



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

November 28, 2023

**REGIONAL MEMORANDUM**

No. **1335**, s. 2023

**MONITORING AND EVALUATION OF THE IMPLEMENTATION OF PROJECT INITIATIVES BY THE SCHOOL HEADS WHO PARTICIPATED IN THE INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary School Heads  
All Others Concerned

1. With reference to Regional Memorandum No. 134, series 2023, "Updates on the Conduct of the Advancing Basic Education in the Philippines (ABC+) Project Professional Development Programs Upscaling – Instructional Leadership Training," this Office, through the Human Resource Development Division (HRDD), announces the conduct of monitoring and evaluation of the implementation of Project Initiatives by the school heads who participated in the Instructional Leadership Training (ILT) on March 13 to 17, 2023.
2. The activity aims to (a) monitor and evaluate the implementation of project initiatives, (b) provide technical assistance to implementers, (c) gather good practices on instructional supervision that are grounded in a positive climate to improve literacy in the early grades, and (d) harvest issues and concerns, along with the implementers' recommendations.
3. The table below reflects the schedule of monitoring and evaluation.

Schools Division	Date/s
Ormoc City, Baybay City, & Maasin City	December 4 – 7, 2023
Biliran	December 15, 2023
Eastern Samar & Borongan City	January 8 – 10, 2024
Catbalogan City & Samar	January 11 – 12, 2024
Northern Samar & Calbayog City	January 16 – 19, 2024
Southern Leyte & Leyte	January 23 – 25, 2024
Tacloban City	February 6, 2024



4. The monitoring and evaluation team shall be composed of the Regional Training Core Team and supervisors and specialists of HRDD.
5. The implementers shall prepare a 5-minute video or slide deck presentation highlighting the pre-, during, and post-implementation of the project.
6. For reference, attached is the List of Project Initiative Implementers (Enclosure 1). School heads who did not submit the approved Project Initiative Plan (PIP) on the first and second calls for submission shall submit on or before December 4, 2023, through **https://rb.gy/w06uw**.
7. Enclosed are the templates for the Project Initiative Report (Enclosure 2) and Monitoring and Evaluation Visit Tool (Enclosure 3) which the implementers and the monitoring and evaluation team shall accomplish, respectively.
8. Traveling and other incidental expenses relative to this activity shall be charged to the Program Support Fund for the Regional Training on the ABC+ Project PD Program Upscaling or MOOE/Local Funds, subject to the existing accounting and auditing rules and regulations.
9. For inquiries, contact Dr. Harvie D. Villamor, Chief of HRDD, through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph).
10. Immediate dissemination of and compliance with this Memorandum are desired.

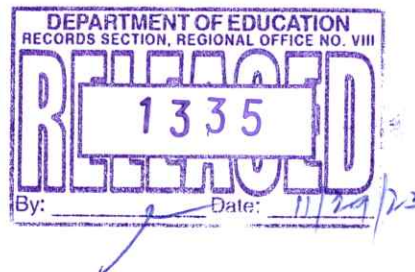
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosures: as stated  
Reference: as stated

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

ILT                      MONITORING AND EVALUATION                      PROJECT INITIATIVES

HRDD-DSS





Enclosure 1 to Regional Memorandum No. 1335, s. 2023**LIST OF PROJECT INITIATIVE IMPLEMENTERS**

No.	Name	Schools Division
1	Rogelio B. Cagol	Baybay City
2	Ruena T. Ibo	Baybay City
3	Darlyn B. Mabalatan	Baybay City
4	Frank Ray G. Ompoy	Baybay City
5	Merson O. Porazo	Baybay City
6	Randy S. Solamo	Biliran
7	Rovelyn Quinones	Biliran
8	Melba S. Gariando	Biliran
9	Maroven Apacible	Biliran
10	Gerardo N. Dela Cruz	Biliran
11	Rosario L. Apura	Borongan City
12	Baltazar C. Busante	Borongan City
13	Emma C. Ogdalla	Borongan City
14	Ruby L. Catudio	Borongan City
15	Alberto D. Azul, Jr.	Borongan City
16	Blesildo A. Orquin	Calbayog City
17	Kristian Aldrin B. Cruda	Calbayog City
18	Malvin D. Regulacion	Calbayog City
19	Benjie A. Beduya	Calbayog City
20	Jaysam M. Casaljay	Calbayog City
21	Maximiano M. Casiño	Catbalogan City
22	Dora D. Daga-as	Catbalogan City
23	Venecia C. Palencia	Catbalogan City
24	Eulyn R. Aguila	Catbalogan City
25	Reynalda C. Bachao	Catbalogan City
26	Irene E. Lascano	Eastern Samar
27	Lilia P. Capangpangan	Eastern Samar
28	Ralph Albert L. Gudes	Eastern Samar
29	Haydee A. Rediang	Eastern Samar
30	Ruzel L. Ida	Eastern Samar
31	Ma. Ivy A. Avelino	Leyte
32	Aileen Relevo	Leyte
33	Jayson Closa	Leyte
34	Alpha Abarcar	Leyte
35	Haydee Cayaco	Leyte
36	Ma. Elsa L. Verano	Maasin City
37	Mirasol M. Manlimos	Maasin City
38	Hilario B. Genovia	Maasin City
39	Fides S. Espera	Maasin City
40	Eric T. Epiz	Maasin City
41	Momar P. Alcantara	Northern Samar
42	Roseller C. Demolar	Northern Samar
43	Ludyrick N. Longcop	Northern Samar



44	Mary Ann I. Tacmo	Northern Samar
45	Roselyn Galdones	Northern Samar
46	Paul Aaron Matuguina	Ormoc City
47	Maribel Bandejo	Ormoc City
48	Maria Rheana Caparoso	Ormoc City
49	Sherryl Catado	Ormoc City
50	Maria Lanie Maquimot	Ormoc City
51	Clarita O. Cajefe	Samar
52	Karen C. Doroja	Samar
53	Onrique Rulona	Samar
54	Val M. Ducducun	Samar
55	Ma. Luisa F. Oyao	Samar
56	Roinasol Pobadora	Southern Leyte
57	Elisa Edilo	Southern Leyte
58	Violeta Templado	Southern Leyte
59	Marian Laranjo	Southern Leyte
60	Edelyn Apas	Southern Leyte
61	Imelda M. Gayas	Tacloban City
62	Rogelio B. William	Tacloban City
63	Maria Narissa Leonora Enverzo	Tacloban City
64	Aileen Apostol	Tacloban City
65	Harold M. Naputo	Tacloban City





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Enclosure 2 to Regional Memorandum No. **1335**, s. 2023

**PROJECT INITIATIVE REPORT**

<b>Project Initiative Title</b>			
<b>Location and Venue</b>			
<b>Duration and Dates</b>			
<b>Project Initiative Manager</b>	Name of School Head		
<b>Number of Learners</b>	Male	Female	Total
<b>List of Learners</b>	See Attachment 1		
<b>Attendance Record</b>	See Attachment 2		
<b>Executive Summary</b>	Provide a summary of the program/ intervention.		





<b>Project Initiative Objectives</b>	
<b>Project Initiative Schedule</b>	See Attachment 3
<b>Project Initiative Outputs</b>	<i>Outputs produced by the learners during the program/ intervention.</i>
<b>Learning Resource Package</b>	<i>Resource materials used to conduct the program/ intervention.</i>
<b>Project M&amp;E Results</b>	<ul style="list-style-type: none"> <li>▪ Summary of results from the participants' learning (pre/ post-test)</li> <li>▪ Strengths and areas for improvement should be identified in this section</li> </ul>
<b>General Comments</b>	<ul style="list-style-type: none"> <li>▪ Provide comments related to elements of program/ intervention design.</li> <li>▪ Provide comments related to program management.</li> </ul>
<b>Reflections</b>	<ul style="list-style-type: none"> <li>▪ What new learning, knowledge, or skills have you incorporated into your current job or workplace?</li> <li>▪ What did you learn from your workplace application experience?</li> <li>▪ How would you use these lessons for continuous improvements in your school as an effective school leader?</li> </ul>
<b>Recommendations</b>	
<b>Project Initiative Report Attachments</b>	<p>See Attachments 1-7</p> <ol style="list-style-type: none"> <li>1. List of learners</li> <li>2. Attendance sheets</li> <li>3. Detailed Implementation Design</li> <li>4. Post-Program/ Intervention Evaluation Results</li> <li>5. Pre and Post-test results</li> <li>6. Project documentation (photos, minutes of meetings, results of tests, and others)</li> <li>7. Other Attachments</li> </ol>





**Attachment 2**  
ATTENDANCE SHEETS





**Attachment 3**  
DETAILED IMPLEMENTATION DESIGN



**Attachment 4**

POST-PROGRAM/ INTERVENTION EVALUATION RESULTS



**Attachment 5**

PRE-TEST AND POST-TEST RESULTS





**Attachment 6**

PROJECT DOCUMENTATION (PHOTOS)



**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone No.:** (053) 832-5738  
**Email Address:** [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**Website:** <https://region8.deped.gov.ph>

## **Attachment 7**

### **OTHER ATTACHMENTS:**

- *Approved Project Initiative Plan*
- *Related activities in the refinement of the Project Initiative*
- *Accomplished Observation and Feedback Tools for Teachers*
- *Documented Meetings with Stakeholders*





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Enclosure 3 to Regional Memorandum No. 1335, s. 2023

**MONITORING AND EVALUATION VISIT TOOL**

Name of School:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Project Title:		
Duration and Dates:		
Venue:		
Number of Learners:	Male:	Female:

**PART I**

Instructions: Please put a check (/) mark on the requirements that have been satisfied. Otherwise, put a cross (x) mark. Write your remarks if necessary.

Requirements	Status	Remarks
<b>1. PROJECT INITIATIVE</b>		
<b>REPORT:</b> The Project Initiative Report includes all documents, outputs, etc. required.		
a. List of Learners		
b. Attendance Sheets		
c. Detailed Implementation Design		
d. Post-program/intervention Evaluation Results		
e. Pre-test Results		
f. Post-test Results		
g. Project Documentation (Photos)		
h. Other Attachments		
<b>2. REFLECTIONS:</b> The reflections answer all questions authentically, reflecting key concepts from the Instructional Leadership Training.		





<b>PART II</b> Instructions: Please write your observations and highlights of the monitoring and evaluation visit.	
<b>OBSERVATIONS:</b>	
<b>GOOD PRACTICES:</b>	
<b>ISSUES AND CONCERNS</b>	<b>RECOMMENDATIONS</b>

\_\_\_\_\_  
Signature over Printed Name of Monitor

*Conforme:*

\_\_\_\_\_  
Signature over Printed Name of the School Head

