



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

December 2, 2024

DIVISION MEMORANDUM

No. 772 s. 2024

**OPTIMIZING MONITORING AND EVALUATION: ENSURING SUCCESSFUL
IMPLEMENTATION OF THE MATATAG CURRICULUM**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In adherence to DepEd Order No. 10, s. 2024 titled Policy Guidelines on the Implementation of the MATATAG Curriculum, this Office, through the School Management, Monitoring, and Evaluation (SMME) Unit of the School Governance and Operations Division (SGOD), will conduct a training titled **Optimizing Monitoring and Evaluation: Ensuring Successful Implementation of the MATATAG Curriculum** on **December 26-28, 2024**. The venue will be announced later. This course is accredited by the Professional Regulation Commission with **Accreditation No. PTR-2024684-7133** with **12 CPD Units**.
2. This activity aims to:
 - discuss the significance of monitoring and evaluation (M&E) and its relevance, objectives, development efficiency, effectiveness, impact, and sustainability;
 - prepare the M&E plan articulating activities and timelines for division and school-based training programs;
 - strengthen commitment to implement the M&E Plan; and
 - synthesize the rationale of the Basic Education M&E Framework and its relevance to the training on the MATATAG Curriculum for Teachers and School Leaders.
3. Attached are the training matrix, the list of participants, and the composition of the program management team for your reference.
4. The participants should bring laptop, extension cord, and portable Wi-Fi.



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5. The food of the participants, as well as the board and lodging of the program management team and trainers relative to the conduct of this activity shall be charged against the downloaded funds while the travel expenses of the participants shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
6. Participants and trainers are titled to service credits in accordance with DepEd Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
7. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As Stated

Reference: None

To be indicated in the Perpetual Index under the following subject

MONITORING AND EVALUATION

TRAINING



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Enclosure No. 2 to SDM No. 772, s. 2024

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IMPLEMENTATION OF THE MATATAG CURRICULUM**

LIST OF PARTICIPANTS:

1. Rina L. Subade
2. Helarion C. Llanera Jr.
3. Andy Artates
4. Elena Bulacan
5. Francisco Valentin
6. Gina David
7. Christine Luza
8. Marifi Bagares
9. Ramona Barrientos
10. Juddy Ann Denaga
11. Mamerto Eusebio
12. Marlon Rellente
13. Rowena Luza
14. Ma. Kathleen Gapi
15. Mary Cris Ibanez
16. Reynaldo Dorado
17. Alther Sonio
18. June B. De Asis
19. Elizabeth M. Toledo
20. Elena S. Sajonia
21. Geraldine T. Gialogo
22. Federico B. Barrera
23. Aileen B. Buenvenida
24. Joanah V. Rojo
25. Alex B. Bitamor

LIST OF RESOURCE PERSONS:

1. Dr. Jingky L. Dioso
2. Ronald D. Dile
3. Dr. Immaculada J. Amores
4. Dr. Victoria Cartujano
5. Dr. Lalain Vito – Decio
6. Emmanuel V. Lati
7. Mary Grace A. Atinon



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MEMBERS OF THE TECHNICAL WORKING GROUP:

1. Arnold Delfin
2. Kenneth Client Ortiz
3. Emilio Fer Villa
4. Lea Palmes
5. Joel Borce
6. Retchie Bayhon
7. Candelaria Talabucon
8. Cherry Aminoso



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Enclosure No. 1 to SDM No. 772, s. 2024

**OPTIMIZING MONITORING AND EVALUATION:
ENSURING SUCCESSFUL IMPLEMENTATION OF THE MATATAG CURRICULUM**

PROGRAM OF ACTIVITIES

Time	Duration	Activity	Resource Speaker
Day 0			
		Arrival/Registration/Pre-test/Walkthrough	Program Management Team (PMT)
DAY 1			
MORNING SESSION			
8:00-8:50	50 minutes	Opening Program and Levelling of Expectations	
8:50 – 9:50	1 hour	Session 1: Basic Education Monitoring and Evaluation Framework (BEMEF)	Ronald D. Dile Senior Education Program Specialist - SMME
9:50 -10:00	10 minutes	HEALTH BREAK	
10:00 – 12:00	2 hours	Session 2: The MATATAG Curriculum & Program Design and Facilitation Skills Standards	Dr. Immaculada J. Amores Senior Education Program Specialist - HRD
LUNCH BREAK			
AFTERNOON SESSION			
1:00-2:00	1 hour	Session 3: DM No. 044, s. 2023 M&E Standards and Procedures & PD Delivery Standards	Dr. Jingky L. Dioso EPS-QAD
2:00-2:10	10 minutes	HEALTH BREAK	
2:10-4:40	2 hours and 30 minutes	Session 4: M&E on Governance and Management, the Roles and Responsibilities of M&E Officer and Coordinators on the	Dr. Victoria P. Cartujano SEPS-SMME Schools Division Office of Roxas City



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		training implementation and M&E plan for the MATATAG Curriculum Training for Teachers and School Leaders	
4:40-5:00	20 minutes	End of Day Evaluation	Monitoring and Evaluation Team

Day 2

MORNING SESSION

8:00-8:30	50 minutes	Preliminary/Management of Learning	
8:30-10:30	2 hours	Session 5: Crafting of Division M&E Plan for Officers/Coordinators and M&E Tool for SDO and School Based Monitors	Dr. Jingky L. Dioso EPS-QAD
10:30-10:50	20 minutes	HEALTH BREAK	
10:50AM-12:00AM	1 hour and 10 minutes	Session 6: Workshop on Refining of Monitoring and Evaluation Tools *Program Delivery Quality Standards Checklist *Professional Development (PD) Compliance Monitoring Tool	Dr. Lalaine Vito - Decio EPS II-SMME SDO Roxas City
1:00-4:40	3 hours and 40 minutes	Continuation of Session 6: Workshop on Refining of Monitoring and Evaluation Tools *Target Participants Profile Sheet & Actual Participants Profile Sheet *List of Resource Persons/ Subject-Matter Experts Checklist *MATATAG Training End-of-Day Evaluation Form *M&E Report Template 1:End-of-the Day Evaluation Per Class *M&E Report Template 2: Consolidated End-of-the Day Evaluation Results	Mr. Ronald D. Dile SEPS-SMME
4:40-5:00	20 minutes	End of Day Evaluation	

DAY 3



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MORNING SESSION			
8:00-8:30		Preliminary/MOL	
8:30-10:30	2 hours	Continuation of Session 6: Workshop on Refining of Monitoring and Evaluation Tools *M&E Report Template 3A: Level 2 Evaluation Results per Class (Pre-Test and Post Test) *M&E Report Template 4- Consolidates Pre-test and Post Test Result & End of Program Evaluation Results *M&E Report Template 3B & 3B1_ Level 2 Evaluation Results Per Class (Outputs)	Ronald D. Dile Dr. Victoria Cartujano Dr. Lalaine Vito - Decio
10:30-10:40	10 minutes	HEALTH BREAK	
9:30PM 12:00PM	2 hours and 3 minutes	Session 7: Workshop on Data Consolidation Method on M&E of Learning Management and Workshop on M&E Reporting for the MATATAG Curriculum Training	Ronald D. Dile Dr. Victoria Cartujano Dr. Lalaine Vito - Decio
LUNCH BREAK			
AFTERNOON SESSION			
1:00-3:00	2 hours	Presentation and Critiquing of Outputs	Ronald D. Dile Dr. Victoria Cartujano Dr. Lalaine Vito - Decio
3:00-3:20	20 minutes	HEALTH BREAK	
3:20-4:00	40 minutes	Post Test and End of Program Evaluation	
4:00-5:00	1 hour	Closing Program	



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