



Republic of the Philippines
Department of Education
Region XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

January 14, 2020

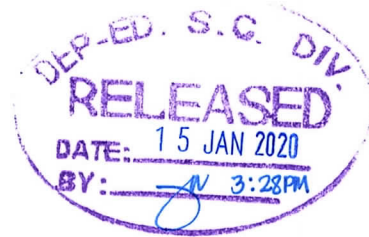
DIVISION MEMORANDUM

No. 14 s. 2020

TO : Assistant Schools Division Superintendent
Chiefs- SGOD and CID
Education Program Supervisors
Senior Education Program Specialists
Section Heads
This Division

FROM : *For:* **KAREN L. GALANIDA, PhD., CESO VI**
Schools Division Superintendent

SUBJECT : *Gallant* **GUIDELINES ON REQUEST FOR QATAME**



In the context of the Department of Education, trainings are both assessed and quality assured through Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME). The improvement of the capacity of teachers, education leaders, and other DepEd personnel is one of the major items in the annual DepEd budget. Nonetheless, there is a need to assess how these trainings were crafted and conducted to maximize the resources utilized and spent for the trainings.

On this premise, QATAME therefore plays an important role in every training conducted in the Division. Thus, there is a need to assign associates to conduct the QATAME mechanisms, particularly the Daily Onsite Monitoring.

Each focal person/ facilitator of trainings, seminars, workshops and other related activities such as MANCOMs and Division Level Contests are required to provide the School Management Monitoring and Evaluation (SMME) section of the SGOD a copy of the **Approved Activity Design, Training Matrix, Approved Division Memorandum** and **Approved Menu of Meals and Snacks**. The SEPS for SMME, being the Division QATAME Coordinator, will then assign QATAME Associates to do the Daily Onsite Monitoring in every class/section of the activity by filling up the Request for QATAME form (please see attachment 1). Direct Heads/ Supervisors of the assigned QATAME associates must be properly informed of such deployment and are requested to affix their signatures on the form to signify their consent. **Request for QATAME must be done at least a week before the activity, otherwise such request will not be accommodated.**

Immediate and widest dissemination of this memorandum is highly desired.



Address : M. Ortiz St., Brgy. Washington, Surigao City
Telephone No. : (086) 826-3075
Email : surigao.city@deped.gov.ph



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REQUEST FOR QATAME

Activity Title : _____
 Date Requested : _____
 No. of Participants : _____
 Requested by: _____

Venue : _____
 Date/s to be conducted : _____
 No. of Class/es : _____
 Signature : _____

Documents submitted :

- Approved Activity Design
 Training Matrix
 Approved Division Memorandum
 Approved Menu of Meals and Snacks

QATAME TEAM/ Onsite Monitor/s (To be filled by the Division QATAME Coordinator) :

NAME	Signature	Designation	Date/s to monitor	Class to Monitor	Section/ Station Currently Assigned	Name of Direct Head	Signature of Direct Head

Recommending Approval : **JENNIFER R. JOVITA, PhD**
 SEPS - SMME Designate

Approved by : **ELIZABETH S. LARASE, MAED**
 Chief - SGOD



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