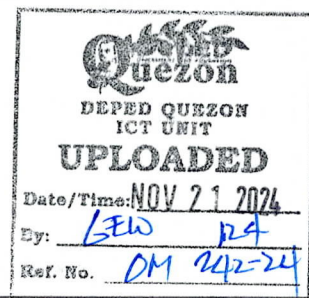




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



20 November 2024

OFFICE MEMORANDUM
 OM No. 242, s. 2024

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

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) reiterates to all concerned the **institutionalization of QAME processes for all in-person L&D activities** implemented in the Division.

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

Be advised that the QAME request shall be forwarded to the SGOD-SMME Section by the program owners at **least seven working days** before the conduct of the L&D activities using the following links:

Functional Division	Designated QAME Request Link
OSDS	tinyurl.com/OSDS-QAMERequest24
CID	tinyurl.com/CID-QAMERequest24
SGOD	tinyurl.com/SGO-QAMERequest24

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

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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

The program owners shall coordinate with the SGOD-SMME Specialists regarding the details of the L&D activities to be conducted. In case of changes in the schedule or venue of the activity, it shall be properly communicated to the assigned/designated QAME personnel for proper guidance and appropriate actions.

For information and compliance of all concerned.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd11/20/2024

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