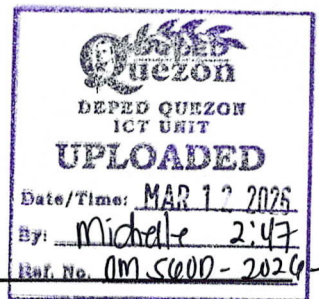




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2026

OFFICE MEMORANDUM
SGOD-2026- 032

REQUEST FOR SUBMISSION OF SDO-NOMINATED QAME OFFICERS

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. 29, s. 2022**, which adopts the Basic Education Monitoring and Evaluation Framework (BEMEF) to guide DepEd operating units in conducting systematic monitoring and evaluation across all governance levels, and **DepEd Memorandum No. 44, s. 2023**, titled Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs, this Office requests all Section Heads to identify and submit their respective **SDO-nominated Quality Assurance, Monitoring, and Evaluation (QAME) Officers**.

In support of the Schools Division Office of Quezon's commitment to ensuring the quality implementation of Division-initiated Learning and Development (L&D) programs and activities, the designated QAME Officers shall assist in monitoring the conduct of L&D interventions and in gathering participant feedback consistent with **Level 1 (Reaction) of the Kirkpatrick Model of Training Evaluation**.

Section/Unit Heads are therefore requested to nominate appropriate personnel who will perform QAME-related monitoring functions during the implementation of Division L&D programs and activities.

The official list of nominees shall be submitted through the link: **<https://tinyurl.com/SDO-QAMEOfficer2026>** on or before **March 20, 2026**, to allow for consolidation, orientation, and preparation for upcoming QAME-related monitoring activities.

DEPEDQUEZON-TM-SDS-04-010-005



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The designated **QAME Officer** for each operating unit shall perform the following functions during the implementation of L&D activities:

- a. Coordinate with the School Governance and Operations Division–School Management Monitoring and Evaluation (SGOD-SMME) for proper guidance and orientation prior to deployment in the onsite monitoring of L&D activities.
- b. Monitor the conduct of L&D activities to ensure adherence to the approved activity design, schedule, and implementation arrangements.
- c. Facilitate the administration and collection of Level 1 evaluation tools, including participant feedback forms, end-of-program evaluation forms, and other prescribed monitoring instruments.
- d. Document observations during the implementation of the activity, including participant engagement, delivery of sessions, learning environment, and logistical arrangements.
- e. Consolidate and organize participant reaction data to determine participants’ satisfaction with the training design, relevance of content, effectiveness of facilitation, and overall conduct of the activity.
- f. Assist in the preparation of monitoring summaries or reports based on gathered evaluation data to support the Division’s L&D monitoring and reporting system.
- g. Provide immediate implementation feedback and observations that may inform improvements in the delivery of future L&D programs and activities.
- h. Ensure proper documentation and safekeeping of evaluation records, including accomplished evaluation forms, and monitoring notes for reference and reporting purposes.

Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sme/mjism/03/11/2026

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