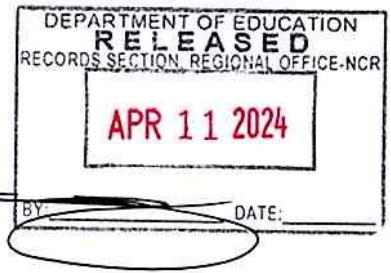




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 323

TO : **Chief, Quality Assurance Division
 Schools Division Superintendents – Pasig and Makati City
 All Others Concerned**

FROM : **JOCELYN DR. ANDAYA**
 Director IV

SUBJECT : **CONDUCT OF THE FIELD VALIDATION ON THE
 MONITORING AND EVALUATION (M&E) OPERATIONS
 MANUAL**

DATE : **April 8, 2024**

- Relative to the **DepEd Memorandum No. OUA-OUT-032624-1**, dated March 27, 2024, entitled **Field Validation of the Monitoring and Evaluation (M&E) Operational Manual**, signed by **NOLASCO A. MEMPIN**, Undersecretary for Administration, Department of Education, Office of the Undersecretary for Administration, the content of which is self-explanatory, for information and guidance of all concerned.
- The following RO/SDO Personnel is hereby directed to attend the above captioned activity on **April 15-19, 2024** at the DepEd Ecotech, Lahug, Cebu City. This shall also serve as their travel authority.

No.	Name	Office	Position
1	Dr. Richard C. Catain	DepEd NCR Quality Assurance Division	Education Program Supervisor
2	Ms. Ruth Paniel-Dela Cruz	Schools Division Office of Pasig City	Senior Education Program Specialist
3	Ms. Maria Theresa M. Ruiz	Schools Division Office of Makati City	Senior Education Program Specialist

- Transportation and other related expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this Memorandum to all concerned is highly desired.

qad/rtc



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-032624-1

MEMORANDUM

FOR : DepEd Regional Directors

FROM : NOLASCO A. MEMPIN
Undersecretary for Administration

**SUBJECT : Field Validation of the Monitoring and Evaluation (M&E)
Operations Manual**

DATE : 27 March 2024

In 2015, the National Economic and Development Authority (NEDA) and Department of Budget and Management (DBM) issued Joint Memorandum Circular (JMC) No. 2015-1 or the National Evaluation Policy Framework which aims to provide a structure for the purposive conduct of evaluations in the public sector in support of good governance, transparency, accountability, and evidence-based decision-making. Anchored in this effort, DepEd adopted DepEd Order No. 29 series of 2022, or the Basic Education Monitoring and Evaluation Framework (BEMEF). Series of M&E Capacity Building (M&E CapB) Program is continuously being conducted for central, regional, and schools division offices to support the capacity building needs of M&E personnel and program owners in establishing their respective policy/program M&E plan through four (4) Core Processes, namely; i) M&E in Basic Education and Theory of Change, ii) Data Collection and Management, iii) Data Analysis, and iv) Information dissemination, reporting, and utilization.

In support to the various DepEd M&E initiatives, the Planning Service- Policy Research and Development Division (PS-PRDD) developed the proposed **Basic Education Monitoring & Evaluation Operations Manual (M&E Manual)**. The **M&E Manual** shall be provided for program owners across all governance levels who design and establish their respective policy/program M&E plan. The M&E Manual is the "how to" or the operationalization of the Basic Education Monitoring and Evaluation Framework (BEMEF) policy, and is generally intended to reflect the M&E integration and linkages at different governance levels. Further, mirroring the BEMEF, the M&E Manual shall be structured around the four (4) M&E core processes of developing an M&E plan, and shall articulate the M&E process to guide and support all operating units in the operationalization of M&E. It shall also empower DepEd process owners and operating units in the conduct of M&E activities for any programs, policies, and projects.

As part of the finalization of the M&E Operations Manual, the PS-PRDD will conduct an **M&E Operations Manual Field Validation Workshop** on **April 16-18, 2024** (*exclusive of travel time*), at the **DepEd Ecotech, Lahng, Cebu City** to validate the content, structure, and overall design. Specifically, the validation workshop aims to:

- Consult with M&E personnel and program owners from different governance levels and validate the contents, structure, and overall design of the M&E operations manual.
- Gather and consolidate inputs and recommendations to further improve the development of monitoring and evaluation operations manual
- Identify anticipated challenges and ideal procedures for the effective utilization of the M&E operations manual.

The following guidelines shall be observed for the validation workshop:

1. Participants

- a. The target participants of this activity are as follows:
 - Quality Assurance Division (QAD) Representative per Regional Office
 - Selected Policy, Planning, and Research Division (PPRD) and other functional divisions (e.g. Curriculum and Learning Management Division [CLMD], Education Support Services Division [ESSD], Field Technical Assistance Division [FTAD], and Human Resources Development Division [HRDD]) (*Kindly see Annex 1*)
 - Select representatives from Schools Division Offices (*Kindly see Annex 1*)
- b. The nomination of participants in consideration of the following minimum qualifications is requested:
 - b.1 Participants shall have attended the following Monitoring and Evaluation Capacity Building (M&E CapB) activities:
 - o M&E CapB on Phase I: M&E in Basic Education and Theory of Change (Core Process 1)
 - o M&E CapB Phase II: Data Collection and Management (Core Process 2)
 - b.2 Participants from the identified offices preferably have crafted and utilized at least one (1) M&E plan.

2. Pre-validation Requirements. Identified participants shall accomplish the following before the training proper:

- a. **Online Registration.** Accomplish the online registration and the pre-training assessment through <https://tinyurl.com/MEManualFieldValidation> not later than **April 9, 2024**.
Reminder: No walk-in participants shall be allowed during the training.
- b. **Pre-review of the Draft M&E Operations Manual.** Only registered and confirmed participants will be given access to the draft M&E Manual for pre-review.

3. Administrative and logistical arrangements. The following are the administrative and logistical arrangements for the validation:

- a. **Electronic Devices.** Participants shall bring laptops as validation exercises and workshops are computer-based.
- b. **Lodging and Venue Arrangements.** The venue is DepEd Ecotech, Lahug, Cebu City. Check-in is on April 15 at 2:00 PM with dinner as the first meal to be served and check-out is on April 19 at 12:00 NN with breakfast as the last meal to be served.
- c. **Travel Expenses.** Transportation and incidental expenses of the participants shall be charged against local funds per office, subject to the usual accounting and auditing rules and regulations.

The indicative program is attached as Annex for further information. For clarification and inquiries, please contact the Planning Service - Policy Research and Development Division (PS-PRDD) through the email address: ps.prd@deped.gov.ph, and/or telephone number (02) 635-3976.

For your favorable consideration. Thank you.

Annex

1. List of Identified Participants from Regional Office (PPRD & Functional Divisions) and SDOs
2. Indicative Program

ANNEX 1: List of Identified Participants from Regional Office (PPRD & Functional Divisions) and SDOs

• **Identified Participants from Region**

The identified PPRD and Functional Divisions in select regions were chosen based on their involvement in different M&E activities and initiatives while ensuring that all regions are represented.

Region	QAD	PPRD	CLMD	FTAD	ESSD	HRDD
I	1			1		
II	1				1	
III	1		1			
IV-A	1		1			
MIMAROPA	1				1	
V	1	1				
VI	1	1				
VII	1			1		
VIII	1	1				
IX	1	1				
X	1	1				
XI	1		1			
XII	1	1				
CARAGA	1	1				
CAR	1	1				
NCR	1					1
TOTAL	16	8	3	2	2	1

• **Identified Participants from SDOs**

	Region	SDO	Participant
1	CAR	SDO Benguet	Agtani, Joven B.
2	NCR	SDO Pasig City	Dela Cruz, Ruth P.
3	I	SDO Laoag City	Coloma, Arlene P.
4	II	SDO Cagayan	Bunagan, Billy A.
5	III	SDO Angeles City	Sarmiento, Glenn P.
6	IV-A	SDO Dasmariñas	Centeno, Wilson G.
7	MIMAROPA	SDO Romblon	Lilang, Jonathan C.
8	V	SDO Albay	Revidad, Ana Liza L.
9	VI	SDO Capiz	Dile, Ronald D.
10	VII	SDO Mandaue	Lesondato, John Paul D.
11	VIII	SDO Maasin City	Matibag, Josefina L.
12	IX	SDO Dipolog City	Murro, Luisiano S., Jr.
13	X	SDO Misamis Oriental	Asio, Danny A.
14	XI	SDO Mati City	Padua, Liezi C.

15	XII	SDO Koronadal City	Ambat, Ma. Clyte I
16	CARAGA	SDO Agusan del Sur	Taburino, Maribel J.

• **Alternate Participants from SDOs**

	Region	SDO	Participant
1	CAR	SDO Abra	Llaneza, Lorna B.
2	NCR	SDO Marikina City	Jasme, Doris R.
3	I	SDO Ilocos Sur	Peralta, Joel I.
4	II	SDO Nueva Vizcaya	Navarro, Nolimar M.
5	III	SDO Pampanga	Mejia, Michelle D.
6	IV-A	SDO Cabuyao	Cruz, Rayarr L.
7	MIMAROPA	SDO Marinduque	Alcantara, Fretzie P.
8	V	SDO Legazpi City	Mina, Cristina M.
9	VI	SDO Negros Occidental	Wolf, Christine V.
10	VII	SDO Mandaue	Yosores, Jury V.
11	VIII	SDO Samar	Menda, Clarita M.
12	IX	SDO Pagadian City	Altubar, Honey Cher L.
13	X	SDO Bukidnon	Quijada, Gladys Jean D.
14	XI	SDO Davao Oriental	Limbadan, Alan D.
15	XII	SDO Cotabato Province	Damo, Nilda M.
16	CARAGA	SDO Surigao City	Jovita, Jennifer R.

Note: In such case that both the primary and alternate participant from the SDO is unavailable, the Regional Office will be in charge of selecting and coordinating with a School Governance and Operations Division-School Management Monitoring and Evaluation (SGOD-SMME) staff from their chosen SDO.

ANNEX 2: Indicative Program

Date/Time	Activity	Facilitator
Day 0: April 15, 2024 (Monday)	Arrival of Participants First meal: • PM Snacks – Secretariat • Dinner - pax Registration	PS-PRD
Day 1: April 16, 2024 (Tuesday)		
8:00-8:30 AM	Registration	PRD
8:30-9:00 AM	Preliminaries - National Anthem - Invocation - Introduction of participants - Message	PRD
9:00-9:45 AM	- Objectives of the Activity and Expectation Setting - Discussion on Manual Objectives and Intended Outcomes	PRD
9:45-10:00 AM	AM Snacks	
10:00-11:00 AM	Presentation of the Draft M&E Manual - Table of Contents - Salient Features	PRD
11:00-12:00 NN (1 hour)	WORKSHOP 1	Participants
12:00-1:00 PM	Lunch Break	
1:00-1:15 PM	MOL/Energizer	Group 1
1:15-3:15 PM (2 hours)	Continuation of WORKSHOP 1	Participants
3:15-3:30 PM	PM Snacks	
3:30-4:30 PM (1 hour)	Presentation of Workshop 1 Group Outputs - Question and Answer - Processing - Agreements	PRD/ Participants
4:30 – 5:00 PM	Day 1 Wrap-up	PRD
Day 2: April 17, 2024 (Wednesday)		
8:30-9:00 AM	Preliminaries Recap of Day 1	Group 2
9:00-11:00 AM (2 hours)	WORKSHOP 2	Participants
11:00-11:15 AM	AM Snacks	
11:15 - 12:00 PM	Presentation of WORKSHOP 2 Outputs: - Question and Answer - Processing - Agreements	PRD/ Participants
12:00-1:00 PM	Lunch Break	
1:00-1:15 PM	MOL/Energizer	Group 3

1:15-3:15 PM (2 hours)	Discussion on Core Processes 3 and 4	PRD
3:15-3:30 PM	PM Snacks	
3:30-4:30 PM (1 hour)	WORKSHOP 3:	Participants
4:30 – 5:00 PM	Day 2 Wrap-up	PRD
Day 3: April 18, 2024 (Thursday)		
8:30-9:00 AM	Preliminaries Recap of Day 2	Group 4
9:00-10:00 AM (1 hour)	Presentation of WORKSHOP 3 Outputs: - Question and Answer - Processing - Agreements	PRD/ Participants
10:00-10:15 AM	AM Break	
10:15 – 12:00 NN (1 hr 45 mins)	WORKSHOP 4	Participants
12:00 – 1:00 PM	Lunch Break	
1:00-1:15 PM	MOL/Energizer	Group 5
1:15-2:15 PM (1 hour)	Presentation of WORKSHOP 4 Outputs Question and Answer - Processing - Agreements	PRD/ Participants
2:15-2:30 PM	PM Break	
2:30-4:15 PM (1 hr 45 mins)	WORKSHOP 5 (Plenary Workshop) + Open Forum	PRD/ Participant
4:15-4:45 PM	Next Steps	
4:45-5:00 PM	Closing program	
Day 4: April 19, 2024 (Friday)		
8:00 AM -5:00 PM	Departure of Participants	