



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet



Document Code: **SDOBENG-GQF-QF-OSDS-003**
 Revision: 00
 Effectivity date: 09-03-2018

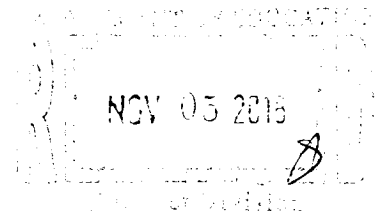
DIVISION MEMORANDUM

SGOD-SMME

Name of Office: **OSDS**

October 11, 2018

No. 258 s. 2018



**To: Public Schools District Supervisors/Coordinating Principal
 Public Elementary and Secondary Schools Heads
 SGOD & CID Chief Education Supervisors**

**From: MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent**

**Subject: Conduct of Division Roll-out on the Quality Assurance Technical Assistance
 Monitoring Evaluation (QATAME) Associates Pool Development Training-Workshops**

1. A three-day Division Roll-out on the Quality Assurance Technical Assistance Monitoring Evaluation (QATAME) Associates Pool Development Training-Workshop will be conducted on November 12-14, 2018, at Highland Villa Hotel, Bokawakan Rd. Baguio City.
2. The objective of the roll-out is to capacitate division, district and school personnel on the conduct of QATAME in trainings and other similar interventions. Further, is to have a Division QATAME Pool of Associates ready for the Regional Pool for possible 2019 National Certification of QATAME Associates by NEAP, DepEd- Central Office.
3. Participants to this Roll-out are the following:

Participants	Number
School Heads per district (1 ES & 1 HS)	28
PSDS / CP	14
Identified SDO Personnel	12
Facilitators	6
Total	60

4. Travel expenses relative to the participation to said activity will be charged to local funds while meals and snacks starting from morning snack of the first day until the afternoon snack of the third day will be charged to SDO funds subject to usual accounting and auditing rules and regulations.
5. For information and compliance of all concerned.



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet



Document Code: **SDOBENG-GQF-QF-OSDS-003**
Revision: 00
Effectivity date: 09-03-2018

DIVISION MEMORANDUM

SGOD-SMME

Name of Office: **OSDS**

GENERAL MATRIX

DAY 1

Time	Activities	Facilitator/Speaker	Expected Output
		Facilitator: Ms. Corazon Quipot	
7:30-8:00am	Registration and opening Program		
8:00- 10:00am	L & D System & its standards	Mrs. Brylen Moresto	
10:00 – 10:15am	SNACK BREAK		
10:15- 12:00noon	QATAME Associates Competency Standards	Mr. Ceasar Luma-ang	
12:00 – 1:00pm	LUNCH BREAK		
1:00 – 3:00pm	Tools and Forms Pre-Implementation During the intervention Post Implementation	Virginia V. Basatan	
3:00- 3:15pm	SNACK BREAK		
3:15 – 5:00pm	Continuation of forms & tool		

DAY 2

Time	Activity/ies	Facilitator : Stephen Bulalin	Expected Output
7:30am – 8:00am	MOL	C/O	
8:00- 10:00	Creation and administration of online evaluation tool/link	Ms. Anna Fe Anton	
10:00- 10:15am	Break		
10:30 – 12:00am	Workshop I		
12:00- 1:00am	Lunch Break		
1:00 – 3:00pm	Data Analysis (quantitative and qualitative)	Elmer Sagubo	
3:00 – 3:15pm	Break		
3:15- 5:00pm	Workshop II		

DAY 3

Time	Activities	Facilitator: Joven Agtani	Expected Output
7:30 – 8:00am	MOL	C/O	
8:00- 10:00am	Noting Critical Incident using the Situation-Task-Action-Result (STAR) Approach - Workshop	Elmer Sagubo	
10:00- 10:15am	Break		
10:15 – 12:00am	Managing Focus Group Discussion (FGD) and Debriefing Presenting Feedback - workshop	Corazon Quipot	
12:00- 1:00am	Lunch Break		
1:00 – 3:00pm	Preparation of Program Completion Report (PCR) - workshop	Corazon Quipot	
3:00 – 3:15pm	Break		
3:15- 4:30pm	Wrap-up		



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet



Document Code: **SDOBENG-GQF-QF-OSDS-003**
Revision: 00
Effectivity date: 09-03-2018

DIVISION MEMORANDUM

SGOD-SMME

Name of Office: **OSDS**

Participation to the Conduct of Division Roll-out on the QATAME Associates Pool Development Training –Workshops.

District/Office	SCHOOL	Name	Contact Number
I. Atok a. CP	District Office	1. Simon T. Bakian	
b. ES	Camp 30 ES	2. Wilson E. Taquio	
c. HS	Camp 30 NHS	3. Rosita F. Briones	
2. Bakun a. PSDS	District Office	4. Molly M. Ablaza	
b. ES	Tap-ayao-Abiyang ES	5. Christina Fongafong	
c. HS	Bakun NHS	6. Rosalie Anhibey	
3. Bokod a. PSDS	District Office	7. Gloria M. Suayan	
b. ES	Kawal ES	8. Esther B. Basilio	
c. HS	TSHI- Ambuklao	9. Arthur Claudio	
4. Buguias a. CP	District Office	10. Onofre Limpayos	
b. ES	Buguias CS	11. Agrifina B. Magan	
c. HS	Sinipsip NHS-Natubleng	12. Divina Calubandi	
d. HS	Loo NHS	13. James Tamocag	
5. Itogon I a. PSDS	District Office	14. Rosita T. Dayag	
b. ES	Tuding ES	15. Nestor Asiong	
c. HS	Loacan NHS	16. Virginia Fausto	
6. Itogon II a. PSDS	District Office	17. Abrosio T. Atew	
b. ES	Itogon CS	18. Juliet K. Baldo	
c. HS	Ampucao NHS	19. Bivian B. Cuh-ing	
d. HS	Alejo M. Pacalso MNHS	20. Edgar Tomino	
7. Kabayan a. PSDS	District Office	21. Joseph A. Pacpaco	
b. ES	Kabayan CS	22. Bernalyn Palgue	
c. HS	Adaoay NHS-Abucot	23. Wilbur Gondales	
8. Kapangan a. PSDS	District Office	24. Alladin Dobinto	
b. ES	Lomon ES	25. Noel T. Winnan	
c. HS	GBDAIS- Main	26. Jane A. Angluben	
9. Kibungan a. PSDS	District Office	27. Ludinia A. Sano-an	
b. ES	Kibungan ES	28. Suela A. Vencio	
c. HS	Kibungan NHS	29. Alicia T. Palsa-en	
10. La Trinidad a. PSDS	District Office	30. Melchor Tican	
b. ES	La Trinidad CS	31. Jonalyn Padillo	
c. ES	Buyagan ES	32. Lorna Wallit	
d. HS	La Trinidad NHS	33. Constancia Jane Cadias	
e. HS	Benguet NHS - Main	34. Mary Ann B. Malipe	
II. Mankayan a. PSDS	District Office	35. Delarosa V. Delmas	
b. ES	Cabiten ES	36. Noreen Espenocilla	
c. ES	Taneg ES	37. Juliet Daganos	
d. HS	Bulalacao NHS	38. Clariza Tad-o	
e. HS	Lepanto NHS	39. Giltrude L. Palod	
f. HS	Mankayan NHS	40. Grace P. Diano	



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet



Document Code: **SDOBENG-GQF-QF-OSDS-003**
 Revision: 00
 Effectivity date: 09-03-2018

DIVISION MEMORANDUM

SGOD-SMME

Name of Office: **OSDS**

12. Sablan a. CP	District Office	41. Jonathan G. Sadey	
b. ES	Sablan NHS- Main	42. Mildred Sepulchre	
c. HS	Jose Gonzales ES	43. Nilo D. Oyam	
13. Tuba a. PSDS	District Office	44. William D. Abance	
b. ES	Nagalisan ES	45. Mildred D. Marquez	
c. HS	Evelio Javier NHS-Annex	46. Florence Pawig	
14. Tublay a. CP	District Office	47. Erlinda C. Quinuan	
b. ES	Palew ES	48. Linda C. Tambic	
c. HS	TSHI - Main	49. George Api-it	
SDO	SGOD - SMN	50. Stephen Bulalin	
SDO	SGOD - SHNS	51. Russel Kristine Wagus	
SDO	SGOD - PDO	52. Joven Agtani	
SDO	SGOD	53. Lester Balagot	
SDO	OSDS	54. Anna Fe Anton	
Facilitators	SGOD EPS	55. Ceasar Luma-ang	
Facilitators	SGOD HRD	56. Brylen Moresto	
Facilitators	SGOD SMME	57. Elmer Sagubo	
Facilitators	ICT	58. Eric Wanson	
Facilitators	SGOD - HRD	59. Corazon Quipot	
Facilitator	SGOD	60. Virginia V. Basatan	