



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2023- 1092

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Malabon  
 SDO Manila  
 SDO Navotas City  
 SDO Quezon City

**FROM :** **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **CONDUCT OF ACTIVITIES RELATED TO THE MONITORING AND EVALUATION SYSTEM: BUREAU OF ALTERNATIVE EDUCATION'S MONITORING AND EVALUATION MANUAL FOR PROGRAMS, PROJECTS AND ACTIVITIES IMPLEMENTATION**

**DATE :** October 17, 2023

1. This has reference to the attached Memorandum No. DM-CT-2023-279 dated September 13, 2023, from Gina O. Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
  - bring their own laptops and extension cords for the workshop
  - bring reference materials and relevant resources, travel authority
  - observe the time-on task policy based on DepEd Order No. 9, s. 2005
3. Board and lodging and other expenses for supplies and materials will be charged to Fiscal Year 2023 FLO-ALS Fund while travel and other incidental expenses of the participants will be charged to the funds comprehensively downloaded to the Regional Office per OASALS-OM-2023-015 entitled "Fiscal Year 2023 Alternative Learning System Funds Directly Released to the Regional Offices". Participants are advised to take the most economical means of transportation. The Division ALS Focal Person will submit to the Regional ALS Focal Person a summary of expenses incurred as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 3



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DIVISION</b>	<b>WRITESHOP ACTIVITY</b>	<b>DATE/VENUE</b>
Josephine Tobias	PSDS, Division ALS focal Person	Navotas	<b>Development</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	October 24-27, 2023 - DepEd Ecotech Center, Cebu City
			<b>Finalization</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	January 23-26, 2024 DepEd Ecotech Center, Cebu City
Elsie Celeste	Education Program Specialist II-ALS	Malabon	<b>Development</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	October 24-27, 2023 - DepEd Ecotech Center, Cebu City
			<b>Revision</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	November 21-24, 2023 DepEd Ecotech Center, Cebu City
Wendella Tabio	Education Program Specialist II-ALS	Manila	<b>Development</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	October 24-27, 2023 - DepEd Ecotech Center, Cebu City



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NATIONAL CAPITAL REGION

			<b>Revision</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	November 21-24, 2023 DepEd Ecotech Center, Cebu City
Ria Herjas	Education Program Specialist II-ALS	Quezon City	<b>Development</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	October 24-27, 2023 - DepEd Ecotech Center, Cebu City
			<b>Revision</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	November 21-24, 2023 DepEd Ecotech Center, Cebu City
			<b>Finalization</b> of BAE's Monitoring and Evaluation Manual for Programs, Projects and Activities Implementation	January 23-26, 2024 DepEd Ecotech Center, Cebu City



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Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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12 October 2023

## ADVISORY

In reference to DM-OUHROD-2023-1103 titled “Conduct of Activities for the Development of Specialized Training Programs for the National Qualifying Examination for School Heads (NQESH) Categories B and C” released dated 6 September 2023, please be guided with the following implementation dates of the aforementioned programs:

a. Coaching and Mentoring of the NQESH Category B

<b>Title of the Activity</b>	<b>Target Date</b>	<b>Venue</b>
A. Orientation of the Resource Speakers and the Regional Program Management Team	November 29 – December 2, 2023	Baguio Teacher’s Camp, Baguio City
B. Implementation Cluster 2 Luzon B	January 15 – 19, 2024	Baguio Teacher’s Camp, Baguio City
C. Implementation Cluster 3 VisMin A	January 29 – February 2, 2024	DepEd Ecotech Center, Lahug, Cebu City
D. Implementation Cluster 4 VisMin B	February 19 – 23, 2024	DepEd Ecotech Center, Lahug, Cebu City
E. Implementation Cluster 1 Luzon A	March 18 – 22, 2024	Baguio Teacher’s Camp, Baguio City

- For the Orientation of the Resource Speakers and the Regional Program Management Team (PMT), the board and lodging and other incidental expenses of the DepEd participants shall be charged against FY 2023 Funds of NEAP – PDD, while their travel expenses shall be charged against their respective HRD or local funds, subject to accounting rules and regulations.
- The participants may check in on November 29, 2023 from 2:00pm onward and are expected to be present at the opening program on November 30, 2023 at 8:00 am. Check out time will be at 12:00 noon on December 2, 2023. The indicative program will be sent to those who registered to the Orientation link found in DM-OUHROD-2023-1103.

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Republic of the Philippines

**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM  
DM-CT-2023-279



**TO :** **SALUSTIANO T. JIMENEZ**  
Regional Director, Region VII

**RUTH L. FUENTES**  
Regional Director, Region IX

**MARIA INES C. ASUNCION**  
Officer-in-Charge, Regional Director, CARAGA

**ESTELA L. CARIÑO**  
Regional Director, CAR

**WILFREDO E. CABRAL**  
Regional Director, NCR

**FROM :**   
**GINA O. GONONG**   
Undersecretary

**SUBJECT :** **CONDUCT OF ACTIVITIES RELATED TO THE MONITORING AND EVALUATION SYSTEM: BUREAU OF ALTERNATIVE EDUCATION'S MONITORING AND EVALUATION MANUAL FOR PROGRAMS, PROJECTS, AND ACTIVITIES IMPLEMENTATION**

**DATE :** September 13, 2023

The Bureau of Alternative Education (BAE) will implement activities in relation to the development of the bureau's **Monitoring and Evaluation (M&E) Manual for its Programs, Projects, and Activities Implementation.**

The BAE M&E Manual will serve as a guide on the processes and mechanisms to fulfill the requirements of the Alternative Learning System (ALS) Act and its Implementing Rules and Regulations (IRR), specifically Rule VIII, which mandates the Department of Education (DepEd), in partnership with the Local Government Units (LGUs) and the private sector, to conduct a mandatory annual review of the ALS Program to ensure proper implementation.

To facilitate the monitoring and evaluation process, the BAE-Policy and Quality Assurance Division (PQAD) will develop the BAE M&E Manual which will consist of the following:



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- a. BAE's Framework, including that of the Policy and Quality Assurance and Program Management and Systems Development Divisions;
- b. BAE's Programs, Projects, and Activities (PPA) M&E Framework; and
- c. BAE's M&E Tools, Methods, and Processes.

The development of the BAE M&E Manual aims to achieve the following:

- a. Establish standardized M&E processes, tools, and methodologies for ALS programs and projects to ensure uniformity in data collection, analysis, and reporting across different projects or programs;
- b. Enhance accountability by clearly defining the roles and responsibilities of stakeholders within the M&E process, establishing feedback mechanisms, and ensuring transparency in reporting and decision-making;
- c. Identify programs'/projects' strengths and weaknesses to enable timely adjustments, continuous learning, and improvement by formulating effective indicators, targets, and benchmarks for measuring progress and outcomes;
- d. Define clear reporting formats, frequency of reporting, and channels to facilitate effective communication of M&E findings to various stakeholders; and
- e. Support comprehensive evaluation efforts to assess the extent to which activities have successfully achieved their intended goals and objectives.

In line with the conduct of the activities related to the development of the BAE M&E Manual, the BAE-PQAD would like to inform you of the following schedule:

Activity	No. Of Pax per Region	Tentative Venue	Date
Development of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	4	NEAP Marikina	Sept. 18-21, 2023
Revision of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	3	NEAP Marikina	Sept. 26-29, 2023
Validation of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	NA	Luzon, Visayas, & Mindanao	Oct. 17-20, 24-27, 2023
Finalization of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	2	NEAP Marikina	November 21-24, 2023

Further, the target participants in the development activities are the Regional ALS Focal Persons and select Education Program Specialist II for ALS from **Regions VII, IX, CARAGA, CAR, and NCR.**



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For confirmation of attendance of identified participants in the different activities, kindly register online through the following links:

Activity	Link
Development of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	<a href="http://bit.ly/3OM3sfZ">http://bit.ly/3OM3sfZ</a>
Revision of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	<a href="http://bit.ly/3E7dfly">http://bit.ly/3E7dfly</a>
Finalization of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	<a href="http://bit.ly/3P6Hjun">http://bit.ly/3P6Hjun</a>

For clarifications and queries, kindly contact **Ms. Anna Lourdes Abad-Falcon**, Senior Education Program Specialist of BAE-PQAD, through email at [anna.abad@deped.gov.ph](mailto:anna.abad@deped.gov.ph).

For your immediate and appropriate action.

*Copy furnished:*

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations



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Republic of the Philippines  
**Department of Education**  
BUREAU OF ALTERNATIVE EDUCATION

MEMORANDUM  
OM-BAE-OD-2023- 497

**FOR :** **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

**FROM :** **MARILETTE R. ALMAYDA**  
Director IV, Bureau of Alternative Education  
Officer-in-Charge, Office of the Assistant Secretary for  
Curriculum and Teaching - Education Assessment and  
Alternative Education

**SUBJECT :** **AUTHORITY TO CHANGE DATE AND VENUE OF  
ACTIVITIES RELATED TO THE IMPLEMENTATION OF  
MONITORING AND EVALUATION SYSTEM: BUREAU OF  
ALTERNATIVE EDUCATION'S MONITORING AND  
EVALUATION MANUAL FOR PROGRAMS, PROJECTS, AND  
ACTIVITIES**

**DATE :** September 28, 2023

Authority is requested to change the date and the venue of the following activities in relation to the Monitoring and Evaluation System: Bureau of Alternative Education's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation.

Activity	From (Date and Venue)	To (Date and Venue)
Development of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	Sept. 18-21, 2023 NEAP Marikina	October 24-27, 2023 ECOTECH, Cebu City
Revision of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	Sept. 26-29, 2023 NEAP Marikina	November 21-24, 2023 ECOTECH, Cebu City
Validation of BAE's Monitoring and Evaluation Manual for	Oct. 17-20, 24-27, 2023 Luzon, Visayas, and Mindanao	January 9-12, 16-19, 2024 Luzon, Visayas, and Mindanao



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BUREAU OF ALTERNATIVE EDUCATION

Programs, Projects, and Activities Implementation		
Finalization of BAE's Monitoring and Evaluation Manual for Programs, Projects, and Activities Implementation	November 21-24, 2023 NEAP Marikina	January 23-26, 2024 ECOTECH, Cebu City

The change of date and venue of the above-mentioned activities is in lieu of the unavailability of the venue on the scheduled date.

Incurred travel expenses that will exceed the fund allocated in the budget estimate will be charged against the Travel Expenses (Local travel by air and by land) with Work and Financial Plan (WFP) code number AC-23-BAE-OD-FLO-003.

Attached is the copy of the approved Authority to Conduct (ATC) and signed Regional Memorandum.

For approval.



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