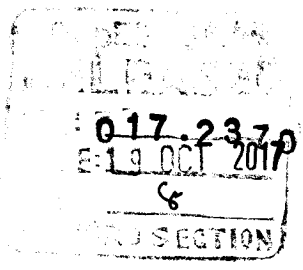




SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

October 19, 2017

TRAVEL ORDER
NO. 872 s. 2017



TO :

- MR. DENNIS CHARL F. ANDALAJAO**
SEPS M&E

- MS. REGINA CLARINA E. EMPESO**
EPS II M&E

- DR. RENANTE JUANILLO**
DEPS - FILIPINO

- MRS. AGNES ALMAGRO**
PRINCIPAL

- DR. DAN P. ALAR**
SEPS HRDS

OFFICE : Division of Negros Oriental

PURPOSE : To attend the **SEMINAR WORKSHOP ON THE DEVELOPMENT OF QATAME ONLINE EVALUATION TOOL, DATA ANALYSIS, FEEDBACK MECHANISM, AND CONSOLIDATION OF REPORTS FOR GRADE 6 MTOT**


DATE OF TRAVEL : November 15-17, 2017

VENUE/PLACE : DEPED ECOTECH TRAINING CENTER, SUDLON, LAHUG, CEBU CITY

ALLOWED/CHARGED TO: (Division MOOE/BCD funds subject to the usual accounting and auditing rules and regulations)

X : Transportation and other incidental expenses (Division MOOE Funds)
 : Board and Lodging (QAME/HRTD funds)

Note: For details and instruction of the travel, refer to the attached communication.


SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent Schools Division Superintendent
10/19/17

SEOD
LRC/HRD





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **0760** Series 2017

OCT 18 2017

TO: All 19 Schools Division Superintendents
Chiefs, QAD, HRDD, and FTAD
Chiefs, School Governance and Operations Division (SGOD)
Chiefs, Curriculum Implementation Division (CID)

**QATAME ONLINE EVALUATION TOOL DEVELOPMENT, DATA ANALYSIS
FEEDBACK PROCESS, AND CONSOLIDATION OF REPORTS FOR GRADE 6 MTOT**

1. To ensure proper and accurate feedback on trainings conducted by the Department of Education and in adherence with the standards set by the National Educators Academy of the Philippines (NEAP), this Office, through the **Quality Assurance Division (QAD)** shall conduct a three-day seminar-workshop on the **Development of QATAME Online Evaluation Tool, Data Analysis, Feedback Mechanism, and Consolidation of reports for Grade 6 MTOT at DepEd Ecotech Training Center, Sudlon, Lahug, Cebu City on November 15-17, 2017**
2. The participants of this activity are the:
 - 2.1 Regional Office:
 - 3 Functional Division Chiefs (QAD, FTAD, and HRDD)
 - 7 Education Program Supervisors (QAD)
 - 2 Education Program Supervisors (FTAD)
 - 4 Education Program Supervisors (HRDD)
 - 2.2 Schools Division Office:
 - ✓ 1 SEPS M&E/ EPS II M&E
 - ✓ 1 SGOD Chief/ EPS
 - 1 CID Chief/ EPS
 - 1 PSDS/ Principal
 - ✓ 1 SEPS HRD/ EPS II HRD
3. This endeavor aims to:
 - 3.1 Capacitate the Schools Division Offices in conducting QATAME as feedback and feed forward mechanisms to ensure quality in the delivery of DepEd training programs in all levels to realize DepEd mandates;
 - 3.2 Develop the competencies in carrying out the roles and responsibilities of QATAME associates in conducting QATAME of DepEd training, programs, and interventions; and
 - 3.3 Demonstrate satisfactorily the application of learning on creating online evaluation tool, data gathering, feedback mechanism and report preparation using the new QATAME tools.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. No.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" ESG 2015: Kanapihan ng Lahat, Pananagutan ng Lahat "

4. Board and lodging of the Division participants shall be charged to QAME Fund/HRTD PS Funds of the Region while their travelling and other incidental expenses shall be chargeable against Division/Local Funds. Board and Lodging and travel expenses incurred by the participants from the regional office shall be charged to RO-MOOE.
5. Participants are requested to bring laptops and pocket WIFI for the development of the online evaluation tool during the workshops and practicum.
6. First Meal shall be breakfast of November 15, 2017 while last meal is Dinner of November 17, 2017.
7. Check-in time is at 2:00 PM of November 15. Check-out is at 12:00 NOON of November 17, 2017
8. SGOD chiefs are advised to email the list of participants of this training on or before October 24, 2017 at eduardoomana317@yahoo.com.ph
9. For your perusal, please refer to ATTACHMENT A for the Matrix of Activities
10. Immediate dissemination of and strict compliance with this memorandum is desired.
11. This serves as TRAVEL ORDER for the regional participants.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge
Office of the Regional Director

JAJ/LCJ/efomaña

DEVELOPMENT OF QATAME ONLINE EVALUATION TOOL, DATA ANALYSIS, FEEDBACK MECHANISM, AND CONSOLIDATION OF REPORTS FOR GRADE 6 MTOT
 DepEd Ecotech Training Center, Sutilon, Lahuog, Cebu City
 November 15-17, 2017

MATRIX OF ACTIVITIES

TIME	NOV. 15, 2017	NOV. 16, 2017	NOV. 17, 2017
8:00 AM - 8:30 AM	Registration	Session 5 (Focus Group Discussion) (Dr. Ma. Felina S. Callado)	Session 9 (Data Analysis) (Ms. Merden Bryant)
8:31 AM - 9:00 AM	Opening Program/Leveling of Expectations (Dr. Ma. Felina S. Callado)	Session 6 (Critical Incident Report) (Mr. Rogaciano M. Bajol)	Session 10 (Managing Debriefing and Result and Feedback Giving) (Dr. Eduardo F. Omana)
9:01 AM - 10:00 AM			
10:01 AM - 11:00 AM	Session 1 (The L&D Framework) (Ms. Merden Bryant)	LUNCH	LUNCH
11:01 AM - 12:00 AM	Session 2 (Roles and Responsibilities of QATAME Associates) (Dr. Eduardo F. Omana)		
12:00 NN - 1:00 PM	LUNCH		
1:01 PM - 2:00 PM	Session 3 (Competencies of QATAME Associates) (Dr. Emerson O. Degamo)	Session 7 (Process Observation Tool) (Ms. Cynthia S. Miro)	Session 11 (Program Completion Report) (Mr. Rogaciano M. Bajol)
2:01 PM - 3:00 PM	Session 4 (Creation and Demonstration of Online Evaluation Tool) (Dr. Eduardo F. Omana)	Session 8 (QATAME Tools and Formel) (Dr. Eduardo C. Bercos)	Closing Program
3:01 PM - 4:00 PM			
4:01 PM - 5:00 PM			
Officer of the Day	Dr. Eduardo F. Omana	Dr. Emerson O. Degamo	Dr. Ma. Felina S. Callado

Prepared by :


EDUARDO F. OMANA, DEd.Ed.D.
 Education Program Supervisor, QAD

Approved:


LUZ C. JANDAYAN, Ed.D.
 Chief, ESSD/Regional Journalism Coordinator