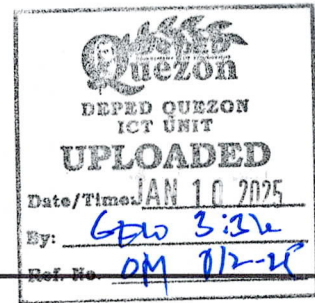




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 January 2025

OFFICE MEMORANDUM
 OM No. 012, s. 2025

**QUARTERLY SUBMISSION OF LEARNING AND DEVELOPMENT ACTIVITIES
 FOR QUALITY ASSURANCE, MONITORING, AND EVALUATION
 (QAME) REQUESTS**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Section/Unit Heads
 Operating Unit M&E Focal Person
 All Others Concerned

Pursuant to **DepEd Order No. 029, s. 2022** (Adoption of the Basic Education Monitoring and Evaluation Framework), this Office, through the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) advises all concerned regarding the **quarterly submission of Learning and Development (L&D) activities for Quality Assurance, Monitoring, and Evaluation (QAME) requests.**

The L&D activities to be subjected to QAME shall include but not be limited to trainings, seminars, workshops, writeshops, conferences, plenum, technical assistance activities, webinars, and orientation.

The quarterly submission shall be done through this link: **tinyurl.com/QAMERTF25**. Please be informed of the following submission deadlines.

Coverage	Schedule of Submission
Quarter 1	January 14, 2025
Quarter 2	April 1, 2025
Quarter 3	July 1, 2025
Quarter 4	October 1, 2025

Be advised that the quarterly submission of L&D activities for QAME requests shall serve as the basis for providing the program owners a copy of the QAME Form Link. Relative to this,

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
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the program owners shall no longer be required to fill out the **QAME Request Form**. The SGOD-SMME Specialists shall provide each proponent a copy of the QAME Form Links with its corresponding QAME Officers for the whole Quarter.

All **in-person L&D activities** to be conducted for **three or more days** shall be subjected to onsite QAME. **Debriefing activities** shall be conducted every after the last session of the day to be facilitated by the assigned onsite monitors with the learning facilitators and program management team (PMT).

Meanwhile, in-person L&D activities to be implemented for **less than three days** shall be monitored online by the QAME officer. The program owner shall directly coordinate with the assigned QAME officer/s the details and concerns regarding the conduct of the activity.

In case of changes in the schedule or venue of the activity, it shall be properly communicated to the assigned QAME officer/s for proper guidance and appropriate actions.

For **activities that are unplanned** but shall be subjected to QAME, the program owners shall coordinate with the SGOD-SMME Specialists at least a week prior to the activity implementation to discuss the details.

For information and compliance of all concerned.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent 


smemgd01/10/2025

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