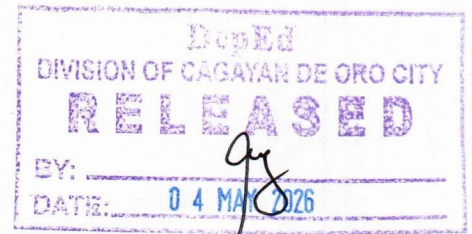




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



30 April 2026

DIVISION MEMORANDUM
No. 402 s. 2026

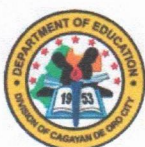
POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME) IN THE DIVISION

TO: Assistant Schools Division Superintendent
Curriculum Implementation Division (CID)
School Governance Operations Division (SGOD)
All Program Holders
This Division

1. In line with the **Regional Memorandum No. 607, s. 2018**, on the implementation of Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME), this Office hereby adopts and implements the said policy in all trainings, seminar-workshops, and other related activities within the Schools Division.
2. QATAME shall be implemented in all Division-initiated and school-based trainings, seminar, workshops, and related activities to ensure quality delivery and continuous improvement.
3. All Program holders are directed to secure a **QAME REQUEST FORM** from the Monitoring and Evaluation personnel one week prior to the training schedule. See attached document for reference.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>



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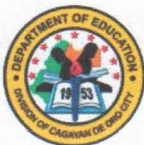


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

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

Quality Assurance Technical Assistance Monitoring and Evaluation
QATAME 2026/APAR



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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CONTROL NO. _____

Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

QAME REQUEST FORM

(Per RM no. 607, s. 2018)

PRE - ACTIVITY **REQUEST FOR QAME**

Date Received: _____
(Preferably one week before the training date)

Activity Title: _____
Date of Conduct: _____ No. of Days: _____

Checklist: (Check the enclosed support documents)

☐ Approved Memo
☐ Division Activity Request

☐ Training Matrix
☐ Menu

Requested by: _____
Program Owner (Signature over Printed Name)

DURING ACTIVITY **ASSIGNED QAME**

M&E Personnel: _____ Signature: _____
QAME Link: _____
(Attach Link and Bar Code)

Approved:

ROSALIO R. VITORILLO

SGOD Chief

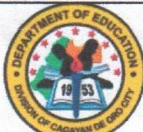
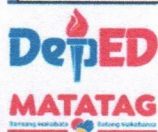
POST ACTIVITY

Submit the following documents 5 working days after the conduct of the activity to HRD and PRIME HR.

1. Training Completion Report
2. Program Design
3. Memorandum
4. QAME Result (Form 1&2)
5. Attendance Sheet
6. Pictorials

Received by: _____
DERROLD MARL S. AVES
SEPS- HRD

RISA BEA SOCORRO M. BORRES
AO-V/PRIME HR



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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone Nos.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51
Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph



October 04, 2018
DepED-X
Cagayan de Oro City

REGIONAL MEMORANDUM

No. COF, s. 2018

15 OCT 2018

8981
RELEASED

POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME) IN THE REGION

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
CID Chief, SGOD Chief, and Divisional M & E Officer
This Region

1. As a regional policy, Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) shall be implemented in all trainings, seminar-workshops and other related activities of the Department of Education in the Schools Division Offices and the Regional Office.
2. The following procedures in the implementation of QATAME shall be followed in all trainings, seminar-workshops, and other related activities of the SDOs:
 - a. The Program Management Team (PMT)/process owner shall request a QATAME or M & E personnel from the School Governance Office Division (SGOD) one (1) week before the training, seminar-workshop, and other related activities.
 - b. The Program Management Team (PMT)/process owner shall submit an approved divisional memorandum with training proposal, training matrix, and a menu of meals for the whole duration of the activity;
 - c. Trainings and seminar-workshops with two (2) or more days shall be monitored by the divisional M & E personnel through the QATAME mechanism.
3. The Regional Office shall monitor and collect the SDOS's QATAME reports quarterly, thus implementation of QATAME is enjoined.

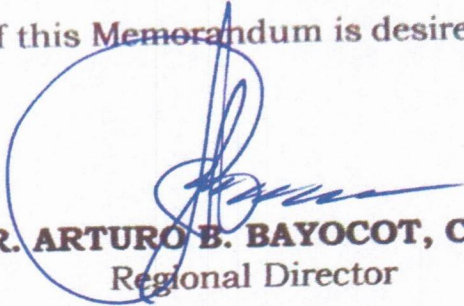


Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X

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4. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

To be indicated in the Perpetual Index under the following subjects:

M & E
SDO
QATAME

**POLICY ON THE IMPLEMENTATION OF QUALITY ASSURANCE, TECHNICAL
ASSISTANCE, MONITORING AND EVALUATION (QATAME) IN THE REGION**

QAD/ Noel