



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

22 Jan 2024

**DIVISION MEMORANDUM**

No. **022** , s. 2024

ADDENDUM TO DIVISION MEMORANDUM NO. 006, SERIES OF 2024  
(CONDUCT OF SCHOOL-BASED MIDYEAR PERFORMANCE REVIEW  
AND EVALUATION AND IN-SERVICE TRAINING FOR TEACHERS)

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Relative to Division Memorandum No. 006, s. 2024 re **Conduct of School-based Midyear Performance Review and Evaluation (MPRE) and In-Service Training (INSET) for Teachers**, all schoolheads are advised to take note of the following information concerning the **Quality Assurance Monitoring and Evaluation (QAME)** of the aforementioned activity:

Stage	Needed Documents and Reports
Pre-Implementation	<ol style="list-style-type: none"> <li>1. Registration Forms</li> <li>2. Learning &amp; Development (L&amp;D) Design</li> <li>3. M&amp;E Plan for L&amp;D/PD Program</li> <li>4. Quality-assured Learning Resource Package (LRP) which includes:               <ol style="list-style-type: none"> <li>a. Session Guides</li> <li>b. Slide Decks</li> <li>c. Pre and Post Tests</li> <li>d. Curriculum Vitae of Learning Facilitator/ Resource Speaker/Subject Matter Expert (school-based)</li> </ol> </li> <li>5. PD-LR Materials Quality Standard Checklist</li> <li>6. Monitoring Checklist for venue preparation</li> </ol>
During Implementation	<ol style="list-style-type: none"> <li>1. Session Facilitator or Resource Person Performance Evaluation</li> <li>2. Workshop Output Templates</li> <li>3. Daily Attendance Sheets</li> </ol>
Post Implementation	<ol style="list-style-type: none"> <li>1. 2024 School INSET Participant Reporting Tool</li> <li>2. End-of-Program Evaluation</li> <li>3. Pre- &amp; Posttest Analysis Results</li> <li>4. Activity Documentation Report</li> </ol>

2. Templates for M&E Plan for L&D/PD Program, Session Facilitator or Resource Person Performance Evaluation, End-of-Program Evaluation, 2024 School INSET Participant Reporting Tool, and Activity Documentation Report (ADR) to be used by the schools can be accessed through this link: [bit.ly/SDOSarangani\\_MEtoolsIMPRESINSET](http://bit.ly/SDOSarangani_MEtoolsIMPRESINSET).



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3. Schoolheads are enjoined to submit the **Activity Documentation Report (ADR)** and the **2024 School INSET Participant Reporting Tool** on **February 5, 2024**, through the link <https://bit.ly/Submission2024MPREandINSETreports>.
4. Attached is the Division Monitoring and Evaluation (M&E) Tool specifying the Means of Verification (MOVs) to be inspected by the Monitoring Team.
5. The Division M&E Team is expected to convene per municipality assignment to prepare the necessary report and submit it to the School Management Monitoring and Evaluation Section for consolidation and reporting.
6. Travel and other expenses of the Division M&E Team relative to this activity shall be charged to SDO local funds subject to the usual government accounting and auditing rules and regulations.
7. For inquiries, contact Ms. Araceli J. Dinopol at 09184688641.
8. Immediate dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS  
CORRESPONDENCE  
MONITORING AND EVALUATION  
PERFORMANCE  
REVIEW  
SERVICE  
TEACHERS  
TRAINING PROGRAMS

AJD/SGOD-SMMES/DM – addendum to division memorandum no. 006, series of 2024  
(conduct of school-based midyear performance review and  
evaluation and in-service training for teachers)

0106/January 22, 2024



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**(Enclosure to Division Memorandum No. 022, s. 2024)**

DIVISION MONITORING AND EVALUATION TOOL  
FOR SY 2023-2024 MPRE AND INSET

**I. School Profile**

School						
School ID						
Schoolhead						
Contact No.						
District						
School Category	IS (K to 6)		Central Elem		Sec (G7 to G12)	
	IS (K to 10)		Elementary		Sec (G7 to G10)	
	IS (K to 12)					
No. of Teachers	Male		Female		Total	
No. of Teaching-Related Personnel	Male		Female		Total	
No. of Non-Teaching Personnel	Male		Female		Total	

**II. Conduct of MPRE and INSET**

<b>Instruction:</b> Please put a check (/) mark on the third column with requirements that have already been satisfied or are evident based on the MOVs presented. Otherwise, put a cross (x) mark. Write your observations and findings if necessary.			
Requirements	Expected MOVs	Evident/Not Evident	Observations and Findings
1. <b>AIP ALIGNMENT:</b> Were the MPRE and INSET stated in the AIP?	<ul style="list-style-type: none"><li>AIP</li></ul>		



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Requirements	Expected MOVs	Evident/Not Evident	Observations and Findings
2. <b>PARTICIPANTS:</b> Did the target participants attend and benefit from the MPRE and INSET?	<ul style="list-style-type: none"> <li>• Registration Form</li> <li>• Daily Attendance Sheets</li> <li>• 2024 School Inset Participant Reporting Tool</li> </ul>		
3. <b>LEARNING DESIGN:</b> To what extent was the delivered training program compliant with the design?	<ul style="list-style-type: none"> <li>• Approved L&amp;D Design</li> <li>• Approved M&amp;E Plan for L&amp;D/PD Program</li> <li>• Session Guide Form</li> <li>• Slide Decks</li> <li>• PD/L&amp;D Program Design Quality Standards Checklist (if QA by HRDS)</li> </ul>		
4. <b>DELIVERY APPROACH:</b> To what extent was the conducted training program compliant with the delivery approach and modality?	<ul style="list-style-type: none"> <li>• Session Guide</li> <li>• Accomplished workshop/output templates</li> <li>• Methods of delivery used</li> </ul>		
5. <b>RESOURCE EXPERTS/ RESOURCE PERSONS AND FACILITATORS:</b> To what extent was the conducted training program compliant with the roster of resource persons?	<ul style="list-style-type: none"> <li>• Curriculum Vitae of Learning Facilitator/Resource Speaker/Subject Matter Expert</li> <li>• Accomplished Session Facilitator or Resource Person Performance Evaluation</li> </ul>		



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Requirements	Expected MOVs	Evident/Not Evident	Observations and Findings
6. <b>RESOURCE PACKAGES:</b> To what extent were the learning resource packages compliant with the design in terms of content, format, and style?	<ul style="list-style-type: none"> <li>• PD-LR Materials Quality Standard Checklist (school-based)</li> <li>• Quality assured session guides and slide decks (school-based)</li> </ul>		
7. <b>LEARNING EVALUATION:</b> To what extent was the learning assessment carried out vis-à-vis the design?	<ul style="list-style-type: none"> <li>• Pre and Post Tests Analysis Results</li> <li>• Accomplished End-of-Day Evaluation/QAME Tool</li> </ul>		
8. <b>PROGRAM MANAGEMENT:</b> To what extent were the training programs managed properly by the program manager?	<ul style="list-style-type: none"> <li>• List of Program Management Team with Terms of Reference</li> <li>• Accomplished End-of-Day Evaluation/QAME Tool</li> </ul>		
9. <b>LEARNING ENVIRONMENT:</b> To what extent was the venue conducive and convenient for the training?	<ul style="list-style-type: none"> <li>• Monitoring Checklist for venue preparation</li> <li>• Accomplished End-of-Day Evaluation/QAME Tool</li> </ul>		
<p><b>Challenges, Constraints, and Issues Encountered:</b>  <i>In this section, make any general comments about the program and identify any issues encountered in relation to its <b>Delivery</b> (Trainers/facilitators, Participants, Content of the program, Delivery strategies, Training materials), <b>Management</b> (Prior to delivery, During the training proper), and <b>Other issues</b>.</i></p>			



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**Recommendations and/or Technical Assistance Needed:**

*(In this section, discuss any recommendations to improve future programs. Suggestions may cover program management, facilitation, session guides, resource materials, and other concerns)*

**Monitored by:**

**Conforme:**

\_\_\_\_\_  
Signature Over Printed Name  
Division M&E Team Member  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name  
Schoolhead  
Date: \_\_\_\_\_