DIVISION MEMORANDUM
No. N-2 s. 2017

To:
Chief Education Program Supervisor - SGOD & CID
Education Program Supervisor - SGOD & CID
Public School District Supervisor
Division Planning Officer
Information Technology Officer
Senior Education Program Specialist
Education Program Specialist II
All Elementary & Secondary School Heads
School ICT/M&E Coordinators
This Division

FROM: EMMALINDA E. DUHAYLUNGSO, Ph.D., CESO V
School Division Superintendent

DATE: JUNE 10, 2017

SUBJECT: Training Workshop on the Preparation of Quality Assurance Monitoring and Evaluation (QAME) Tools for SBM & M&E Updates

1. The Division of Lanao del Norte thru SGOD Monitoring & Evaluation Section will conduct a Training Workshop on the Preparation of Quality Assurance Monitoring and Evaluation (QAME) Tools for SBM & M&E Updates at Lanao Norte National Comprehensive High School (L.N.N.C.H.S.), Lanao del Norte on the following schedule:
   - Batch 2: July 20 – 28, 2017 for ICT/M&E Coordinators

2. The training workshop aims to:
   a. provide the participants, the basic knowledge and skills in conducting Quality Assurance of the different programs and projects of the department.
   b. create quality assurance tools for the programs and projects of the department.
   c. review SBM and update M&E technology.

3. The participants are the School Heads for Batch 1 and School ICT/M&E Coordinators for Batch 2. They are required to bring laptop, pocket WiFi, extension wire and certification from Planning Office as 1 year data on KPI (Enrollment, Drop Out Rate, Completion Rate, Cohort Survival Rate, N.A.). See enclosure 1 for the list of schools and enclosure 2 for program of activities.

4. Meals and snacks shall be charged. Division INSET Funds subject to the annual accounting and auditing rules & regulations. Traveling expenses are chargeable against School MDOO, local funds subject to the annual accounting and auditing rules and regulations.

5. Immediate dissemination of this memorandum to all concerned is highly enjoined.

6. For strict compliance.
Enclosure 1 of Division Memorandum #152 dated June 13, 2017  M & E TRAINING-WORKSHOP on the Preparation of Quality Assurance Monitoring & Evaluation (QAME) TOOLS CUM SBM & SMEA UPDATES

VENUE: GUIAN FOOD HOUSE CENTER, BAROY, LANAO DEL NORTE
TIME: 8:00 am

GROUP 1: JULY 25, 2017
ALL SCHOOL HEADS OF CENTRAL SCHOOLS - 28
ALL ICT/ M & E Coordinators of Central Schools -28
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS - 9
TOTAL (65)

GROUP 2: JULY 26, 2017
ALL SCHOOL HEADS OF SECONDARY/INTEGRATED SCHOOLS-42
ALL ICT/M&E Coordinators of Secondary/Integrated Schools-42
ALL EDUCATION PROGRAM SUPERVISORS – 10
TOTAL (94)

GROUP 3 (JULY 27, 2017 - ALL ICT/M & E Coordinators) & GROUP 7 (AUG. 3, 2017 - ALL SCHOOL HEADS)
BAROY DISTRICT ---------------------------------- 9
BALOI EAST DISTRICT ----------------------------- 9
KAPATAGAN WEST DISTRICT ----------------------- 11
KAUSWAGAN DISTRICT ----------------------------- 10
LALA NORTH DISTRICT ----------------------------- 16
LINAMAON DISTRICT ------------------------------- 8
MAGSAYSAY DISTRICT ------------------------------- 7
TOTAL (70)

GROUP 4 (JULY 28, 2017 - ALL ICT/M & E Coordinators) & GROUP 8 (AUG. 4, 2017 - ALL SCHOOL HEADS)
BACOLOD DISTRICT -------------------------------- 12
BALOI WEST DISTRICT ----------------------------- 10
KAPATAGAN DISTRICT EAST DISTRICT --------------- 14
KOLAMBUGAN DISTRICT ----------------------------- 10
MAIGO DISTRICT ---------------------------------- 9
LALA SOUTH DISTRICT ----------------------------- 11
Division Nurses ------------------------------- 10
TOTAL (76)

GROUP 5 (JULY 31, 2017 - ALL ICT/M & E Coordinators) & GROUP 9 (AUG. 7, 2017 - ALL SCHOOL HEADS)
MATUNGAO DISTRICT ----------------------------- 9
MUNAI DISTRICT ---------------------------------- 7
NUNUNGAN DISTRICT ----------------------------- 5
PANTAR DISTRICT ---------------------------------- 7
PANTAO – RAGAT DISTRICT ------------------------- 9
POONAPIAGAPO DISTRICT --------------------------- 6
SALVADOR DISTRICT ------------------------------- 11
Division Nurses ------------------------------- 10
CID ----------------------------------------------- 5
TOTAL (69)

GROUP 6 (AUG. 2, 2017 - ALL ICT/M & E Coordinators) & GROUP 10 (AUG. 8, 2017 - ALL SCHOOL HEADS)
SAPAD DISTRICT ---------------------------------- 11
SULTAN NAGA DIMAPORO DISTRICT ------------------ 24
TAGOLOAN DISTRICT ------------------------------- 9
TANGKAL DISTRICT ------------------------------- 3
TUBOD EAST DISTRICT ------------------------------ 14
TUBOD WEST DISTRICT ------------------------------ 9
TOTAL (70)