



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 268 s. 2024

April 8, 2024

**DESIGNATION OF SCHOOL MONITORING AND EVALUATION (M&E) OFFICER
DURING THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
ON MATATAG CURRICULUM**

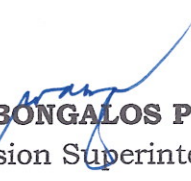
To: Assistant Schools Division Superintendent
Chiefs (CID, SGOD)
All Others Concerned

1. In cognizance with **Regional Memorandum No. 295, s.2024** and in line with the conduct of School-based Training of Teachers on the *MATATAG* Curriculum, this Office through the School Governance Operations Division (SGOD) requires the **Designation of a School Monitoring and Evaluation (M&E) Officer during the Conduct of School -based Training of Teachers (SBTT) on MATATAG Curriculum** only.
2. This designation ensures that the school's M&E plan for SBTT on *MATATAG* Curriculum are implemented and effective.
3. The designated M&E Officer shall have the following responsibilities:
 - a. administers the pretest, posttest, end of day evaluations;
 - b. analyzes test and evaluation results;
 - c. attends debriefing sessions;
 - d. consolidates and presents tests and evaluation reports during debriefing sessions;
 - e. accomplishes prescribed M&E forms;
 - f. uploads M&E reports in the designated folder;
 - g. prepares M&E Report for inclusion in the Program Completion Report; and,
 - h. coordinates with the Program Management Team on M&E related concerns



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

4. Please send your designated Monitoring & Evaluation Officer to this link <https://shorturl.at/pszFT> not later than 6:00 p.m. today, April 8,2024.
5. There will be a brief orientation on April 11,2024 at 9:30 a.m. at the Division Office Conference Room. Participants are required to bring their laptops.
6. For the information and compliance of the concerned.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

4-50
 DEPED TAGBILARAN CITY DIVISION
 SDS OFFICE

DOWNLOADED

DATE: 4/4/2024

Office of the Regional Director

REGIONAL MEMORANDUM

No. 295, s. 2024

04 APR 2024

**DESIGNATION OF SCHOOL MONITORING AND EVALUATION (M&E) OFFICER
 DURING THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
 ON MATATAG CURRICULUM**

To: Schools Division Superintendents (SDSs)
 All Others Concerned

1. In line with the conduct of School-based Training of Teachers on the **MATATAG Curriculum**, this Office requires the **Designation of a School Monitoring and Evaluation (M&E) Officer during the Conduct of School-based Training of Teachers (SBTT) on MATATAG Curriculum** only.
2. This designation ensures that the school's M&E plan for SBTT on **MATATAG** curriculum is fully implemented and effective.
3. The designated M&E Officer shall have the following responsibilities:
 - a. administers the pretest, posttest, end-of-day evaluations, etc.;
 - b. analyzes test and evaluation results;
 - c. attends debriefing sessions;
 - d. consolidates and presents test and evaluation reports during debriefing sessions;
 - e. accomplishes prescribed M&E forms;
 - f. uploads M&E reports in the designated folder;
 - g. prepares M&E Report for inclusion in the Program Completion Report; and
 - h. coordinates with the Program Management Team on M&E-related concerns.
4. The SGOD Chiefs through the HRDS and SMME incumbents are directed to conduct an orientation to provide proper guidance on the duties and responsibilities of the M&E Coordinators. This includes the administration and analysis of test and evaluation results, completion of M&E forms, preparation of M&E reports, and other relevant tasks assigned to the designated school M&E coordinator.
5. The HRDS/SMME personnel of the twenty (20) Schools Division Offices (SDOs) shall encode the name of the designated School M&E Officers through the link: <https://tinyurl.com/SchoolMEOfficer> on or before April 12, 2024.
6. For queries, you may reach us at 09177174965, and look for Mr. Misael G. Borgonia, Chief Education Supervisor – HRDD.
7. For the information and compliance of all concerned.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director IV
 Regional Director

ST. LUIS DE LOS RIOS



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639457623193 local 700