



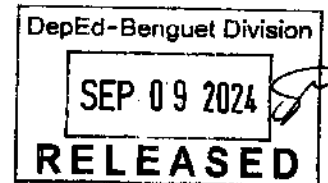
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

06 September 2024

**DIVISION MEMORANDUM**

No: 315 s. 2024

To: Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors- SGOD and CID  
Public Schools District Supervisors/ Districts In-charge  
Concerned Schools Heads and other Non-Teaching Personnel  
All Others Concerned



**DIVISION CAPACITY BUILDING OF FIELD PERSONNEL ON MONITORING AND EVALUATION  
(CAPB ON M&E)**

1. Consistent with the institutionalization of the Basic Education and Monitoring Evaluation Framework (BEMEF) in the Department of Education and in support of the MATATAG Agenda, the Schools Division of Benguet- Schools Governance and Operations Division- School Management, Monitoring and Evaluation (SMME) will conduct the **Division Capacity Building on Monitoring and Evaluation (CapB on M&E)** for field personnel on **September 16-18, 2024** at **Calajo Restaurant, Km. 6 La Trinidad, Benguet**.
2. The CapB on M&E seeks to capacitate the field personnel and program owners into the concepts and principles of monitoring and evaluation (M&E) and strengthen the conduct of M&E in the school's programs, projects, and activities.
3. The activity will emphasize the four phases of the M&E Framework: Phase I-Basic Concepts of M&E and Theory of Change (ToC), Phase II- Data Collection and Management, Phase III- Data Analysis, and Phase IV- Results Dissemination and Reporting. Participants will be engaged in workshops, simulations, and planning activities.
4. At the end of the training, participants are expected to develop a Monitoring and Evaluation plan. Further details on the list of participants (duly recommended by their respective PSDSs and PSDIs) and training requirements are included in Enclosure A. All participants shall complete the pre-registration form and diagnostic test through this link- <https://bit.ly/PREManDE>
5. Meals and snacks shall be chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations. At the same time, traveling and other expenses shall be charged to local school funds.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESQ V**  
Schools Division Superintendent

smme/2024



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**Enclosure No. 1: Indicative Program Matrix**

TIME	TOPIC	PERSON/S INVOLVED
<b>Day 1: Opening, Importance of M&amp;E, and Core Process 1</b>		
8:00-9:00	Registration	c/o PMT
9:01-10:00	Opening Program <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Welcome Remarks</li> <li>• Message</li> <li>• Statement of Purpose and Program Matrix</li> <li>• Expectation Setting</li> </ul>	
10:01- 10:15	Health Break	
10:16- 12:00	<b>Importance of Monitoring and Evaluation in Basic Education</b>	DepEd-CAR- Quality Assurance Division
12:01- 1:00	Lunch	
1:01-4:30	Management of Learning <b>Session 1: Core Process 1 Basic Concepts on M&amp;E and Theory of Change</b>	Assigned Districts SGOD-SMME
4:31-5:00	Check out Form and Administrative Announcements	c/o PMT
<b>Day 2: Core Processes 2 and 3</b>		
8:00-8:15	Management of Learning	Assigned Districts
8:16-12:00	<b>Session 2: Core Process 2 Data Collection and Management</b>	DepEd-CAR- Quality Assurance Division
12:01-1:00	Lunch	
1:01-4:30	Management of Learning <b>Session 3: Core Process 3 Data Analysis</b>	Assigned Districts Resource Speaker & SGOD-SMME
4:31-5:00	Check out Form and Administrative Announcements	c/o PMT
<b>Day 3: Core Process 4, Synthesis, Ways Forward and Closing</b>		
8:00-8:15	Management of Learning	Assigned Districts
8:16-10:00	<b>Session 4: Information, Dissemination, Reporting and Utilization</b>	SGOD SMME
10:01-10:15	Uninterrupted Health Break	
10:16-12:00	<b>Synthesis Ways Forward and Agreements Closing Program</b>	c/o PMT
12:01-1:00	Lunch	
1:01-2:00	Evaluation and Closing Program	c/o PMT



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## Enclosure No. 2: Participation and Training Requirements

1. **Pre-Training Requirements:** Before the training, participants must accomplish the diagnostic test through this link - <https://bit.ly/PREManDE>. This will also serve as their pre-registration and confirmation.
2. **Training Requirements:** Participants are expected to attend the three (3) full-day activities. Participants shall fulfill the following requirements to receive a Certificate of Completion:
  - **Attendance:** Attendance of not less than 90% of the total number of training hours. If a participant needs to leave early due to emergency, urgent, or other important matters, s/he shall submit a letter bearing the reason for early departure and signed by their immediate supervisor to the program management team to be issued with a certificate of appearance. If there is a case of replacement of participants, kindly notify the SGOD-SMME on or before September 13, 2024.
  - **Training Outputs:** Submission of group workshop outputs- Theory of Change (ToC) and Monitoring and Evaluation (M&E) Plan>
  - **Training Assessments:** These include (1) pre-and post-training assessments (diagnostic tests) and (1) evaluation of the training program and resource speakers.
3. **Administrative and Logistical Arrangement:** The following are the administrative and logistical arrangements.
  - **Electronic Devices:** Participants shall use laptops as all training exercises and workshops are computer-based.
  - **Office 365 Accounts:** Participants shall have Office 365 Accounts. All workshop outputs and materials shall be uploaded via a shared drive to be presented during the training.
  - **Venue and Meals Arrangements:** The training will be in-person at Calajo Restaurant, Km 6, La Trinidad, Benguet. The first meal is morning snack of Day 1 and the last meal is lunch of Day 3.
  - **Travel Expenses:** Transportation and incidental expenses of the participants shall be charged against local funds per office/school subject to the usual accounting and auditing rules and regulations.

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## Enclosure No. 3: List of Participants



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**Enclosure No. 3: List of Participants**

No.	District	Name	School/Office
1	Atok	Jana C. Tomey	Sabdjat ES
2	Atok	Hazel C. Evasco- Bagayao	Camp 30 ES
3	Atok	Cherrylyn B. Embes	Pasdong ES
4	Bokod	Arnold Manio	Bokod NHS
5	Bokod	Leni Lou Willy	Ambangeg NHS
6	Bokod	Shylyne T. Simon	Palansa ES
7	Bokod	Gisela B. Laureta	Karao Tribe ES
8	Bakun	Dolores G. Fidel	Sinacbat ES
9	Bakun	Louella Q. Pimentel	Ampusongan ES
10	Bakun	Junalyn S.Palking	Ampusongan NHS
11	Buguias	Kristyann Maanao	Abatan ES
12	Buguias	Divina T. Calubandi	Catlubong NHS
13	Buguias	Rosita F. Bosantog	Amlimay IS
14	Buguias	Gloria B. Cadap	Sinipsip NHS
15	Itogon I	William C. Sarape	Botic ES
16	Itogon I	Randall R. Napeek	Maximino Lopez ES
17	Itogon I	Philip F. Fowaya	Domolpos ES
18	Itogon II	Emelda G. Amancio	Itogon CS
19	Itogon II	Ruth W. Eslao	Lab-ang CS
20	Itogon II	Jessica Deo	Balatoc ES
21	Itogon II	Joana Marie Colas	Ampucaao NHS
22	La Trinidad	Norwin Pingo	Bineng ES
23	La Trinidad	Julie Anne B. Soriano	Longlong ES
24	La Trinidad	Greg F. Garcia	Bineng ES
25	Kabayan	Jenneth M. Bastian	Kabayan Central IS
26	Kabayan	Janelle Bugnay	Mt. Pulag ES
27	Kabayan	Jamaica L. Pulong	Tawangan ES
28	Kapangan	Imelda P. Mang-osan	Kapangan NHS
29	Kapangan	Agrifina P. Compala	Pudong ES
30	Kapangan	Jennalyn Bay-an	Kapangan CNHS
31	Kapangan	Jordan Mendoza	Taba-ao IS
32	Kibungan	Cynthia V. Calavera	Madaymen NHS
33	Kibungan	Ike B. Danio	Sapdaan PS
34	Kibungan	Hacen S. Norman	Legleg BS
35	Mankayan	Sharon B. Angupa	Mankayan NHS
36	Mankayan	Nathalie P. Lagan	Lepanto ES
37	Mankayan	Margaret Loise J. Dawang	Am am ES
38	Mankayan	Joan Daniel	Mankayan CS
39	Sablan	Meriam Napile	Palali ES
40	Sablan	Jane Angluben	Sablan NHS
41	Sablan	Elrodiza Bautista	Michael G. Angel ES
42	Tuba	Johnson B. Abance	San Pascual ES

43	Tuba	Susan C.Pio	Marcelo Marquez NHS
44	Tuba	Ernesto Andawe Jr.	Lubas ES
45	Tuba	Orbin Peg-ang	Miguel Palispis IS
46	Tublay	Jack K. Nebalasca	Ambongdolan ES
47	Tublay	Edwin B. Marino	Beccday CL ES
48	Tublay	Jocelyn G. Jose	Dorencio ES
49	Tublay	Melva P. Domingo	Pangablan ES
50	PMT	Gary B. Frondarina	Baguio Gold ES
51	RP/PMT	Joven B. Agtani	Division Office
52	PMT	Xylene Grail D. Kinomis	Division Office
53	RP	Rachel B. Baliked	Eastern La Trinidad NHS
54		Resource Speaker	DepEd-CAR
55		Resource Speaker	DepEd-CAR