 2024 |
| Sto. Tomas City | JULY 1 – 5, 2024 | <ul style="list-style-type: none"> <li>• Sto. Tomas South Central School, San Pedro, City of Sto. Tomas, Batangas</li> </ul>  | <b>Buenalyn M. Manuel</b> | July 1-3, 2024 |
| San Pablo City  | July 1-5, 2024   | <ul style="list-style-type: none"> <li>• Kinder – Paaralang Pag-ibig at Pag-asa (PPP)</li> <li>• Grade 1 – San Pablo Central School</li> <li>• AP – Teacher Center (San Pablo Central School)</li> </ul>  | <b>Emelia P. Crescini</b> | July 1-5, 2024 |



|                |                  |   |                  |                  |
|----------------|------------------|---|------------------|------------------|
|                |                  | <ul style="list-style-type: none"> <li>• GMRC/VALUES - Library/Research Center</li> <li>• Math/TLE/EPP - San Juan Training Center</li> <li>• MAPEH – San Jose IHS</li> <li>• Filipino – Felix Amanate SHS</li> <li>• English – SPC High School</li> <li>• Science – Col. Lauro Dizon IHS</li> </ul> |                  |                  |
| San Pedro City | July 16-20, 2024 | TBD   | Elena L. Lopez   | July 16-20, 2024 |
| Tanauan City   | July 7-11, 2024  | Tanauan Institute   | Emelia M. Aytona | July 8-11, 2024  |
| Tayabas City   | July 1-5, 2024   | TBD   | Eugenio S. Adrao | July 1-5, 2024   |



Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**PROFESSIONAL DEVELOPMENT (PD) COMPLIANCE MONITORING TOOL**

This tool will be used by the assigned Monitoring and Evaluation Officer during the MATATAG Curriculum Training. Please fill out all the fields below.

| <b>I. PROGRAM OWNER PROFILE AND PROGRAM DETAILS</b> |  |
|---|--|
| <b>PD Program Owner:</b>                            |  |
| <b>PD Program Manager:</b>                          |  |
| <b>Title of the PD Program:</b>                     |  |
| <b>Venue of the PD Program:</b>                     |  |
| <b>Implementation Dates of the PD Program:</b>      |  |

| <b>MONITORING AND EVALUATION OFFICER</b> |                 |               |                  |
|--|-----------------|---------------|------------------|
| <i>Name</i>                              | <i>Position</i> | <i>Office</i> | <i>Signature</i> |
|  |                 |               |                  |

**INSTRUCTIONS:**

1. Put a check (/) in the box that corresponds to your observation to the program.
2. Assign the following points to each column that was selected during the monitoring.
3. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
4. For items with more than one indicator, compute the average to obtain a single rating.
5. All categories are considered crucial to any program, thus, weights are inapplicable.

**II. PD PROGRAM MONITORING SECTION**

**1.0 PARTICIPANTS**

Are the actual participants the same with the target participants of the program?

| COLUMN A   | COLUMN B  | COLUMN C  | COLUMN D   |
|--|---|---|--|
| <input type="checkbox"/> About <b>91-100%</b> of the actual participants are the <b>target participants</b> of the PD Program.             | <input type="checkbox"/> About <b>81-90%</b> of the actual participants are the <b>target participants</b> of the PD Program.             | <input type="checkbox"/> About <b>51-80%</b> of the actual participants are the <b>target participants</b> of the PD Program.             | <input type="checkbox"/> About <b>50% or less</b> of the actual participants are the <b>target participants</b> of the PD Program.             |
| <input type="checkbox"/> About <b>91-100%</b> of the actual participants are <b>qualified to the selection criteria</b> of the PD Program. | <input type="checkbox"/> About <b>81-90%</b> of the actual participants are <b>qualified to the selection criteria</b> of the PD Program. | <input type="checkbox"/> About <b>51-80%</b> of the actual participants are <b>qualified to the selection criteria</b> of the PD Program. | <input type="checkbox"/> About <b>50% or less</b> of the actual participants are <b>qualified to the selection criteria</b> of the PD Program. |

**ADDITIONAL INFORMATION** (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

**REMARKS:**

## 2.0 PROGRAM DESIGN

To what extent was the delivered PD Program compliant to the quality assured PD Program Design?

| COLUMN A   | COLUMN B  | COLUMN C  | COLUMN D   |
|--|---|---|--|
| <input type="checkbox"/> The delivered PD Program:<br><ul style="list-style-type: none"> <li>• <b>fully complied</b> with and was <b>consistent</b> with the quality assured PD Program Design.</li> </ul> | <input type="checkbox"/> The delivered PD Program <b>made minimal adjustments</b> in any of the following aspects: <ul style="list-style-type: none"> <li>• Professional Standards</li> <li>• Learning Objectives</li> <li>• Session Contents</li> <li>• Time Allotment</li> <li>• Logical Sequence</li> <li>• Program Methodology</li> <li>• Session Outputs</li> <li>• Workplace Application</li> </ul> | <input type="checkbox"/> There <b>were minor revisions</b> in the design aspects of the PD Program: <ul style="list-style-type: none"> <li>• Professional Standards</li> <li>• Learning Objectives</li> <li>• Session Contents</li> <li>• Logical Sequence</li> <li>• Program Methodology</li> <li>• Program Methodology</li> <li>• Session Outputs</li> <li>• Workplace Application</li> <li>• Time Allotment</li> <li>• Logical Sequence</li> </ul> | <input type="checkbox"/> There were <b>major revisions</b> in the design aspects of the PD Program: <ul style="list-style-type: none"> <li>• Professional Standards</li> <li>• Learning Objectives</li> <li>• Session Contents</li> <li>• Time Allotment</li> <li>• Logical Sequence</li> <li>• Program Methodology</li> <li>• Session Outputs</li> <li>• Workplace Application</li> </ul> |

**ADDITIONAL INFORMATION** (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

**REMARKS**

**3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS**

To what extent were the resource speakers/subject-matter experts compliant to the PD Program Delivery Quality Standards?

| COLUMN A   | COLUMN B  | COLUMN C  | COLUMN D   |
|--|---|---|--|
| <input type="checkbox"/> All the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers. | <input type="checkbox"/> Most of the sessions were delivered by the resource speakers/subject-matter experts as identified RPs who attended the MATATAG Training for Trainers.<br><br>Some of the sessions were delivered by <b>alternatives</b> who are equally excellent (or better).<br><br><b>NEAP was informed</b> of the changes ahead of time. | <input type="checkbox"/> There were <b>minor changes</b> regarding the expected resource speakers/subject-matter experts to deliver the sessions.<br><br><b>Almost half</b> of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers.<br><br><b>NEAP was not informed</b> of the changes ahead of time. | <input type="checkbox"/> There were <b>major changes</b> regarding the expected resource speakers/subject-matter experts to deliver the sessions.<br><br><b>More than half</b> of the sessions were delivered by different resource speakers/subject-matter experts from those originally identified RPs who attended the MATATAG Training for Trainers.<br><br><b>NEAP was not informed</b> of the changes ahead of time. |
| <input type="checkbox"/> The resource speakers/subject-  | <input type="checkbox"/> About <b>81-90%</b> of the following   | <input type="checkbox"/> About <b>51-80%</b> of the following   | <input type="checkbox"/> About <b>50% or less</b> of the following   |



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 Email Address: [neap.qad@deped.gov.ph](mailto:neap.qad@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

|                |      |         |
|----------------|------|---------|
| Doc. Ref. Code | Rev  | 01      |
| Effectivity    | Page | 4 of 11 |



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|  |   |   |   |
|--|---|---|---|
| <p>matter experts executed <b>91-100%</b> of the following indicators in the PD Program Quality Standards for Learning Management.</p> <p><b>Note: Average all the indicators met in the Standards Checklist for all the sessions.</b></p> | <p>indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p><b>Note: Average all the indicators met in the Standards Checklists for all the sessions.</b></p> | <p>indicators in the PD Program Quality Standards for Learning Management were accomplished by the resource speakers/subject-matter experts.</p> <p><b>Note: Average all the indicators met in the Standards Checklists for all the sessions.</b></p> | <p>indicators in the PD Program Quality Standards for Learning Management were accomplished by resource speakers/subject-matter experts.</p> <p><b>Note: Average all the indicators met in the Standards Checklists for all the sessions.</b></p> |
|--|---|---|---|

**ADDITIONAL INFORMATION** (e.g. Reasons for deviation, especially for responses made under Columns C and D.)

**REMARKS**

**4.0 LEARNING RESOURCE MATERIALS**

To what extent were the LRMs compliant to the PD LRMs Quality Standards?

| COLUMN A | COLUMN B | COLUMN C | COLUMN D |
|----------|----------|----------|----------|
|----------|----------|----------|----------|

|  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> The learning resource materials <b>were the same as the quality assured learning materials.</b><br><br>The program owner fully complied with the PD LRMs Quality Standards. | <input type="checkbox"/> The learning resource materials used in the PD program <b>were different from the quality assured LRMs.</b><br><br>The LRMs were edited to better suit the session and are still compliant to the PD LRMs Quality Standards.<br><br><b>NEAP was informed of the changes ahead of time.</b> | <input type="checkbox"/> About 30-50% of learning resource materials used <b>were different to the quality assured LRMs.</b><br><br><b>NEAP was not informed ahead of time</b> regarding the changes in the LRMs. | <input type="checkbox"/> There were <b>major changes in the learning resource materials</b> used in the program than the quality assured LRMs.<br><br><b>NEAP was not informed ahead of time</b> regarding the changes in the LRMs. |
| <input type="checkbox"/> About <b>91-100%</b> of the learning materials aligned with the purpose of the methodology of the learning design were distributed.   | <input type="checkbox"/> About <b>81-90%</b> of the learning materials aligned with the purpose of the methodology of the learning design were distributed.   | <input type="checkbox"/> About <b>51-80%</b> of the learning materials aligned with the purpose of the methodology of the learning design were distributed.   | <input type="checkbox"/> About <b>50% or less</b> of the learning materials aligned with the purpose of the methodology of the learning design were distributed.  |
| <input type="checkbox"/> About <b>91-100%</b> of the participants received a copy of the learning resource materials.  | <input type="checkbox"/> About <b>81-90%</b> of the participants received a copy of the learning resource materials.  | <input type="checkbox"/> About <b>51-80%</b> of the participants received a copy of the learning resource materials.  | <input type="checkbox"/> About <b>50% or less</b> of the participants received a copy of the learning resource materials.   |

**ADDITIONAL INFORMATION** (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

**REMARKS**

**5.0 PROGRAM MANAGEMENT**

To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?

| COLUMN A  | COLUMN B   | COLUMN C   | COLUMN D  |
|---|--|--|---|
| <input type="checkbox"/> <b>91-100%</b> of the following Program Management indicators were implemented:<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> <b>81-90%</b> of the following Program Management indicators were implemented:<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> <b>51-80%</b> of the following Program Management indicators were implemented:<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> <b>50% or less</b> of the following Program Management indicators were implemented:<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> |

**ADDITIONAL INFORMATION** (e.g., Reasons for deviation, especially for responses made under columns C and D.)

**REMARKS**



**6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM**

To what extent was the venue for the face-to-face PD Program compliant to standards?

| COLUMN A   | COLUMN B  | COLUMN C  | COLUMN D   |
|--|---|---|--|
| <input type="checkbox"/> About <b>91-100%</b> of the following indicators of the learning environment and venue were met.<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> About <b>81-90%</b> of the following indicators of the learning environment and venue were met.<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> About <b>51-80%</b> of the following indicators of the learning environment and venue were met.<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> | <input type="checkbox"/> About <b>50% or less</b> of the following indicators of the learning environment and venue were met.<br><br><b>Note: Average all the indicators met in the Standards Checklist.</b> |

**ADDITIONAL INFORMATION** (e.g., Reasons for deviation, especially for responses made under Columns C and D.)

**REMARKS**

### III. SUMMARY OF FINDINGS

#### INSTRUCTIONS:

Calculate the average of all six (6) categories to get the overall rating for the program. Compute the average of the rating to obtain the category rating.

1. Points for each column are as follows: A = 4 points; B = 3 points; C = 2 points; and D = 1 point.
2. For items with more than one indicator, compute the average to obtain a single rating.
3. All categories are considered crucial to any program, thus, weights are inapplicable.

#### INTERPRETATION PER CATEGORY:

| Rating       | Description                           |
|--------------|---------------------------------------|
| 3.26 to 4.0  | Fully met all agreed standards.       |
| 2.51 to 3.25 | Partially met agreed standards.       |
| 1.76 to 2.50 | Minimal conformance to the standards. |
| 1.0 to 1.75  | Non-conformance to the standards.     |

| INDICATORS  | Category Rating |
|---|-----------------|
| <p><b>1.0 PARTICIPANTS</b></p> <p>Are the actual participants the same with the target participants of the PD Program?</p>  |                 |
| <p><b>2.0 LEARNING DESIGN</b></p> <p>To what extent was the delivered PD Program compliant to the Detailed PD Program Design?</p>   |                 |
| <p><b>3.0 RESOURCE PERSONS/SUBJECT-MATTER EXPERTS</b></p> <p>To what extent were the resource speakers and subject-matter experts compliant to the PD Program Delivery Quality Standards?</p> |                 |
| <p><b>4.0 LEARNING RESOURCE MATERIALS</b></p> <p>To what extent were the LRMs compliant to the PD LRMs Quality Standards?</p>   |                 |
| <p><b>5.0 PROGRAM MANAGEMENT</b></p> <p>To what extent was the Program Management compliant to the PD Program Delivery Quality Standards?</p>   |                 |

|   |  |
|---|--|
| <p><b>6.0 LEARNING ENVIRONMENT: FACE-TO-FACE PD PROGRAM</b></p> <p>To what extent was the venue for the face-to-face PD Program compliant to standards?</p> |  |
| <p><b>TOTAL RATING</b></p>  |  |

| <p><b>MAJOR OBSERVATION, FINDINGS, AND RECOMMENDATIONS</b></p> |                               |
|--|-------------------------------|
| <p><b>MAJOR OBSERVATION AND FINDINGS</b></p>                   | <p><b>RECOMMENDATIONS</b></p> |
|  |                               |

**GUIDE FOR MONITORING AND EVALUATION OF MATATAG CURRICULUM TRAINING  
FOR MONITORING OFFICIAL/M&E OFFICER**

| <b>Monitoring Section/Aspects</b>                  | <b>MOVs</b>  | <b>Rating<br/>(A=4 Points, B=3 Points,<br/>C=2 Points, D= 1 point)</b> |
|--|--|--|
| <b>1. Participants</b>                             | <ul style="list-style-type: none"> <li>• Memorandum</li> <li>• Filled Up Registration Form</li> <li>• Attendance</li> <li>• Profile of the Participants</li> </ul>                     |  |
| <b>2. Program Design</b>                           | <ul style="list-style-type: none"> <li>• Prescribed PD from NEAP Slide Decks Session Guides</li> </ul>   |  |
| <b>3. Resource Speakers/Subject Matter Experts</b> | <ul style="list-style-type: none"> <li>• Profile of Resource Spcakers</li> <li>• M&amp;E Results for Speakers</li> <li>• Accomplished Learning Management Quality Standards</li> </ul> |  |
| <b>4. Learning Resource Materials</b>              | <ul style="list-style-type: none"> <li>• M&amp;E Results (Checklist of LRMs compliant with PD LRMs QS)</li> </ul>  |  |
| <b>5. Program Management</b>                       | <ul style="list-style-type: none"> <li>• PD Program Delivery M&amp;E Results</li> </ul>  |  |
| <b>6. Learning Environment</b>                     | <ul style="list-style-type: none"> <li>• M&amp;E results for venue and accommodation</li> </ul>  |  |
| <b>Overall Rating</b>                              |  |  |



Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**ON-SITE MONITORING AND EVALUATION FORM**

*(To be accomplished by individual monitors)*

| GENERAL INFORMATION                 |  |                           |  |
|-------------------------------------|--|---------------------------|--|
| <b>PROGRAM / ACTIVITY MONITORED</b> |  |                           |  |
| <b>REGION</b>                       |  | <b>LEARNING AREA</b>      |  |
| <b>NUMBER OF PARTICIPANTS</b>       |  | <b>NUMBER OF TRAINERS</b> |  |
| <b>VENUE</b>                        |  | <b>INCLUSIVE DATES</b>    |  |
| <b>DATE MONITORED</b>               |  |                           |  |

**I. Checklist**

| <b>MONITORING SYSTEM</b>  | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| 1. School-based Training Monitoring & Evaluation Implementation Plan was duly signed. |            |           |
| 2. Division/Cluster Monitoring Team was present.                                      |            |           |
| 3. Daily End-of-Day Evaluation was in place.  |            |           |
| 4. At least one (1) monitor is assigned per class.                                    |            |           |
| 5. Latest Monitoring and Evaluation tools and forms were used.                        |            |           |
| 6. Conducted daily debriefing.  |            |           |
| 7. Issues discussed in debriefing sessions were resolved/addressed.                   |            |           |

**Comments and Suggestions:**

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- II. **CRITICAL INCIDENTS:** For any remarkable event/situation (positive or negative) encountered, accomplish the STAR form.  
**Situation/Task-** Describe the specific situation and/or task that needed to be accomplished.  
**Action -** Describe how the person/s or the team responded to the situation or acted on the task at hand.  
**Result -** Describe the effect of the action or lack of action.



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**CRITICAL INCIDENTS**

(STAR form will be used to document critical incidents not captured in M&E Tools; to be accomplished as needed)

| <b>Situation/Task-</b> Describe the specific situation and/or task that needed to be accomplished. | <b>Action</b> – Describe how the person/s or the team responded to the situation or acted on the task at hand. | <b>Result</b> – Describe the effect of the action or lack of action. |
|--|--|--|
|  |  |  |
|  |  |  |

**Prepared by:**