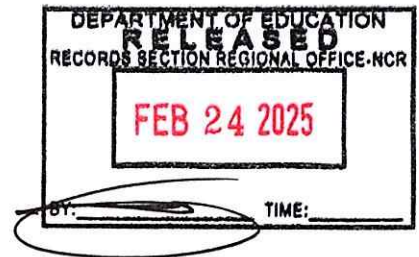




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025-181**

**TO :** **NOEL D. BAGANO**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent, Valenzuela City

**ARNEL M. PERALTA**  
 Education Program Supervisor  
 Education Support Services Division

**All Others Concerned**

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT:** **INVITATION TO PARTICIPATE IN THE DATA GATHERING WORKSHOP ON THE POLICY ON LEARNER FORMATION PROGRAMS MONITORING AND EVALUATION**

**DATE :** February 10, 2025

- Attached is a copy of an Advisory dated February 12, 2025 and Unnumbered Memorandum DM-OUOPS-2025-11 from **DR. DEXTER A. GALBAN**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, Pasig City, dated January 20, 2025, regarding the Invitation to Participate in the Data Gathering Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation on March 17-21, 2025 at Hotel Carmelita, Tuguegarao City, Cagayan.
- This activity aims to identify performance indicators aligned with those outlined in the Basic Education Development Plan (BEDP) and enhance the existing Monitoring and Evaluation tools utilized by the BLSS-YFD and other DepEd offices.
- Listed below are the following participants requested to attend the said workshop:

NAME	DESIGNATION/POSITION	DIVISION/OFFICE
Arnel M. Peralta	Education Program Supervisor	ESSD, DepEd-NCR
Elias Adrian K. Santos II	Project Development Officer I	Valenzuela City



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)






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

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3. Travel and other related expenses to be incurred in the conduct of the said activity may be charged to local funds, subject to the usual accounting and auditing procedures.
4. Attached is the Indicative Program of Activities as Annex B, for reference.
5. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operation



Enclosed: as stated



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)



Certificate No. PNP 0285  
24.03.2012



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

### ADVISORY

February 12, 2025

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), would like to inform all concerned that the schedule for the **Data Gathering and Consultation Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation and Learner Participation Framework** has been **rescheduled**. The workshop will now take place from **March 17-21, 2025**, instead of the originally scheduled February 17-21, 2025, at the same venue.


This adjustment is due to scheduling conflicts involving key participants and the ongoing clearance, in accordance with the **"Guidelines on the Conduct of and Participation in Capacity-Building Activities, and Strategic and Operational Planning Organized by the DepEd Central Office,"** which ensures compliance with required process.

Additionally, it will allow for the resolution of venue-related issues, ensuring the workshop is implemented smoothly and productively.

For further clarification, please contact Dr. Gina L. Cruz, Senior Education Program Specialist, Officer-in-Charge of the BLSS-YFD, via email address at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or through telephone number at 8-636-6549.

Please be guided accordingly. Thank you.

Approved by:

  
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations  
Officer-in-Charge

Office of the Undersecretary for Operations

blss-yfd/GRV/02122025





Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-11-\_\_\_\_\_

TO : **Regional Directors**  
**Schools Division Superintendent**  
**Regional and Division Youth Formation Coordinators**  
**All Others Concerned**

FROM : **DR. DEXTER A. GALBAN**  
*Assistant Secretary, Office in Charge*  
Office of the Undersecretary for Operations

SUBJECT : **INVITATION TO PARTICIPATE IN THE DATA GATHERING WORKSHOP ON THE POLICY ON LEARNER FORMATION PROGRAMS MONITORING AND EVALUATION**

DATE : February 10, 2025

The Operations Strand, through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct a **Data Gathering and Consultation Workshop on Learner Formation Programs Monitoring and Evaluation (M&E)** on **February 17-21, 2025** (including travel time), at **Hotel Carmelita, Tuguegarao City, Cagayan**.

This activity aims to:

1. Identify performance indicators aligned with those outlined in the Basic Education Development Plan (BEDP), ensuring their applicability across all governance levels—region, division, and schools; and
2. Revisit and enhance existing Monitoring and Evaluation (M&E) tools utilized by the BLSS-YFD and other DepEd offices to improve the effectiveness and coherence of program assessments and reporting mechanisms.

In light of this, **two representatives from each region: one from the Regional Office and one from the Schools Division Office** are hereby requested to actively participate in the said activities. As such, they shall meet the qualifications outlined in **Annex A**.

For confirmation of attendance, please have the designated representatives complete the **online registration form** via this link: <https://tinyurl.com/RegForm-DGCLFME> on or before **February 13, 2025, Thursday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper.

For reference, the Indicative Program of Activities is attached as **Annex B**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, your staff may reach us via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or through telephone number at 8-636-6549.

Immediate dissemination of and appropriate action for this Memorandum is desired.

[BLSS-YFD/GRV/20250114]

**Annex A.**

**GUIDELINES ON THE SELECTION OF PARTICIPANTS**

The selection of participants from the **Region and Division** in the **Data Gathering and Consultation Workshop on the Policy on the Learner Formation Programs Monitoring and Evaluation (M&E)** shall adhere to the following guidelines listed below:

**Regional Representative**

- a. All Regional Youth Formation Coordinators (RYFCs) are requested to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- b. The alternate representative to be designated must be handling the monitoring and evaluation of the Region and receive an official endorsement from the respective RYFC.

**Division Representative**

- a. Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC.
- b. Actively involved in the implementation of Youth Formation PPAs. It is preferred, but not required, to have attended any activity related to monitoring and evaluation.
- c. Implemented mechanisms through innovative approaches in terms of monitoring and evaluating the performance of schools in implementing Youth Formation PPAs.

Kindly note that each region is expected to identify a total of **two (2) participants only**.



**Annex B.**

**INDICATIVE PROGRAM OF ACTIVITIES**

**Data Gathering and Consultation Workshop on the Policy on the Learner Formation Programs Monitoring and Evaluation (M&E)**

February 17–21, 2025 | Hotel Carmelita, Tuguegarao City

<b>Day 1: February 17, 2025 (Monday)   Arrival of the Participants</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
07:00 a.m. – 04:00 p.m.	Travel to the Venue	
04:01 p.m. – 05:00 p.m.	Check-in and Registration	
05:01 p.m. – 07:00 p.m.	Dinner	
<b>Day 2: February 18, 2025 (Tuesday)   Opening Program, Plenary Session, and Simultaneous Workshop</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
07:00 a.m. – 08:30 a.m.	Breakfast and Preparations	
08:31 a.m. – 08:45 a.m.	Preliminaries	YFD TWG
08:46 a.m. – 09:00 a.m.	Roll Call and Recap	
09:01 a.m. – 10:30 a.m.	Introduction of Youth Formation and its Programs, Projects, and Activities	
10:31 a.m. – 11:00 a.m.	Mental Health Break	
11:01 a.m. – 12:00 n.n.	Discussion of Learner Formation Framework	YFD TWG
12:01 p.m. – 01:00 p.m.	Lunch Break	
01:01 p.m. – 03:00 p.m.	Mapping of existing/ current indicators for Learner Formators PPAs	Participants
03:01 p.m. – 03:15 p.m.	Mental Health Break	
02:16 p.m. – 05:00 p.m.	Presentation of Outputs and Critiquing	Participants
05:01 p.m. – 07:00 p.m.	Dinner	
<b>Day 3: February 19, 2025 (Wednesday)   Simultaneous Workshop Activities</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
07:00 a.m. – 08:30 a.m.	Breakfast and Preparations	
08:31 a.m. – 08:45 a.m.	Preliminaries	Participants and YFD TWG
08:46 a.m. – 09:00 a.m.	Roll Call and Management of Learning	
09:01 a.m. – 12:00 n.n.	Measuring Success: Defining Indicators for Learner Formation aligned with BEDP and Learner Support Framework	
12:01 p.m. – 01:00 p.m.	Lunch Break	
01:01 p.m. – 03:00 p.m.	Presentation of Outputs and Critiquing	Participants
03:01 p.m. – 03:15 p.m.	Mental Health Break	
03:16 p.m. – 05:00 p.m.	Creating a Unified Tool for Learner Formation	Participants
05:01 p.m. – 07:00 p.m.	Dinner	

<b>Day 4: February 20, 2025 (Thursday)   Simultaneous Workshop Activities</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
07:00 a.m. – 08:30 a.m.	Breakfast and Preparations	
08:31 a.m. – 08:45 a.m.	Preliminaries	Participants and YFD TWG
08:46 a.m. – 09:00 a.m.	Roll Call and Recap	
09:01 a.m. – 10:30 a.m.	Developing M&E plan	
10:31 a.m. - 10:45 a.m.	Mental Health Break	YFD TWG
10:46 a.m. - 12:00 n.n.	Presentation of Outputs and Critiquing	Participants
12:01 p.m. – 01:00 p.m.	Lunch Break	
01:01 p.m. – 03:00 p.m.	Continuation of Workshop	Participants
03:01 p.m. - 05:00 p.m.	Presentation of Outputs and Closing Program	Participants and TWG
05:01 p.m. – 07:00 p.m.	Dinner	
<b>Day 5: February 21, 2025 (Friday)   Post-Evaluation and Debriefing</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
07:00 a.m. – 08:00 a.m.	Breakfast and Preparations	
08:01 a.m. – 10:00 a.m.	Collation of Outputs	Participants and YFD TWG
10:01 am – onwards	Hotel Check-out	





Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

**MEMORANDUM**

**FOR :** **MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

**THROUGH :** **DR. DEEDEE A. GALBAN**  
Assistant Secretary for Operations

**FROM :** **DR. MIGUEL ANGELO S. MANTARING**  
Director IV  
Bureau of Learner Support Services

**SUBJECT :** **COMPLETE STAFF WORK ON THE APPROVAL OF DOCUMENTS RELATED TO THE DATA GATHERING WORKSHOP ON THE POLICY ON (1) LEARNER FORMATION PROGRAMS MONITORING AND EVALUATION AND (2) LEARNER PARTICIPATION FRAMEWORK**

**DATE :** January 23, 2025

**I. Background Information**

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) will conduct a **Data Gathering and Consultation Workshop on the Policy on the (1) Learner Formation Programs Monitoring and Evaluation and (2) National Framework on Children and Youth Participation** at Hotel Carmelita, Tuguegarao City, Cagayan Valley on February 17-21, 2025.

This data gathering and consultation workshop is part of the BLSS-YFD's continuing efforts to streamline the reporting mechanisms of the field offices to Central Office in relation their implementation of Learner Formation Programs, Projects, and Activities (PPAs) and measure the overall impact of PPAs to the education sector. Furthermore, this will allow the Department of Education to integrate learner participation into educational policies, programs, and decision-making processes.

These activities aim to (1) create a policy that will provide a unified and simplified monitoring and evaluation tools for Learner Formation PPAs and streamlined reporting mechanisms aligned with the Learner Support Framework and Basic Education Development Plan; and (2) develop and institutionalize a formal structure for learner participation within the education system.

## **II. Objectives**

1. To identify the performance indicators to measure applicable to all governance levels (region, division, and schools).
2. To revisit existing Monitoring and Evaluation (M&E) tools used by YFD and other DepEd Offices.
3. To outline the specific methods that will be used to collect data on the indicators.
4. To specify how the data collected will be analyzed to determine progress toward achieving the objectives of the office anchored with BEDP.
5. To specify the mechanism for providing feedback on the findings of the evaluation to stakeholders, including program staff, funders, and other interested parties.
6. To gather and analyze data on learner participatory needs and experiences to inform policy development and improve participation efforts.

## **III. Expected Output**

By the end of the session, a draft monitoring and evaluation plan and tool shall be formulated. This report will be used to craft the policy and will undergo a series of validation and finalization. In addition, gathered insights from education stakeholders shall enhance the conduct of learner-centered projects, programs, and activities.

## **IV. Availability of Funds**

Budgetary requirements for the activity are accounted in the 2024 Learner Support Funds – Continuing, subject to the existing rules and regulations set by the Department. The funds for this activity were already obligated by the Schools Division Office of the City of Ilagan. This was due to the rescheduling of the activity caused by the impact of a series of typhoons during the last quarter of 2024.

## **V. Potential Benefit / Challenges (as needed)**

The data gathering and consultation workshop will yield significant benefits at minimal to no cost. Engaging diverse stakeholders will enhance the policy's effectiveness and adaptability. The expected output will provide clear, standardized guidelines that will streamline the monitoring and evaluating of Learner Formation PPAs.

## **VI. Clear Statement of Request / Recommended Action**

The BLSS-YFD kindly requests your review and approval of the enclosed document containing the request for participants for the data gathering and consultation workshop.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may reach us via email at [blss.vfd@deped.gov.ph](mailto:blss.vfd@deped.gov.ph) or through telephone number at 8-636-6549.

Thank you very much.

*Enclosures: (1) Invitation to Participate in the Data Gathering Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation addressed to Field Offices, Office of the Assistant Secretary for Operations and BLSS-QD; (2) Invitation to be a Resource Speaker and Participate in the Data Gathering Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation; (3) Invitation to Participate in the Workshop on Data Gathering and Consultation on the Development of Learner Participation Framework*

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- Approved*
- Disapproved*
- Further Comments/Remarks*

blss-yd/GRV/20250114