



Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



07 January 2026

OFFICE MEMORANDUM
OM No. 025, s. 2026

**QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) OF IN-PERSON
LEARNING AND DEVELOPMENT (L&D) ACTIVITIES**

To : Assistant Schools Division Superintendents
Division Chiefs
Division Section/Unit Heads
Division Program Owners/holders
QMS Team Leaders and Members
All Others Concerned

In adherence to the principles of evidence-informed, standards-based, and results-driven professional learning, the **Quality Assurance, Monitoring, and Evaluation (QAME)** mechanism shall be utilized to systematically monitor and evaluate the effectiveness of Learning and Development (L&D) activities and to ensure the attainment of intended learning outcomes.

Relative to the critical role of QAME as an integral component of effective L&D delivery, this Office, through the School Governance and Operations Division–School Management Monitoring and Evaluation (SGOD-SMME) Section, reiterates the **institutionalization and strict implementation of QAME processes for all L&D activities** conducted in the Division.

Accordingly, program owners are advised to submit all QAME requests to the SGOD-SMME Section on a quarterly basis, at least one (1) week before the start of each quarter, through **tinyurl.com/2026QAMERequest**. This is to ensure that all planned L&D activities are provided with the appropriate QAME links and, where applicable, assigned onsite monitors in a timely manner prior to the conduct of the activities.

All in-person L&D activities with a duration of three (3) days or more shall be subject to onsite QAME, to be led by SGOD-SMME Specialists and/or duly deputized Monitoring and Evaluation (M&E) personnel.

DEPEDQUEZON-TM-SDS-04-010-005



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Meanwhile, **in-person L&D activities with a duration of less than three (3) days** shall be monitored by the PMT. A PMT member shall be designated as the M&E focal person and shall closely coordinate with the SGOD-SMME Section for technical guidance on the use of QAME tools, reporting requirements, and scope of work.

The SGOD-SMME Section shall be responsible for providing the program owner with a copy of the accomplished QAME Form 2 (Summary of Evaluation Results) within eight (8) working days after the conduct of the activity.

Delayed submission of QAME requests by program owners and delayed reporting by SMME Specialists shall be subject to the issuance of a Request for Action (RFA), in accordance with existing Quality Management guidelines.

The consolidated QAME results of all L&D activities shall be reported on a quarterly basis during the Division Program Implementation Review (PIR) to facilitate evidence-based discussions and identify opportunities for continuous improvement.

For information and compliance of all concerned


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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