



Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

March 13, 2023

DIVISION MEMORANDUM

SGOD No. 23 s. 2023

**IMPLEMENTATION OF QUALITY ASSISTANCE, TECHNICAL ASSISTANCE,
MONITORING & EVALUATION (QATAME)**

To: CID, SGOD & OSDS Personnel
Program Holders
Public Elementary and Secondary School Heads
This Division

1. To reinforce the **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)** and as a Division policy, the School Governance and Operations Division (SGOD) shall implement the Quality Assurance, Technical Assistance Monitoring and Evaluation (QATAME) processes in all trainings, seminar-workshops and other related activities in the Schools Division Office.
2. The procedure in the implementation of QATAME shall be followed in all trainings, seminar-workshops, and other related activities of SDO, to wit:
 - a. The Program Management Team (PMT) or the Program Holder shall request a QATAME or M&E Personnel **one week before the training, seminar-workshop, and other related activities** to the School Governance Office Division (SGOD) utilizing **QATAME Request Form**, a copy is herewith;
 - b. The Program Management Team (PMT) or the Program Holder shall submit an approved Division Memorandum with training proposal together with training matrix; and
 - c. The SGOD-SMME Section shall closely coordinate with the Program Holders to ensure QATAME procedures.
3. Trainings, seminar-workshops with 2 or more days shall be monitored by the Division M&E personnel.
4. For strict compliance of all concerned

MIGUEL P. FILLALAN, JR. CESO VI
Schools Division Superintendent

Enclosure: QATAME REQUEST FORM

Reference: As stated

To be indicated in the perpetual index under the following subjects:

SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

SM-ME

SMME/map/ 03-13-2023



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Enclosure to SGOD No. , s. 2023: QATAME REQUEST FORM

QATAME REQUEST FORM

Name of Activity:	
Inclusive Dates:	
Venue of the Activity:	
No. of Participants:	
Expected Participants:	
Requested by:	
Date of Request:	
Please attach Memo/ Schedule of Activities:	