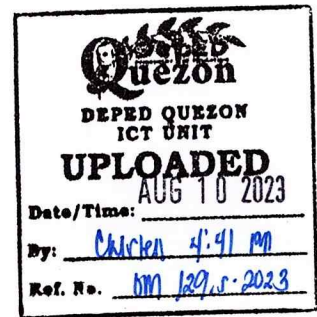




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 August 2023

**OFFICE MEMORANDUM**  
OM No. 129, s. 2023

**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  
QMS Team Leaders and Members  
All Others Concerned

In adherence to the principle of evidence-informed, standards-based, and results-driven professional learning, **Quality Assurance, Monitoring and Evaluation (QAME)** has been used as a mechanism to monitor and evaluate the effectiveness of the Learning and Development (L&D) activities, and ensure the attainment of the desired learning objectives.

Relative to the importance of QAME as an integral part in the delivery of effective L&D activities, this Office through the School Governance and Operations Division-School Management Monitoring and Evaluation (SGOD-SMME) Section reiterates to all concerned the **institutionalization of QAME processes for all L&D activities** implemented in the Division.

Be advised that the QAME request shall be forwarded to the SGOD-SMME Section through **tinyurl.com/QAMERequest23** by the program owners at **least five working days** before the conduct of the L&D activities, as per existing Quality Management System (QMS) process.

All **in-person L&D activities** to be conducted for **three or more days** shall be subjected to onsite QAME, to be led by the SGOD-SMME Specialists and/or deputized M&E personnel. **Debriefing activities** shall be conducted every after the last session

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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 directed by the PMT. A member of the PMT shall be deputized as M&E personnel, and shall coordinate with the SGOD-SMME Section for proper guidance on the use of QAME tools, reporting and scope of work.

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

**Delayed request of program owners and reporting of SMME Specialists** shall be issued with **Request for Action (RFA)** per existing quality management guidelines.

The summarized results of the QAME for all L&D activities shall be reported quarterly during the **Division Program Implementation Review (PIR)** to further discuss ways to address opportunities for improvement.

For information and compliance of all concerned.

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

smemgd08/09/2023

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