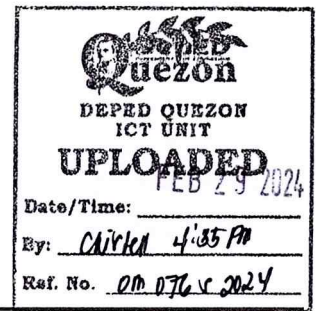




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



28 February 2024

**OFFICE MEMORANDUM**  
**OM No. 076, s. 2024**

**CONDUCT OF QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)  
OF ALL DIVISION PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division Section/Unit Heads  
Division Program Owners  
Operating Unit M&E Focal Persons  
All Others Concerned

In line with the implementation of **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), shall conduct quality assurance, monitoring, and evaluation (QAME) of all types of Programs, Projects, and Activities (PPAs) organized and implemented in the Division.

The **PPAs to be subjected to QAME** shall include but not be limited to trainings, seminars, workshops, writeshops, conferences, plenum, meetings, rewards and recognition activities, sports activities, recruitment, selection and placement activities, focus group discussions, technical assistance activities, webinar, coaching/mentoring, and orientation.

The QAME request for all types of PPAs shall take effect starting the **second quarter of Fiscal Year 2024**.

Please be informed that the scope of QAME shall only cover the **Reaction Level of the Kirkpatrick Four-Level Training Evaluation Model** which measures the degree to which participants react favorably to the learning experience in the PPA provided.

Relative to this, all program owners shall process their QAME request through the SGOD-SMME at **least seven working days** before the conduct of the PPAs using the provided links below:

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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Functional Division	Designated QAME Request Link
OSDS	<a href="http://tinyurl.com/OSDS-QAMERequest24">http://tinyurl.com/OSDS-QAMERequest24</a>
CID	<a href="http://tinyurl.com/CID-QAMERequest24">http://tinyurl.com/CID-QAMERequest24</a>
SGOD	<a href="http://tinyurl.com/SGO-QAMERequest24">http://tinyurl.com/SGO-QAMERequest24</a>

The SGOD-SMME shall be responsible for furnishing the program owner a copy of the **QAME results** (Summary of Evaluation Results), within **10 working days** after the conduct of the activity.

The summarized results of QAME for all PPAs shall be reported quarterly during the **Division Program Implementation Review and Plan Adjustment (PIRPA)** to further discuss ways to address issues and concerns regarding the implementation of PPAs.

Immediate dissemination of and compliance with this Memorandum is highly desired.

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

smemgd02/28/2024

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