



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 26, 2021

**REGIONAL MEMORANDUM**

No. **000812**, s. 2021

**VIRTUAL ORIENTATION ON THE MONITORING AND EVALUATION (M&E) TOOLS FOR SCHOOL OPERATIONS TO DEPED RECOGNIZED PRIVATE SCHOOLS OFFERING BASIC EDUCATION**

To: Schools Division Superintendents  
All Others Concerned

- To ensure the compliance with standards and guidelines for private schools' operations in basic education, this Office through the Quality Assurance Division shall conduct a Virtual Orientation on the Monitoring and Evaluation (M&E) Tools for School Operations to DepEd Recognized Private Schools Offering Basic Education on December 1 and 17, 2021.
- This activity aims to:
  - orient the Schools Division Office Private School Coordinators on Monitoring and Evaluation (M&E) Tools for school operations to DepEd recognized private schools offering basic education;
  - simulate the proper administration of the M & E Tools; and
  - gather data from recognized private schools offering basic education using the Monitoring and Evaluation (M&E) Tools.

3. The participants of this activity are as follows:

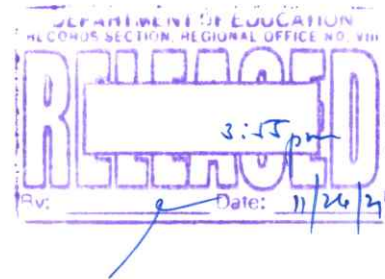
PARTICIPANTS		Expected No. of Pax
Regional Office	QAD Personnel	7
SDOs	SGOD Chiefs	13
	Private School Coordinators	13
	Presidents of the Private School Association	13
<b>TOTAL</b>		<b>46</b>



4. The virtual orientation shall be using the google meet platform and the link will be posted in the DepEd RO8 Private School Coordinators' Facebook Messenger Account. The concerned participants are expected to register in the google sheet provided on the day of the activity.
5. All SDOs shall submit its respective Consolidated Report on Private Schools' Operations in soft copies to QAD Email Add: **qad,region8@deped.gov.ph** on or before **December 14, 2021 @ 5:00 p.m. Submission beyond the deadline shall no longer be accepted.**
6. Attached is the Matrix of Activities for reference.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director ✓

QAD-RRC



Enclosures: Matrix of Activities

References: None

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

MONITORING & EVALUATION

PLANNING

SCHOOL OPERATION

**VIRTUAL ORIENTATION ON THE MONITORING AND EVALUATION (M&E) TOOLS FOR  
SCHOOL OPERATIONS TO DEPED RECOGNIZED PRIVATE SCHOOLS  
OFFERING BASIC EDUCATION  
December 1 and 17, 2021**

TIME	TOPIC	RESPONSIBLE PERSON
<b>DAY 1 – December 1, 2021</b>		
8:00 – 8:30 A.M.	• Attendance Check/ Registration	Melvin Chito Solis
8:31 – 9:00 A.M.	• Opening Program	Ormoc City Division
9:01 – 9:05 A.M.	• One (1) Intermission Number	Talent/s from one of the Private Schools in Leyte Division
9:06 – 10:00 A.M.	• Review on the Standards and guidelines for Private Schools' Operations	Sonny S. Tayum
10:01 – 10:05 A.M.	• One (1) Intermission Number	Talent/s from one of the Private Schools in Biliran Division
10:06 – 11:00 A.M.	<b>Monitoring and Evaluation Tool for:</b> • Kindergarten Level	Jimmy G. Gula
11:01 – 11:05 A.M.	• One (1) Intermission Number	Talent/s from one of the Private Schools in Borongan City Division
11:01 – 12:00 A.M.	<b>Monitoring and Evaluation Tool for:</b> • Elementary Level	Gerardo L. Adtoon
12:01 – 12:15 P.M.	<b>NOON BREAK</b>	Talent/s from one of the Private Schools in Calbayog City Division
12:16 – 12:30 P.M.		Talent/s from one of the Private Schools in Catbalogan City Division
12:31 – 12:45 P.M.		Talent/s from one of the Private Schools in Eastern Samar Division
12:46 – 1:00 P.M.		Talent/s from one of the Private Schools in Maasin City Division
1:01 – 2:00 P.M.		<b>Monitoring and Evaluation Tool for:</b> • Junior High School Level
2:01 – 2:05 P.M.	• One (1) Intermission Number	Talent/s from one of the Private Schools in Northern Samar Division
2:00 – 3:00 P.M.	• Workshop in preparation for the Simulation Activity (in three groupings)	
3:01 – 4:30 P.M.	<b>Simulation of the Monitoring and Evaluation Tools</b>	Melvin Chito Solis
4:31 – 5:00 P.M.	<b>Presentation of the SDO Consolidated Report Form</b>	Rachel R. Cuevas
	Officer of the Day : Melvin Chito Solis Documenter : Jimmy G. Gula	

<b>DAY 2 – December 17, 2021</b>		
8:00 – 8:30 A.M.	• Management of Learning	Tacloban City Division
8:31 – 8:46 A.M.	Presentation of SDO Consolidated Report	Baybay City Division
9:01 – 9:16 A.M.		Biliran Division
9:17 – 9:31 A.M.	Presentation of SDO Consolidated Report	Borongan City
9:32-9:46 A.M.	Presentation of SDO Consolidated Report	Calbayog City
9:47-10:01 A.M.	Presentation of SDO Consolidated Report	Catbalogan City Division
10:02 -10:07 A.M.	• One (1) Intermission Number	Talent/s from one of the Private Schools in Samar Division
10:08 – 10:23 A.M.	Presentation of SDO Consolidated Report	Eastern Samar Division
10:24-10:38 A.M.	Presentation of SDO Consolidated Report	Leyte Division
10:39-10:53 A.M.	Presentation of SDO Consolidated Report	Maasin City Division
10:54 – 11:08 A.M.	Presentation of SDO Consolidated Report	Northern Samar Division
11:09 – 11:24 A.M.	Presentation of SDO Consolidated Report	Ormoc City Division
11:25 – 11:39 A.M.	Presentation of SDO Consolidated Report	Samar Division
11:40: 11:55 A.M.	Presentation of SDO Consolidated Report	Southern Leyte Division
11:56 – 12:11 P.M.	Presentation of SDO Consolidated Report	Tacloban City Division
<b>12:13 – 1:00</b>	<b>LUNCH Break</b>	<b>Presentations from DepEd Regional Office</b>
1:01 – 2:30 P.M.	Presentation of Consolidated Report on Private Schools' Operations in DepEd Region VIII	RACHEL R. CUEVAS
2:30 – 3:30 P.M.	• HOUSE CLEARING/ OPEN FORUM	MELVIN CHITO SOLIS
<b>3:31 – 4:00 P.M.</b>	<b>Next Steps</b>	<b>Dr. Rosemarie M. Guino Chief, QAD</b>
<b>4:00 -4:30 P.M.</b>	<b>CLOSING PROGRAM</b>	<b>Facilitator: Southern Leyte Division</b>

Prepared by:

**RACHEL R. CUEVAS**  
EPS, QAD

NOTED:

  
**ROSEMARIE M. GUINO, PhD**  
Chief, QAD