



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 21, 2026

DIVISION MEMORANDUM


No. 047, s. 2026

**WORKSHOP ON THE DEVELOPMENT AND CONTEXTUALIZATION OF M&E
TOOLS FOR NEAP QUALITY-ASSURED AND SDO-LED PROFESSIONAL
DEVELOPMENT (PD) PROGRAMS-cum-DRAFTING OF THE DIVISION M&E
POLICY ON PROFESSIONAL DEVELOPMENT**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public School Master Teachers
HRD District Focal Persons
All Others Concerned

1. Pursuant to the Schools Division's continuing commitment to provide evidence-informed, standards-based, and results-driven professional development programs aligned with the quality assurance requirements of the National Educators Academy of the Philippines (NEAP), the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), in collaboration with the School Management Monitoring and Evaluation (SMME) Section, shall conduct a an intensive **Workshop on the Development and Contextualization of Monitoring and Evaluation (M&E) Tools for NEAP Quality-Assured and SDO-led Professional Development (PD) Programs-cum-Drafting of the Division M&E Policy on Professional Development** on February 2-5, 2026 at Yanki Farm and Resort, Brgy. San Isidro, Bobon, Northern Samar.
2. This activity aims to:
 - a. familiarize the participants with the NEAP-aligned QAME Framework and DM 44, s. 2023 standards to apply Levels 1–4 evaluation logic in designing and enhancing PD monitoring tools;
 - b. conduct a gap analysis of current Division-approved M&E plans using SMART and feasibility criteria, specifically targeting improvements for Level 3 (Behavior) and Level 4 (Results);
 - c. develop specialized instruments to track the transfer of learning, including Workplace Application Plans (WAP), supervisor validation tools, and formal commitment mechanisms;
 - d. Define program-specific KPIs and reporting workflows for Level 4 evaluation;
 - e. and draft the Division M&E Policy to institutionalize the standards for implementation, supervision, and scaling of PD programs.

3. Attached are the List of Participants, Indicative Activity Matrix, and the Program Management Team.
4. This Memorandum serves as the Authority to Travel of all involved.
5. Expenses incurred relative to the conduct of the activity such as meals and accommodation shall be charged against the 2025 HRTD Funds, while traveling and other incidental expenses of the participants shall be charged against their respective School/Division/local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR. PhD, CESO V
Schools Division Superintendent

Enclosures: As stated

References: As stated

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

NEAP M&E PROFESSIONAL DEVELOPMENT WORKSHOP

DepEd Northern Samar
RELEASED

By: 
Date: **26 JAN 2026**

Annex A

LIST OF PARTICIPANTS

No.	NAME OF PARTICIPANT	OFFICE/STATION
1.	Noe M. Hermosilla	SGOD
2.	Elna D. Enano	SGOD
3.	Nelida M. Lobos	CID
4.	Peter R. Bobiles	SGOD-HRD
5.	Pepito E. Saldo Jr.	SGOD-HRD
6.	Merlita B. Fajardo	SGOD-SMME
7.	Reynel M. Ignacio	SGOD-SMME
8.	Esther O. Dela Cruz	Pambujan I District
9.	Mary Jane Aguirre	Catarman I District
10.	Janette B. Cerbito	Laoang V District
11.	Michael Froilan	Catigbian NHS
12.	Michelle B. Probadora	Maxvilla NHS
13.	Evelyn Virtudes	Bobon School for Philippine Craftsmen
14.	Mary Ann Tacmo	PM Geta Memorial Elementary School
15.	April Ballicud	SGOD-HRD
16.	Wilkins Wong	SGOD-HRD

Annex B

ACTIVITY MATRIX

Time	Day 1	Day 2	Day 3	Day 4 (AM)
8:00–8:30 AM		Breakfast/MOL	Breakfast/MOL	Breakfast/MOL
8:30–10:00 AM		Workshop A: Draft Level 3 Tool Package (Core) Session Objectives: <ul style="list-style-type: none"> • Check existing WAP template for PD program. • Draft supervisor validation tool and monitoring checklist. • Draft Participant–Supervisor Commitment Form and follow-up schedule. Expected Outputs: <ul style="list-style-type: none"> • Supervisor validation tool; monitoring checklist Lead: Peter R. Bobiles HRDS SEPS Merlita B. Fajardo SMME SEPS	Session 5: Level 4 System Design (Results/KPIs) Session Objectives: <ul style="list-style-type: none"> • Define Level 4 results indicators aligned to Results Objectives and available division/school data. • Set baseline, targets, frequency, and responsible owners. • Agree on reporting structure (who receives what and when). Expected Outputs: <ul style="list-style-type: none"> • Draft KPI list; baseline/target plan; reporting flow. Lead: Peter R. Bobiles HRDS SEPS Merlita B. Fajardo	Workshop E: Level 4 Reporting Package Session Objectives: <ul style="list-style-type: none"> • Draft reporting template (executive summary and findings by level). • Define decision rules (what triggers coaching, redesign, or scaling). Expected Outputs: <ul style="list-style-type: none"> • Reporting template; decision rules; action plan format. Lead: Peter R. Bobiles HRDS SEPS Merlita B. Fajardo

Time	Day 1	Day 2	Day 3	Day 4 (AM)
			SMME SEPS	SMME SEPS
10:00– 10:15 AM		Health Break	Health Break	Health Break
10:15– 12:00 NN		<p>Session 4: Crafting WAP for Workplace Application (Level 3)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Define, review, write, and provide suggested WAP actions aligned to application objectives and classroom/work place realities. Define evidence artifacts and success criteria per action. Embed supervision touchpoints and support requirements. <p>Expected Outputs:</p> <ul style="list-style-type: none"> WAP structure agreed; evidence list of PD program. <p>Lead: Peter R. Bobiles HRDS SEPS</p>	<p>Workshop D: Digitization & Simulation (L3/L4 first)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Digitize Level 3 and Level 4 tools into MS/Google Forms. Test dummy submissions; verify exports; confirm reporting calculations. <p>Expected Outputs:</p> <p>Digitized links; tested exports; updated tracker.</p> <p>Lead: Peter R. Bobiles HRDS SEPS</p> <p>Merlita B. Fajardo SMME SEPS</p>	<p>Continuation of Policy Crafting...</p> <p>Lead: Peter R. Bobiles HRDS SEPS</p> <p>Merlita B. Fajardo SMME SEPS</p> <p>Wrap up and Closing</p>

Time	Day 1	Day 2	Day 3	Day 4 (AM)
		Merlita B. Fajardo SMME SEPS		
12:00–1:00 PM		Lunch Break	Lunch Break	Lunch Break
1:00–2:00 PM	Arrival, Registration, Billeting, Opening Program	Workshop B: Supervisor Validation, Commitment, and Monitoring Tools Session Objectives: <ul style="list-style-type: none"> • Draft Supervisor Validation Form and scoring guidance. • Draft Participant–Supervisor Commitment Form with deliverables and schedules. • Draft monitoring checklist/coaching log for supervisors. Expected Outputs: <ul style="list-style-type: none"> • monitoring checklist drafts; scoring guide notes. Lead: Peter R. Bobiles HRDS SEPS Merlita B. Fajardo	Workshop E: Level 4 Reporting Package Session Objectives: <ul style="list-style-type: none"> • Draft reporting template (executive summary and findings by level). • Define decision rules (what triggers coaching, redesign, or scaling). Expected Outputs: <ul style="list-style-type: none"> • Reporting template; decision rules; action plan format. Lead: Peter R. Bobiles HRDS SEPS Merlita B. Fajardo SMME SEPS	

Time	Day 1	Day 2	Day 3	Day 4 (AM)
		SMME SEPS		
2:00 – 3:00 PM	<p>Session 1: NEAP-aligned QAME Framework & Tool Standards (DM 44, s. 2023)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Discuss the NEAP QAME framework and four levels of evaluation (1–4). Clarify the traceability rule: WDO → indicator → tool item → analysis → decision. Set minimum standards for M&E tools and evidence sources. <p>Expected Outputs:</p> <p>Agreed tool standards; decision log started; list of required tool components.</p> <p>Lead: Peter R. Bobiles HRDS SEPS</p>	<p>Workshop C: Observation Checklist and Follow-up Survey (Level 3)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Create observation checklist aligned to WAP actions. Draft follow-up survey (30/60/90 days) and evidence submission process. Define escalation and support mechanisms for non-implementation. <p>Expected Outputs:</p> <p>follow-up survey draft; implementation support plan.</p> <p>Lead: Peter R. Bobiles HRDS SEPS</p> <p>Merlita B. Fajardo SMME SEPS</p>	<p>Session 6: Drafting of Division PD Program M&E Policy (Part 1)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Identify policy scope, guiding principles, and governance (roles of SGOD/CID/HRD/QAME). Define minimum M&E requirements per level and documentation standards. <p>Expected Outputs:</p> <p>Policy outline (sections); governance/RACI draft.</p> <p>Lead: Peter R. Bobiles HRDS SEPS</p> <p>Merlita B. Fajardo SMME SEPS</p>	
3:00–3:15 PM	Health Break	Health Break	Health Break	

Time	Day 1	Day 2	Day 3	Day 4 (AM)
3:15–5:00 PM	<p>Session 2: Review of NEAP Quality-Assured PD Programs' M&E Plans (SMART Check)</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Review existing M&E plans and assessment tools of NEAP quality-assured PD Programs employed for Levels 1–4. Identify gaps (especially Level 3 WAP supervision/validation and Level 4 results tracking). Agree on needed revisions to make indicators SMART and feasible. <p>Expected Outputs:</p> <ul style="list-style-type: none"> Gap analysis per PD program; updated tool inventory; revision notes for M&E plans. <p>Lead: Peter R. Bobiles HRDS SEPS</p>	<p>Plenary: Level 3 Tools Review & Supervisor Calibration</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Peer review Level 3 tools for clarity, feasibility, and alignment. Calibrate supervisor ratings and evidence standards across programs. <p>Expected Outputs:</p> <ul style="list-style-type: none"> Revised Level 3 tools; calibration notes; revision log. <p>Lead: Peter R. Bobiles HRDS SEPS</p> <p>Merlita B. Fajardo SMME SEPS</p>	<p>Session 7: Division M&E Policy (Part 2) – Procedures & Reporting</p> <p>Session Objectives:</p> <ul style="list-style-type: none"> Draft procedures for data collection, validation, analysis, and reporting. Define reporting cycles and templates (division/school). Integrate data privacy and records management provisions. <p>Expected Outputs:</p> <p>Policy draft procedures; reporting schedule; annex list.</p>	

Time	Day 1	Day 2	Day 3	Day 4 (AM)
	Merlita B. Fajardo SMME SEPS			

*Annex C***PROGRAM MANAGEMENT TEAM**

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Rey F. Bulawan	Co-Activity Manager
Noe M. Hermosilla	Onsite Managers
Dr. Sylvia D. Villanueva	
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Merlita B. Fajardo	Resource Persons
Peter R. Bobiles	
Pepito E. Saldo Jr.	HRDS EPS II
April D. Ballicud	HRDS Staff
Wilkins Wong	