



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

February 17, 2025

**REGIONAL MEMORANDUM**

ESSD-2025- 159

**REGIONAL PARTICIPANTS IN THE DATA GATHERING WORKSHOP  
ON THE POLICY ON LEARNER FORMATION PROGRAMS  
MONITORING AND EVALUATION**

To: Schools Division Superintendents  
All Others Concerned

1. This is in reference to Memorandum DM-OUOPS-2025-11 from the Office of the Undersecretary for Operations dated February 10, 2025 and its subsequent Advisory dated February 12, 2025 relative to the **Data-Gathering and Consultation Workshop on Learner Formation Programs Monitoring and Evaluation (M&E)** on March 17-21, 2025 at Hotel Carmelita, Tuguegarao City, Cagayan.

2. Relative thereto, the following are identified as the participants of this Region:

Station	Name	Designation
Regional Office	EDEN A. DADAP	PDO IV
SDO- Calbayog City	SHARON BALZA	EPS-II

3. Travel and other incidental expenses of the participants shall be charged to Local Funds/ Program Support Funds (PSF)/ MOOE/ or other fund sources subject to availability of funds and rules on government accounting and auditing procedures.

4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: As Stated

Reference: As Stated

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






Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-11-\_\_\_\_\_**

TO : **Regional Directors**  
**Schools Division Superintendent**  
**Regional and Division Youth Formation Coordinators**  
**All Others Concerned**

FROM :   
**DR. DEXTER A. GALBAN**  
Assistant Secretary, Office in Charge  
Office of the Undersecretary for Operations

SUBJECT : **INVITATION TO PARTICIPATE IN THE DATA GATHERING  
WORKSHOP ON THE POLICY ON LEARNER FORMATION  
PROGRAMS MONITORING AND EVALUATION**

DATE : February 10, 2025

The Operations Strand, through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), will conduct a **Data Gathering and Consultation Workshop on Learner Formation Programs Monitoring and Evaluation (M&E)** on **February 17-21, 2025** (including travel time), at **Hotel Carmelita, Tuguegarao City, Cagayan**.

This activity aims to:

1. Identify performance indicators aligned with those outlined in the Basic Education Development Plan (BEDP), ensuring their applicability across all governance levels—region, division, and schools; and
2. Revisit and enhance existing Monitoring and Evaluation (M&E) tools utilized by the BLSS-YFD and other DepEd offices to improve the effectiveness and coherence of program assessments and reporting mechanisms.

In light of this, **two representatives from each region: one from the Regional Office and one from the Schools Division Office** are hereby requested to actively participate in the said activities. As such, they shall meet the qualifications outlined in **Annex A**.

For confirmation of attendance, please have the designated representatives complete the **online registration form** via this link: <https://tinyurl.com/RegForm-DGCLFME> on or before **February 13, 2025, Thursday**. Failure to register by the set deadline will result in the non-receipt of the Certificate of Participation and Appearance during the activity proper.

For reference, the Indicative Program of Activities is attached as **Annex B**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, your staff may reach us via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or through telephone number at 8-636-6549.

Immediate dissemination of and appropriate action for this Memorandum is desired.

[BLSS-YFD/GRV/20250114]



## Annex A.

### GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region and Division** in the **Data Gathering and Consultation Workshop on the Policy on the Learner Formation Programs Monitoring and Evaluation (M&E)** shall adhere to the following guidelines listed below:

#### Regional Representative

- a. All Regional Youth Formation Coordinators (RYFCs) are requested to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
- b. The alternate representative to be designated must be handling the monitoring and evaluation of the Region and receive an official endorsement from the respective RYFC.

#### Division Representative

- a. Designated as the Division Youth Formation Coordinator (DYFC) and shall be endorsed by their RYFC.
- b. Actively involved in the implementation of Youth Formation PPAs. It is preferred, but not required, to have attended any activity related to monitoring and evaluation.
- c. Implemented mechanisms through innovative approaches in terms of monitoring and evaluating the performance of schools in implementing Youth Formation PPAs.

Kindly note that each region is expected to identify a total of **two (2) participants only**.

## Annex B.

### INDICATIVE PROGRAM OF ACTIVITIES

#### Data Gathering and Consultation Workshop on the Policy on the Learner Formation Programs Monitoring and Evaluation (M&E)

February 17–21, 2025 | Hotel Carmelita, Tuguegarao City

Day 1: February 17, 2025 (Monday)   Arrival of the Participants		
Time	Activity	Person-in-Charge
07:00 a.m. – 04:00 p.m.	Travel to the Venue	
04:01 p.m. – 05:00 p.m.	Check-in and Registration	
05:01 p.m. – 07:00 p.m.	Dinner	
Day 2: February 18, 2025 (Tuesday)   Opening Program, Plenary Session, and Simultaneous Workshop		
Time	Activity	Person-in-Charge
07:00 a.m. – 08:30 a.m.	Breakfast and Preparations	
08:31 a.m. – 08:45 a.m.	Preliminaries	YFD TWG
08:46 a.m. – 09:00 a.m.	Roll Call and Recap	
09:01 a.m. – 10:30 a.m.	Introduction of Youth Formation and its Programs, Projects, and Activities	
10:31 a.m. – 11:00 a.m.	Mental Health Break	
11:01 a.m. – 12:00 n.n.	Discussion of Learner Formation Framework	YFD TWG
12:01 p.m. – 01:00 p.m.	Lunch Break	
01:01 p.m. – 03:00 p.m.	Mapping of existing/ current indicators for Learner Formators PPAs	Participants
03:01 p.m. – 03:15 p.m.	Mental Health Break	
02:16 p.m. – 05:00 p.m.	Presentation of Outputs and Critiquing	Participants
05:01 p.m. – 07:00 p.m.	Dinner	
Day 3: February 19, 2025 (Wednesday)   Simultaneous Workshop Activities		
Time	Activity	Person-in-Charge
07:00 a.m. – 08:30 a.m.	Breakfast and Preparations	
08:31 a.m. – 08:45 a.m.	Preliminaries	Participants and YFD TWG
08:46 a.m. – 09:00 a.m.	Roll Call and Management of Learning	
09:01 a.m. – 12:00 n.n.	Measuring Success: Defining Indicators for Learner Formation aligned with BEDP and Learner Support Framework	
12:01 p.m. – 01:00 p.m.	Lunch Break	
01:01 p.m. – 03:00 p.m.	Presentation of Outputs and Critiquing	Participants
03:01 p.m. – 03:15 p.m.	Mental Health Break	
03:16 p.m. – 05:00 p.m.	Creating a Unified Tool for Learner Formation	Participants
05:01 p.m. – 07:00 p.m.	Dinner	



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

**MEMORANDUM**

FOR : **MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

THROUGH : **DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

FROM : **DR. MIGUEL ANGELO S. MANTARING**  
Director IV  
Bureau of Learner Support Services

SUBJECT : **COMPLETE STAFF WORK ON THE APPROVAL OF  
DOCUMENTS RELATED TO THE DATA GATHERING  
WORKSHOP ON THE POLICY ON (1) LEARNER FORMATION  
PROGRAMS MONITORING AND EVALUATION AND (2)  
LEARNER PARTICIPATION FRAMEWORK**

DATE : January 23, 2025

**I. Background Information**

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) will conduct a **Data Gathering and Consultation Workshop on the Policy on the (1) Learner Formation Programs Monitoring and Evaluation and (2) National Framework on Children and Youth Participation** at **Hotel Carmelita, Tuguegarao City, Cagayan Valley** on **February 17-21, 2025**.

This data gathering and consultation workshop is part of the BLSS-YFD's continuing efforts to streamline the reporting mechanisms of the field offices to Central Office in relation their implementation of Learner Formation Programs, Projects, and Activities (PPAs) and measure the overall impact of PPAs to the education sector. Furthermore, this will allow the Department of Education to integrate learner participation into educational policies, programs, and decision-making processes.

These activities aim to (1) create a policy that will provide a unified and simplified monitoring and evaluation tools for Learner Formation PPAs and streamlined reporting mechanisms aligned with the Learner Support Framework and Basic Education Development Plan; and (2) develop and institutionalize a formal structure for learner participation within the education system.



## **II. Objectives**

1. To identify the performance indicators to measure applicable to all governance levels (region, division, and schools).
2. To revisit existing Monitoring and Evaluation (M&E) tools used by YFD and other DepEd Offices.
3. To outline the specific methods that will be used to collect data on the indicators.
4. To specify how the data collected will be analyzed to determine progress toward achieving the objectives of the office anchored with BEDP.
5. To specify the mechanism for providing feedback on the findings of the evaluation to stakeholders, including program staff, funders, and other interested parties.
6. To gather and analyze data on learner participatory needs and experiences to inform policy development and improve participation efforts.

## **III. Expected Output**

By the end of the session, a draft monitoring and evaluation plan and tool shall be formulated. This report will be used to craft the policy and will undergo a series of validation and finalization. In addition, gathered insights from education stakeholders shall enhance the conduct of learner-centered projects, programs, and activities.

## **IV. Availability of Funds**

Budgetary requirements for the activity are accounted in the 2024 Learner Support Funds – Continuing, subject to the existing rules and regulations set by the Department. The funds for this activity were already obligated by the Schools Division Office of the City of Ilagan. This was due to the rescheduling of the activity caused by the impact of a series of typhoons during the last quarter of 2024.

## **V. Potential Benefit / Challenges (as needed)**

The data gathering and consultation workshop will yield significant benefits at minimal to no cost. Engaging diverse stakeholders will enhance the policy's effectiveness and adaptability. The expected output will provide clear, standardized guidelines that will streamline the monitoring and evaluating of Learner Formation PPAs.

## **VI. Clear Statement of Request / Recommended Action**

The BLSS-YFD kindly requests your review and approval of the enclosed document containing the request for participants for the data gathering and consultation workshop.

Should you find it favorable, we humbly request that you indicate your approval on the space provided at the bottom of this document and affix your signature on the space above your name on the first page.

For questions and/or concerns, your staff may reach us via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or through telephone number at 8-636-6549.

Thank you very much.

*Enclosures: (1) Invitation to Participate in the Data Gathering Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation addressed to Field Offices, Office of the Assistant Secretary for Operations and BLSS-OD; (2) Invitation to be a Resource Speaker and Participate in the Data Gathering Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation; (3) Invitation to Participate in the Workshop on Data Gathering and Consultation on the Development of Learner Participation Framework*

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- ☐ *Approved*
- ☐ *Disapproved*
- ☐ *Further Comments/Remarks*

blss-yfd/GRV/20250114





Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**ADVISORY**

February 12, 2025

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), would like to inform all concerned that the schedule for the **Data Gathering and Consultation Workshop on the Policy on Learner Formation Programs Monitoring and Evaluation and Learner Participation Framework** has been **rescheduled**. The workshop will now take place from **March 17-21, 2025**, instead of the originally scheduled February 17-21, 2025, at the same venue.


This adjustment is due to scheduling conflicts involving key participants and the ongoing clearance, in accordance with the **"Guidelines on the Conduct of and Participation in Capacity-Building Activities, and Strategic and Operational Planning Organized by the DepEd Central Office,"** which ensures compliance with required process.

Additionally, it will allow for the resolution of venue-related issues, ensuring the workshop is implemented smoothly and productively.

For further clarification, please contact Dr. Gina L. Cruz, Senior Education Program Specialist, Officer-in-Charge of the BLSS-YFD, via email address at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or through telephone number at 8-636-6549.

Please be guided accordingly. Thank you.

Approved by:

  
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations  
Officer-in-Charge  
Office of the Undersecretary for Operations



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