



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*

January 27, 2020

DIVISION MEMORANDUM  
NO. 23, s. 2020

**MANAGEMENT COMMITTEE MEETING (MANCOM) CUM CAPABILITY  
BUILDING ON QUALITY ASSURANCE, TECHNICAL ASSISTANCE AND  
MONITORING & EVALUATION (QATAME)**

To: OIC, Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All concerned

1. The Schools Division Office of Kabankalan City thru School Management Monitoring & Evaluation unit will conduct Capability Building on Quality Assurance, Technical Assistance and Monitoring & Evaluation on January 29, 2020 at Zaycoland Hotel and Resort.
2. This training aims to:
  - a. capacitate the QAME Monitors and division personnel on how to make online evaluation.
  - b. review the processes involved in the QAME system on the trainings and programs conducted in their respective divisions, districts and schools and share ways to improve the QAME System.
3. Participants are CID & SGOD Chiefs, PSDS, EPS/ EPSA II, selected SGOD and Administrative personnel and Schools Heads (8 School Heads per district).
4. Participants must bring pocket wifi, laptop and extension chord.
5. Widest dissemination of this memorandum is highly desired.

  
**PORTIA M. MALLORCA Ph.D., CESO V**  
Schools Division Superintendent

(Enclosure 1 to DIV. MEMO NO. 23, s. 2020)

**CAPABILITY BUILDING ON QUALITY ASSURANCE, TECHNICAL ASSISTANCE AND  
MONITORING & EVALUATION (QATAME)**

January 29, 2020

**TRAINING MATRIX**

<b>TIME</b>	<b>Activity</b>	<b>Facilitator</b>
7:30 – 8:00	Registration	SGOD
8:01 – 9:00	Opening Program	SGOD
9:01 – 10:00	The L & D System and Its Standards	Saturnino T. Pabalinas, Jr.
10:00 – 10:00	Quality Assurance, Technical Assistance and Monitoring & Evaluation	Jonalyn A. Dela Cerna
10:00 – 12:00	Pre-Implementation, During Implementation, and Post Evaluation	Saturnino T. Pabalinas, Jr.
12:00 – 1:00	LUNCH BREAK	LUNCH BREAK
1:00 – 4:30	Online Encoding and Data Analysis	Jonalyn A. Dela Cerna and Archiebal A. Poyogao
4:30 – 5:00	Closing Program	SGOD