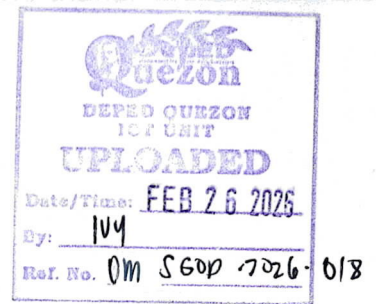




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Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



25 February 2026

OFFICE MEMORANDUM
SGOD-2026- 018

DISSEMINATION AND IMPLEMENTATION OF THE IMPLEMENTING GUIDELINES ON THE CONDUCT OF MONITORING AND EVALUATION (M&E) OF LEARNING AND DEVELOPMENT (L&D) ACTIVITIES

To: Assistant Schools Division Superintendents
Division Chiefs
Division Section/Unit Heads
Program Owners/Process Holders
All Others Concerned

This Office hereby disseminates the **Implementing Guidelines on the Conduct of Monitoring and Evaluation (M&E) of Learning and Development (L&D) Activities** for the information and strict compliance of all concerned. A copy of the said Implementing Guidelines is attached for full reference.

All Division-initiated, managed, or supervised L&D activities, whether planned or unplanned and regardless of modality, shall be covered by **Level 1 (Reaction) Monitoring and Evaluation**. Program Owners are directed to include all scheduled L&D activities in the quarterly M&E cycle and formally request the official M&E link from the SGOD-SMME at least one (1) week before the start of each succeeding quarter. Only the official M&E link issued by SGOD-SMME shall be used for administering evaluation tools.

Activities conducted for **three (3) days or more** shall be assigned Onsite or designated Online M&E Officer/s, while activities conducted for **less than three (3) days** shall have a formally Deputized M&E Officer. Daily monitoring shall be facilitated through the DERF Tool. The prescribed M&E Report, using the standard NEAP template, shall be prepared and consolidated by the SGOD-SMME **within five (5) working days** after the conduct of the activity.

Strict adherence to the prescribed processes, timelines, and reporting requirements is expected to ensure standardized implementation, timely reporting, and proper utilization of M&E results.

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SCHOOLS DIVISION OF QUEZON PROVINCE

These Implementing Guidelines shall take effect immediately upon issuance and shall remain in force unless otherwise amended or superseded by subsequent issuances. All existing Division issuances related to the Monitoring and Evaluation of Learning and Development activities that are inconsistent with these Implementing Guidelines are hereby superseded or amended accordingly. If any provision of these Implementing Guidelines is declared invalid, unconstitutional, or otherwise unenforceable, the remaining provisions not affected thereby shall remain in full force and effect.

For guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd02/25/2026

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**IMPLEMENTING GUIDELINES ON THE CONDUCT OF MONITORING AND EVALUATION
(M&E) OF LEARNING AND DEVELOPMENT (L&D) ACTIVITIES**

I. RATIONALE

Learning and Development (L&D) activities are critical mechanisms for strengthening the competencies, performance, and professional growth of both teaching and non-teaching personnel. However, the effectiveness of these interventions is not determined solely by their conduct but by the extent to which they are relevant to identified needs, implemented with quality and fidelity, and translated into improved professional practice and organizational performance. This underscores the need for a systematic, coherent, and standardized Monitoring and Evaluation (M&E) mechanism to ensure that L&D interventions produce meaningful and measurable results.

In line with this direction, the Department of Education institutionalized results-based monitoring and evaluation through the Basic Education Monitoring and Evaluation Framework (BEMEF) issued under DepEd Order No. 029, s. 2022, which provides the overarching policy framework for the establishment and operationalization of M&E systems across all governance levels. The BEMEF emphasizes accountability, quality assurance, and evidence-informed decision-making through the generation and utilization of timely, reliable, and relevant data to inform planning, implementation, and management actions.

At the Division level, the increasing number and diversity of both planned and unplanned L&D activities have revealed the need for an established and standardized M&E process to ensure consistency, efficiency, and data quality. Findings from the conduct of the Program Implementation Review and Plan Adjustment (PIRPA) identified recurring implementation issues that affect the effective monitoring and evaluation of L&D activities. These include the absence or inconsistent designation of Monitoring and Evaluation officers during the conduct of some L&D activities, late submission of requests for M&E support, delays in the submission of M&E reports after the conduct of activities, and the untimely provision of M&E results that should serve as inputs for program owners in improving the design and implementation of subsequent L&D interventions. Additionally, insufficient or low response rates from participants in online M&E forms were noted, which adversely affect the completeness, reliability, and representativeness of M&E data.

These issues point to the absence of a unified reference and clearly defined procedures governing the conduct, coordination, reporting, and utilization of M&E for L&D activities. Thus, these Implementing Guidelines are issued to establish an institutionalized and standardized process for the Monitoring and Evaluation of all L&D activities in the Division, ensuring that all

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concerned offices and program owners adhere to a single, clearly defined, and consistently applied M&E process. Anchored on the principles of results-based management, quality assurance, and continuous improvement, these Guidelines aim to streamline the processing of M&E requests, clarify roles and responsibilities, standardize timelines and reporting requirements, and ensure the timely generation and utilization of M&E results. Ultimately, the institutionalization of a standardized M&E process strengthens accountability, improves data quality, supports evidence-based decision-making, and reinforces a culture of results-oriented and quality-driven governance within the Division

II. OBJECTIVES

These Implementing Guidelines aim to:

- a. Ensure consistency and uniformity in the conduct of M&E, establish a standardized framework and process for the monitoring and evaluation of Division-level L&D activities focusing on participants' reactions and perceptions in relation to program management, program management team, sessions and facilitators, delivery of content, attainment of objectives, provision of support materials, venue or platform used, and meals and accommodation, where applicable;
- b. Generate timely and reliable participant feedback, ensure the systematic collection of Level 1 (Reaction) data on the quality of L&D implementation, including the effectiveness of facilitation, clarity and relevance of content delivery, adequacy of logistical arrangements, and overall management of the activity;
- c. Assess the perceived quality and effectiveness of L&D delivery, determine the extent to which the objectives of the L&D activity were attained and the content was effectively delivered, based on participants' immediate reactions and satisfaction;
- d. Support evidence-informed management actions, provide credible M&E results that serve as inputs for program owners and management in improving the design, delivery, and management of future L&D activities; and
- e. Institutionalize accountability and continuous improvement, ensure the systematic utilization of Level 1 M&E results for quality assurance, immediate corrective actions, and enhancement of Division-level L&D programs and activities.

III. SCOPE AND COVERAGE

These Implementing Guidelines shall apply at the Division level and shall govern the conduct of M&E of all L&D activities implemented, coordinated, or supervised by the Schools Division Office. The Guidelines cover both planned and unplanned L&D activities to ensure that

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all Division-level capacity-building interventions are subjected to a consistent and standardized M&E process.

The scope of M&E under these Guidelines shall be limited to Level 1 (Reaction) of the Kirkpatrick Model of Evaluation, which focuses on participants' immediate reactions, perceptions, and satisfaction regarding the delivery of L&D activities. In line with this focus, the M&E process shall assess participants' feedback across the following key areas: program management, including planning, coordination, and overall conduct of the activity; program management team, particularly their responsiveness, coordination, and support to participants; sessions and facilitators, covering facilitation skills, mastery of content, and engagement strategies; delivery of content, including clarity, relevance, and alignment with identified needs; and attainment of objectives, as perceived by participants based on the conduct of the L&D activity.

The M&E coverage shall likewise include participants' assessment of the provision and adequacy of support materials, such as learning resources, handouts, and reference materials; the venue or online platform used, including its suitability, accessibility, and functionality; and meals and accommodation, where applicable, in terms of adequacy and overall satisfaction. These areas collectively ensure a comprehensive assessment of the quality and effectiveness of L&D delivery from the participants' perspective.

These Guidelines shall cover Division-initiated, or Division-managed L&D activities conducted through face-to-face, online, or blended modalities, and shall apply to both internally funded and externally supported L&D programs where Monitoring and Evaluation is required for quality assurance, accountability, and continuous improvement. Evaluation of learning gains, behavioral change, and organizational results (Levels 2 to 4 of the Kirkpatrick Model) shall be excluded from the scope of these Guidelines unless otherwise provided through a separate policy or issuance.

IV. DEFINITION OF TERMS

For purposes of clarity, consistency, and uniform interpretation of provisions in these Implementing Guidelines, the following terms are defined operationally and shall be understood as follows:

- a. **Deputized M&E Officer** – refers to a Technical Working Group (TWG) member formally designated to perform specific Monitoring and Evaluation functions, particularly the administration and retrieval of daily participant feedback using standardized Level 1 M&E tools. The Deputized M&E Officer supports SGOD-SMME and the Program Owner in ensuring the completeness, timeliness, and quality of M&E data.

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- b. **Evaluation** – refers to the structured assessment of participants’ immediate reactions, perceptions, and satisfaction regarding the delivery of L&D activities, consistent with **Level 1 (Reaction) of the Kirkpatrick Model of Evaluation**. Evaluation under these Guidelines focuses on participants’ assessment of program management, performance of the program management team, effectiveness of sessions and facilitators, clarity and relevance of content delivery, perceived attainment of objectives, adequacy of support materials, suitability of the venue or online platform, and meals and accommodation, where applicable.
- c. **Learning and Development (L&D) Activities** – refer to Division-level, organized, and systematic capacity-building interventions designed to enhance the knowledge, skills, attitudes, and competencies of teaching and non-teaching personnel. These activities may be planned or unplanned and may be conducted through face-to-face, online, blended, or other technology-enabled modalities. L&D activities covered by these Guidelines include trainings, workshops, seminars, orientations, in-service trainings, coaching, mentoring, technical assistance, and other professional learning initiatives subject to Level 1 (Reaction) Monitoring and Evaluation.
- d. **Monitoring** – refers to the systematic tracking and documentation of the implementation of Division-level L&D activities focusing on compliance with approved plans, schedules, delivery modalities, and prescribed standards. Under these Guidelines, monitoring primarily covers observable and immediate implementation aspects such as program management, coordination of the program management team, conduct of sessions, facilitation processes, delivery of content, logistical arrangements, and overall conduct of the activity.
- e. **Monitoring and Evaluation (M&E)** – refers to the integrated process of systematically collecting, analyzing, and utilizing Level 1 (Reaction) data from participants of Division-level L&D activities. M&E under these Guidelines is intended to support quality assurance, immediate corrective actions, program enhancement, and evidence-informed management decision-making, and does not include the assessment of learning outcomes, behavior change, or results/impact.
- f. **M&E Link** – refers to the official and standardized digital access or online Monitoring and Evaluation form issued by the SGOD-M&E. The M&E Link is the authorized platform for the collection of Level 1 (Reaction) data from participants and shall be used to assess the identified M&E focus areas in accordance with these Guidelines.
- g. **Onsite M&E Officer** – refers to authorized personnel officially assigned to physically monitor and document the conduct of face-to-face Division-level L&D activities. The Onsite M&E Officer focuses on validating observable aspects of implementation aligned

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with Level 1 M&E areas, facilitating the administration of M&E tools, and documenting issues, good practices, and logistical concerns for reporting and follow-up.

- h. **Planned Learning and Development (L&D) Activities** – refer to Division-level L&D activities that are identified, programmed, and approved in advance as part of the Division’s Annual Implementation Plan (AIP), Learning and Development Plan, or other officially approved work and financial plans. These activities follow established planning, scheduling, and coordination processes and are subject to the standard (M&E) procedures under these Implementing Guidelines.
- i. **Program Owner** – refers to the concerned Division office, functional unit, or section within the Schools Division Office that has primary responsibility for the planning, coordination, and implementation of a Division-level L&D activity. The Program Owner shall be accountable for ensuring compliance with these Implementing Guidelines, including the timely submission of M&E requests, facilitation of Level 1 (Reaction) M&E processes, coordination with the SGOD-SMME, and the systematic utilization of M&E results as inputs for improving the design, delivery, and management of subsequent L&D activities.
- j. **Unplanned Learning and Development (L&D) Activities** – refer to Division-level L&D activities that are not included in the approved AIP or L&D Plan but are implemented in response to emerging needs, urgent directives, policy issuances, unforeseen circumstances, or critical capacity-building requirements. Unplanned L&D activities shall likewise be subject to M&E under these Implementing Guidelines, particularly on Level 1 (Reaction), subject to compliance with prescribed coordination, documentation, and reporting requirements.

V. GUIDING PRINCIPLES

The conduct of M&E of L&D activities at the Division level shall be guided by the following principles:

- a. **Results-Based** – The M&E of L&D activities shall be anchored on results-based management principles, ensuring that monitoring and evaluation processes are clearly linked to the intended objectives and expected outputs of the L&D activity. Consistent with the Level 1 (Reaction) focus of the Kirkpatrick Model, results-based M&E shall emphasize the systematic assessment of participants’ immediate reactions, satisfaction, and perceptions as indicators of the quality and effectiveness of L&D delivery. The results generated shall provide timely information on whether the activity was implemented as intended and met participants’ expectations.

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- b. Evidence-Informed** – M&E processes shall be grounded on the systematic collection and analysis of credible, timely, and relevant data. Participant feedback and ratings generated through standardized M&E tools shall serve as primary evidence to support quality assurance, management decisions, and program improvement. Evidence-informed M&E ensures that conclusions and recommendations are based on documented data rather than anecdotal observations or assumptions.
- c. Participatory** – The conduct of M&E shall actively involve relevant stakeholders, particularly L&D participants, program owners, and designated M&E officers. Participants' feedback and assessments shall be recognized as essential inputs in evaluating the conduct and delivery of L&D activities. This participatory approach promotes transparency, shared accountability, and ownership of M&E results, while encouraging constructive feedback to improve future interventions.
- d. Systematic and Objective** – M&E of L&D activities shall follow standardized procedures, tools, timelines, and criteria to ensure consistency, comparability, and objectivity of results. The use of approved M&E instruments and defined processes minimizes bias and subjectivity in data collection and analysis, and ensures that findings accurately reflect participants' experiences and perceptions across different activities and modalities.
- e. Utilization-Focused** – M&E shall be conducted with a clear intent to ensure the actual use of results. Findings and recommendations generated from Level 1 M&E shall be timely shared with program owners and concerned offices and shall serve as inputs for immediate corrective actions, enhancement of subsequent L&D activities, and continuous improvement of program design and delivery. This principle reinforces accountability and ensures that M&E is not merely a compliance activity but a tool for learning, decision-making, and performance improvement.

VI. MONITORING AND EVALUATION FRAMEWORK

The M&E of L&D activities at the Division level shall be guided by a structured framework that ensures the systematic assessment of implementation quality, participant experience, and initial outcomes of L&D interventions. Consistent with the scope of these Guidelines, the M&E framework shall primarily focus on **Level 1 (Reaction) of the Kirkpatrick Model**, while allowing for limited perception-based indicators related to initial outcomes and utilization for quality assurance and improvement purposes.

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A. Input and Process Monitoring

Input and process monitoring shall focus on assessing whether L&D activities are implemented as planned and in accordance with approved designs, schedules, and delivery modalities. This dimension shall examine compliance with the approved L&D design, including adherence to the planned agenda, session flow, duration, and modality (face-to-face, online, or blended). It shall also assess the adequacy and readiness of resources, logistics, facilitation arrangements, support materials, venue or online platform functionality, and overall program management. Participant attendance, participation, and engagement during sessions shall likewise be monitored to determine the extent to which the activity was effectively delivered and supported.

B. Output Monitoring

Output monitoring shall focus on determining whether the planned L&D activities and immediate deliverables were completed as intended. This includes verification of the completion of scheduled sessions and activities, as well as the availability and submission of required documentation and reports, such as attendance sheets, activity reports, and Monitoring and Evaluation outputs. Output monitoring ensures accountability in implementation and provides baseline information for subsequent evaluation and utilization of results.

C. Outcome Evaluation

Outcome evaluation under this framework shall be limited to participants' self-reported perceptions, consistent with Level 1 (Reaction) of the Kirkpatrick Model. This dimension shall assess participant satisfaction with the overall conduct of the L&D activity, perceived relevance of the content to their roles and functions, and perceived effectiveness of sessions and facilitators. It shall also capture participants' self-assessment of initial learning gains, perceived improvement in competencies, and the applicability of the knowledge and skills gained to their workplace functions. These perception-based indicators serve as early signals of the potential value and effectiveness of the L&D intervention.

D. Utilization and Sustainability

Utilization and sustainability shall focus on identifying the initial use of learning and the immediate next steps following the L&D activity. This includes participants' reported intentions or initial actions to apply learning in their respective work contexts, as well as the identification of follow-through actions, support mechanisms, and technical assistance needs. Information generated under this dimension shall guide program owners and concerned offices in planning

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post-L&D support, refining future interventions, and ensuring that L&D activities contribute to sustained performance improvement and organizational learning.

VII. SPECIFIC PROCESS FOR REQUESTING THE M&E LINK FOR L&D ACTIVITIES

A. Quarterly M&E Coverage and Request Schedule

1. **M&E of L&D activities** shall be conducted **on a quarterly basis** to ensure systematic coverage, efficient deployment of M&E resources, and timely consolidation of evaluation results.
2. All Program Owners shall ensure that all L&D activities scheduled for implementation within a given quarter are included in the quarterly M&E cycle.
3. **At least one (1) week** before the start of each succeeding quarter, all Program Owners shall formally request the official M&E link from SGOD-SMME by accomplishing the centralized M&E Request Form.
4. The **prescribed timeline** shall serve as the cut-off period for regular M&E planning, including:
 - o scheduling of M&E officers;
 - o preparation and configuration of standard M&E tools; and
 - o alignment of M&E activities with the quarterly monitoring plan.
5. Requests submitted within the prescribed schedule shall be considered regular and planned M&E requests and shall be prioritized for inclusion in the quarterly M&E implementation plan.

B. Limitation on Requests Beyond the Scheduled Date

1. To maintain order, efficiency, and predictability in the M&E system, **only unplanned L&D activities** shall be allowed to request and be issued an M&E link beyond the scheduled date of M&E request.
2. Planned L&D activities that fail to submit their M&E request within the prescribed schedule shall not be issued an M&E link beyond the scheduled date, except under duly justified and approved circumstances, subject to validation by SGOD-SMME.
3. Late requests for planned activities may result in:
 - o non-issuance of an M&E link;
 - o exclusion of the activity from the quarterly consolidated M&E report; and
 - o limitations in the provision of onsite or deputized M&E support.
4. This provision is intended to:
 - o enforce discipline and accountability in L&D planning;
 - o ensure efficient and equitable deployment of M&E officers and tools; and
 - o preserve the integrity and credibility of the quarterly M&E cycle.

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C. Required Information in the M&E Request

1. All requests for an M&E link shall be submitted through the prescribed M&E Request Form and shall contain complete and accurate information.
2. At a minimum, the following details shall be indicated:
 - **Title of the L&D activity or activities**
 - **Date(s) and duration** of the activity
 - **Target participants**, including number and classification (e.g., teachers, school heads, non-teaching personnel), where applicable
 - **Modality** of implementation (face-to-face, online, or blended)
 - Venue or online platform to be used
 - **Quarter of implementation**
 - **Name of the Program Owner**
 - **Section/Unit or Office** responsible for the conduct of the L&D activity
 - **Contact details** of the Program Owner or authorized focal person
3. For purposes of further clarification, validation, and proper conduct of Monitoring and Evaluation, SGOD-SMME may require additional information, such as but not limited to:
 - Objectives and brief description of the L&D activity;
 - List or profile of participants or target schools/offices;
 - Names of facilitators, resource persons, or technical working group members; and
 - Any other information deemed necessary to ensure effective M&E planning and implementation.
4. Incomplete or inaccurate submissions may result in delays in validation or non-issuance of the M&E link

D. Issuance and Use of the M&E Link

1. Upon receipt and validation of the submitted M&E Request Form, SGOD-SMME shall issue the official M&E link to the requesting Program Owner.
2. The issued M&E link shall:
 - be used exclusively for the specified L&D activity or activities;
 - apply only to the identified quarter of implementation; and
 - serve as the official platform for administering standard M&E tools and collecting evaluation data.
3. Program Owners shall ensure that:
 - the M&E link is disseminated only to authorized participants; and
 - all required evaluation tools are properly administered using the issued link during or immediately after the conduct of the L&D activity.
4. Any misuse, unauthorized sharing, or use of the M&E link for activities not covered by the approved request shall be subject to validation and appropriate action.

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VIII. DEPLOYMENT OF M&E OFFICERS BASED ON ACTIVITY DURATION

To ensure the effective, timely, and consistent conduct of M&E of L&D activities, the deployment of M&E officers shall be determined based on the duration of the activity. This approach ensures appropriate M&E coverage while considering operational efficiency and resource optimization.

A. L&D Activities Conducted for Three (3) Days or More

L&D activities conducted for a duration of **three (3) days or more** shall be assigned one (1) or more Onsite M&E Officer/s, as determined by the scale, number of participants, and complexity of the activity. The assignment of Onsite M&E Officer/s ensures continuous and systematic monitoring throughout the duration of extended L&D activities.

The Onsite M&E Officer/s shall be responsible for conducting daily monitoring and validation of the implementation of the L&D activity, ensuring compliance with the approved design, schedule, and delivery modality. They shall administer standardized Monitoring and Evaluation tools, including the approved Level 1 (Reaction) evaluation instruments, to capture participants' daily feedback and overall satisfaction. The Onsite M&E Officer/s shall also document observations, issues encountered, and good practices related to program management, facilitation, logistics, venue or platform, and overall delivery of the activity. Furthermore, they shall coordinate closely with the Program Owner and the SGOD-SMME to raise immediate concerns, recommend corrective actions when necessary, and ensure timely submission of M&E outputs.

B. L&D Activities Conducted for Less Than Three (3) Days

L&D activities conducted for **less than three (3) days** shall have one (1) **TWG member** formally **deputized as M&E Officer** to ensure that Monitoring and Evaluation (M&E) requirements are adequately implemented despite the shorter duration of the activity.

Prior to deployment, the Deputized M&E Officer shall undergo a brief orientation conducted by the SMME Specialists to ensure proper understanding of the M&E processes, scope, tools, and reporting requirements in accordance with these Implementing Guidelines. This orientation shall cover the Level 1 (Reaction) focus of M&E, the identified M&E focus areas, and the proper administration of evaluation instruments.

The official online M&E form (M&E Link) and other necessary tools, templates, and reference materials shall be provided and officially endorsed by the SMME Section to the Deputized M&E Officer prior to the conduct of the L&D activity. These tools shall serve as the authorized instruments for the collection of participant feedback and M&E data.

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The Deputized M&E Officer shall be primarily responsible for the administration of standardized evaluation tools, facilitation of participant feedback collection, and coordination with the Program Owner and SGOD-SMME to ensure the completeness, accuracy, and timely submission of M&E data. Immediate concerns encountered during the conduct of the activity shall be promptly communicated to the Program Owner and SGOD-SMME for appropriate action.

IX. STANDARD MONITORING AND EVALUATION TOOLS

The M&E tools to be used for L&D activities shall primarily consist of Division-developed M&E instruments, as determined by the nature of the L&D activity and the modality of implementation (face-to-face, online, or blended). These Division-developed tools are intended to ensure contextual relevance while maintaining alignment with the approved M&E scope, focus areas, and Level 1 (Reaction) orientation of these Implementing Guidelines.

For the daily monitoring of L&D activities, particularly those with deputized M&E Officers, the DERF tool shall be utilized. The DERF shall serve as the official mechanism of the SMME Section to remotely monitor the ongoing conduct of L&D activities, especially in instances where SMME Specialists are not physically present onsite. Through the DERF, the SMME Section shall be able to track daily participant feedback, identify emerging issues, and ensure that L&D activities are properly monitored in accordance with these Implementing Guidelines. This mechanism reinforces the role of SMME as the officially designated unit responsible for the conduct and oversight of M&E of Division-level L&D activities.

For M&E reporting, the standard Monitoring and Evaluation report template prescribed by the National Educators Academy of the Philippines (NEAP) shall be used as the official reporting format. The use of the NEAP-prescribed template ensures compliance with national standards, facilitates comparability of results across L&D activities, and supports quality assurance and accountability requirements.

Modifications to the M&E tools may be allowed when necessary to respond to the specific requirements of a Learning and Development activity or when such modifications are mandated by directives from higher offices. In cases of unplanned Division-level L&D activities that require immediate implementation or cascading, and depending on the nature, purpose, and reporting requirements of the activity, case-specific modifications or adjustments to the M&E tools may be permitted to ensure responsiveness while maintaining monitoring integrity.

Any modification or adjustment shall remain aligned with the approved scope of Monitoring and Evaluation and shall be limited to Level 1 (Reaction) of the Kirkpatrick Model. All proposed modifications shall be subject to prior coordination with and approval of the SMME

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

Section to ensure consistency, data integrity, and full compliance with these Implementing Guidelines.

X. APPLICATION TO ONLINE AND BLENDED L&D ACTIVITIES

The same M&E processes, requirements, standards, and timelines prescribed under these Implementing Guidelines shall apply to online and blended L&D activities. The modality of delivery shall not exempt any L&D activity from compliance with the established M&E procedures, ensuring consistency, accountability, and comparability of M&E results across different delivery modes.

Monitoring of online and blended L&D activities shall include the systematic review and validation of digital attendance logs, participation reports, session access records, chat interactions, poll responses, and other forms of engagement evidence generated through the online platform or learning management system used. These records shall serve as evidence of participant attendance, engagement, and participation and shall form part of the official M&E documentation of the activity.

For online and blended L&D activities conducted for three (3) days or more, one (1) or more Onsite or designated Online M&E Officer/s shall be assigned, depending on the scale and complexity of the activity. The designated Online M&E Officer shall be responsible for monitoring session delivery, validating participant engagement, administering digital M&E tools, documenting observations, issues, and good practices, and coordinating with the Program Owner and the SMME Section on immediate concerns.

For online and blended L&D activities conducted for less than three (3) days, one (1) TWG member shall be formally deputized as M&E Officer. The Deputized M&E Officer shall be responsible for facilitating the administration of evaluation tools, ensuring the accomplishment of the official M&E link by participants, and coordinating with the Program Owner and SMME for the timely submission and validation of M&E data.

Evaluation of online and blended L&D activities shall be conducted exclusively through digital means using the official M&E link issued by SGOD-SMME. The use of the official M&E link ensures standardized data collection, real-time monitoring of participant feedback, data integrity, and centralized consolidation of M&E results in accordance with these Implementing Guidelines.

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

XI. APPLICATION TO UNPLANNED AND RESCHEDULED L&D ACTIVITIES

To ensure continuity, consistency, and accountability in the M&E of L&D activities, these Implementing Guidelines shall likewise apply to unplanned and rescheduled L&D activities conducted at the Division level.

A. Unplanned L&D Activities

The same standardized M&E processes, requirements, and tools prescribed under these Implementing Guidelines shall apply to all unplanned L&D activities that require Monitoring and Evaluation. Unplanned L&D activities refer to those conducted in response to emerging needs, urgent directives, or immediate cascading requirements and are not originally included in the approved plans.

In such cases, Program Owners shall inform the SGOD-SMME ahead of time regarding the conduct of the unplanned L&D activity to allow proper coordination, validation, and preparation for M&E deployment. The advance notification shall include essential details such as activity title, schedule, modality, target participants, and designated M&E arrangements.

To accommodate operational realities, unplanned L&D activities may be issued an official M&E link even beyond the scheduled M&E request date, subject to validation by SGOD-SMME. The issuance of the M&E link shall be based on the availability of required information, confirmation of the activity's conduct, and compliance with the scope and Level 1 (Reaction) focus of these Implementing Guidelines.

B. Rescheduled Planned L&D Activities

In cases where planned L&D activities are rescheduled, the Program Owner shall formally inform SGOD-SMME of any changes in the approved schedule, including adjustments to dates, duration, modality, or venue/platform. Timely notification is necessary to ensure proper M&E coordination, deployment of M&E officers, and updating of monitoring arrangements.

The updated and validated schedule shall serve as the official basis for the deployment of M&E officers, issuance or reactivation of the M&E link, and conduct of monitoring and evaluation activities. Failure to notify SGOD-SMME of schedule changes may result in delays in M&E deployment and reporting, and shall be addressed in accordance with these Implementing Guidelines.

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SCHOOLS DIVISION OF QUEZON PROVINCE

XII. M&E REPORTING AND SUBMISSION REQUIREMENTS

To ensure timely documentation, continuous monitoring, and effective utilization of M&E results, all Program Owners shall submit an M&E Report for every L&D activity covered by these Implementing Guidelines. The M&E Report shall be prepared using the prescribed standard M&E reporting form, in accordance with the format and requirements set by the SGOD-SMME.

The completed M&E Report shall be submitted to SGOD-SMME within five (5) working days after the conduct of the L&D activity, regardless of modality (face-to-face, online, or blended) or duration. Timely submission of the report ensures the prompt consolidation, validation, and utilization of M&E results for quality assurance, management decision-making, and continuous improvement of L&D activities.

In addition to the terminal M&E Report, daily M&E results shall be generated during the conduct of L&D activities through the DERF Tool, which shall be administered and utilized by the SMME Section and its officially assigned or deputized M&E Officers. The DERF serves as the Division's mechanism for ensuring that real-time and daily feedback on the conduct of L&D activities is systematically captured immediately after each daily session or activity.

The daily DERF results shall enable SMME and assigned M&E Officers to monitor participant reactions, identify emerging issues, and document observations on program management, sessions and facilitators, delivery of content, logistics, and overall conduct. These real-time feedback results shall be promptly shared with concerned Program Owners, when necessary, to facilitate immediate corrective actions and continuous quality improvement.

The M&E Report shall include, but shall not be limited to, the following key components:

- a. **Participants' ratings across all identified M&E focus areas**, reflecting their overall assessment of the conduct and delivery of the L&D activity;
- b. **Significant learning of participants**, as self-reported and perceived by participants based on their engagement in the activity;
- c. **Comments, feedback, and suggestions of participants**, including observations on strengths, areas for improvement, and other relevant insights; and
- d. **Recommendations for program improvement, management decision-making, and/or policy action**, derived from the analysis of M&E results and participant feedback.

The daily DERF results and the consolidated M&E Report shall form part of the official M&E records of the Division and shall be utilized by SGOD-SMME and concerned offices as

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

inputs for management decisions, technical assistance planning, and institutional learning, in accordance with these Implementing Guidelines.

XIII. FUNDING AND EXPENSES

1. Expenses incurred in the conduct of onsite M&E of L&D activities shall be charged to the Division GASS-MOOE, subject to the availability of funds.
2. All expenses shall be governed by existing budgeting, accounting, and auditing rules and regulations.
3. Disbursement shall be subject to the usual government accounting and auditing procedures.

XIV. DATA MANAGEMENT, UTILIZATION, EFFECTIVITY, AND SEPARABILITY

All M&E data generated from L&D activities shall be collected exclusively through official M&E links and standardized tools authorized and issued by the SGOD-SMME. The use of official platforms and instruments ensures data integrity, consistency, confidentiality, and centralized management of M&E information. All M&E data shall form part of the Division's official records and shall be managed in accordance with applicable data privacy, records management, and quality assurance policies.

The consolidated M&E results, including daily feedback generated through the DERF Tool and terminal M&E reports, shall be systematically analyzed and utilized as inputs for planning, management decision-making, provision of technical assistance, and continuous improvement of L&D activities. M&E findings shall guide program owners and concerned offices in refining program design, improving delivery mechanisms, addressing identified gaps and issues, and strengthening the overall quality, relevance, and effectiveness of Division-level L&D interventions.

These Implementing Guidelines shall take effect immediately upon issuance and shall remain in force unless otherwise amended or superseded by subsequent issuances. All existing Division issuances related to the Monitoring and Evaluation of Learning and Development activities that are inconsistent with these Implementing Guidelines are hereby superseded or amended accordingly. If any provision of these Implementing Guidelines is declared invalid, unconstitutional, or otherwise unenforceable, the remaining provisions not affected thereby shall remain in full force and effect.

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