



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

17 July 2025

DIVISION MEMORANDUM
No. 338, s. 2025

**CAPACITY BUILDING ON MEA REPORTING AND L&D PROGRAM
QUALITY ASSURANCE FOR STRENGTHENED SCHOOL GOVERNANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
School and District M&E Coordinators
All others concerned

1. In support of the Department of Education's thrust to institutionalize quality assurance, accountability, and results-based management processes across governance levels, the Schools Division of Nueva Vizcaya will conduct a technical assistance and capacity-building activity for designated School and District Monitoring & Evaluation (M&E) Coordinators and Quality Assurance, Monitoring & Evaluation (QAME) Associates. This initiative operationalizes key provisions of DepEd Order Nos. 43 and 44, s. 2010 (Quality Assurance and Accountability Framework; Quality Management System), DepEd Order No. 29, s. 2022 (Basic Education Monitoring and Evaluation Framework or BEMEF), and DepEd Memorandum No. 44, s. 2023 (Interim Guidelines on the QA, M&E of NEAP Core Programs).

2. The schedule and expected participants for each activity are as follows:

Date	Time	Participant Group	No. of Pax
August 26, 2025 (Tue)	8:00 AM – 5:00 PM	QAME Associates for Learning & Development Programs – 2 per District (1 Elem and 1 HS)	46
September 2, 2025 (Tue)	8:00 AM – 5:00 PM	Elementary School & District MEA Coordinators – 3 pax per District	69
September 5, 2025 (Fri)	8:00 AM – 5:00 PM	Secondary & Integrated School MEA Coordinators (47 Secondary School and 17 Integrated Schools)	64

3. Only the following shall be allowed to attend: School Heads / OICs/Head Teachers/Administrative Officers formally designated as School or District M&E / QAME focal persons/Officially designated School and District MEA Coordinators and



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QAME Associates. **Classroom Teachers are NOT allowed** to attend this technical assistance and capacity-building activity.

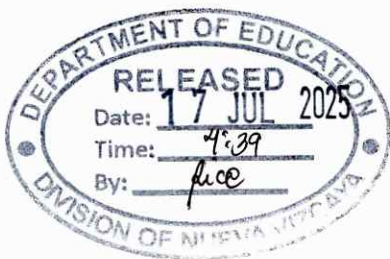
4. Participants are required to bring both printed and electronic (editable) copies (USB / cloud-ready) of the following, as applicable to their track. They must also ensure access to their School Drive (DepEd Google Workspace or Office 365 account) during the session for uploading, retrieving, or editing required files:

- For QAME – L&D Track (Aug 26):
 - Evaluation data of responses from the participants (in MS Excel File)
 - Pre/Post Tests data from the L and D conducted (in ME Excel File)
- For Elementary MEA Track (Sept 2):
 - Latest School Report Cards (relevant indicators only).
 - School Operational Plans (AIP-WFP), School OPCR
 - Quarterly MEA submissions (Q1-Q3 2025 data if available; otherwise latest completed quarter) and accomplished School and District MEA KPI *(The templates can be downloaded from <https://sdonuevavizcaya.com/downloads/>)*
- For Secondary Schools/Integrated Schools MEA Track (Sept 5):
 - Same MEA data sets as above

All participants should bring a laptop with spreadsheet software (MS Excel or equivalent) and an extension cord. A stable, internet-enabled device is encouraged for accessing Project MAR and Project Quality TIME platforms, as well as their cloud-based files.

5. Expenses to be incurred during the activity shall be charged to HRTD – 2025 (AC-25-6053-HRTD-017) while the transportation expense of the participants shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.

6. For your information, guidance and strict compliance.



ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent



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