



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
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Date: FEB 06 2025

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Section/ Unit Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **MANAGEMENT OF QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) OF LEARNING AND DEVELOPMENT (L&D) PROGRAM IMPLEMENTATION**

DATE: February 5, 2025

1. Quality Assurance, Monitoring and Evaluation (QAME) is the mechanism that monitors the effectiveness and ensures the attainment of the desired level of quality of the expected output of the conduct of Learning and Development (L&D) activities and giving attention to every stage of the QAME process and every sub-system from learning needs assessment to learning evaluation.
2. In view thereof, this Office, through Project QAMESTAHAN (**Q**uality **A**ssurance, **M**onitoring and **E**valuation, and **T**echnical **A**ssistance) of the School Governance and Operations Division – School Management, Monitoring and Evaluation, informs the SDO Functional Divisions, Units and Sections that L&D Activities that are to be conducted three or more days shall be subjected to QAME led by the SMM&E, if less than three days, it shall be managed by the training management or the end-user using the QAME tools.
3. For the L&D program implementation subjected to QAME, the end-user shall coordinate with the SGOD-SMM&E during the planning stage. Moreover, copy of approved L&D proposal including the M&E Plan shall be furnished to the same office five working days prior to the conduct of the scheduled activities.

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4. In case of changes of schedule of the said activity, the end-user shall communicate with SGOD-SMM&E. QAME Associates shall be deployed to the venue during the training to conduct on-site monitoring of the L&D activities implemented.
5. The debriefing activities shall be conducted every after the last session of the day by the QAME Associates with the learning facilitators and training management for remarkable accomplishments, areas for improvement with resolutions, and preparation for the next day sessions.
6. The QAME Report shall be provided to the concerned Office/Program Owners three to five days after the L&D activity and shall be presented during the Quarterly Hindsight (Program Implementation Review).
7. For queries and clarification, please contact the School Governance and Operations Division, through Fretzie P. Alcantara, SEPS – SMM&E at email address fretzie.alcantara@deped.gov.ph
8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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