



Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : ONE-DAY PROGRAM IMPLEMENTATION REVIEW WITH CID  
CHIEFS  
Venue : Virtual  
Inclusive Date of Program : January 14, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 09999910887

| INDICATORS                  | MEAN        | QUALITATIVE DESCRIPTION |
|-----------------------------|-------------|-------------------------|
| A. Program Management       | 3.97        | Outstanding             |
| B. Attainment of Objectives | 3.98        | Outstanding             |
| C. Delivery of Content      | 3.93        | Outstanding             |
| D. Program Management Team  | 3.87        | Outstanding             |
| E. Webinar's Etiquette      | 3.86        | Outstanding             |
| F. Internet Access          | 3.94        | Outstanding             |
| <b>OVERALL MEAN</b>         | <b>3.93</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning from the webinar?

- Accomplishments from different PAPS.
- CLMD-CID directions for 2021.
- Collaboration results to better and faster results.
- Curriculum managers and staff were re-energized for a better service this year.
- Daily reminder of plan preparation is very important in doing the task for whole year.
- Identifying the accomplishments and gaps that need to be catches up for the quality delivery of basic education.
- It is necessary to review the PAPS of DepEd annually.
- Open communication among members of the organization is the key to better service.
- PAPS should be implemented according to its objectives that will help the improvement of learners' performance.
- Plans for 2021.
- Preparation of 2021 action plan.
- The presentation of the program implementers of their accomplishments and plans of actions.
- The process of conducting PIR.
- The status of the division curriculum implementation.
- There should be collaboration of all concerned personnel / functional divisions as we implement PPAs in accordance to standards.
- Updates on the accomplishments of PAPS in the region.



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2021-01-0951

ISO 9001:2015 CERTIFIED  
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DEPEDRO13-F-QAD-052/R2/2-18-2020

How will your learning impact your work as DepEd employee?

- Benchmarked the accomplishments.
- Cascade the major direction points to my PAPs Plan of Actions.
- Cascading action plans to all sections in CID for action.
- Great impact to align all activities in the region.
- Improve learning outcomes.
- It will be cascaded to the different program owners.
- Open communication will facilitate smooth and well-coordinated actions and activities.
- Serve as guide in the target setting at the division level.
- to abide by the directions set by the organization in performing my tasks.
- To address the CIGPs.
- To be updated always for best implementation.
- Updated on CID KRAs. Learn, unlearn n relearn activities/preparations for the new norm.
- We will be guided with our targets for the year as implement various programs and activities.
- Will guide me in the conduct an of PIR at the SDO.
- Will try harder to be a better collaborator.

Comments and Suggestions:

- All division counterparts be gathered in the same activity to review program implementation.
- All Divisions should be responsible in terms with the implementation.
- Congratulations for the successful conduct of this PIR! Commendable for the counterchecking of submission of reports to RO counterparts by SDO EPSs.
- Excellent and organized.
- Great job, kudos, congrats and thanks Chief Jun in CLMD staff.
- Keep it up and Congratulations!
- More time to be given in the preparation of an action plan.
- PIR is a very good avenue for feedback giving.
- Please revise the evaluation. It is designed for webinar not for face to face seminar. Past of stick is stuck not sticked. Please make necessary corrections po.
- Procedures are well-planned.
- Sustainability.
- The activity was conducted face to face not online.
- The program was done smoothly.
- Well done.

Prepared by:

  
**JESUS D. NONO, Ph. D**  
EPS

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD





Republic of the Philippines  
**Department of Education**  
CARAGA REGION

**QATAME FORM**

**END PROGRAM EVALUATION REPORT**

Title of the Training : PAHINUNGOD SA MGA KABULIG 2020: COMMUNITY  
STAKEHOLDERS FORUM AND RECOGNITION OF PARTNERS OF  
DEPED CARAGA REGION IN THE CONTEXT OF THE ASEAN REGION  
Venue : Virtual  
Inclusive Date of Program : January 15, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 09999910887

| INDICATORS                  | MEAN        | QUALITATIVE<br>DESCRIPTION |
|-----------------------------|-------------|----------------------------|
| A. Program Management       | 3.92        | Outstanding                |
| B. Attainment of Objectives | 3.95        | Outstanding                |
| C. Delivery of the Content  | 3.95        | Outstanding                |
| D. Program Management Team  | 3.93        | Outstanding                |
| E. Webinar's Etiquette      | 3.92        | Outstanding                |
| F. Internet Access          | 3.61        | Outstanding                |
| <b>OVERALL MEAN</b>         | <b>3.88</b> | <b>Outstanding</b>         |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning from the webinar?

- Active stakeholders are well recognized and to be given rewards.
- Appreciating of partners.
- Being able to help and encourage young people to do something good for themselves and their community despite the threat caused by Covid19.
- Close collaboration with stakeholders.
- Collaborative partnership with stakeholders are effective and are able to make an impact to the learners.
- Connect to the school always.
- Conveying commitment and dedication to show support to learning continuity plan so that students learning won't stop.
- Delivery of Education services is a collaborative effort.
- DepEd Caraga region employees and stakeholders are united and supportive.
- Education must not have stopped.
- Encouraged more stakeholders' participation.
- Establishment of strong partnership with stakeholders is essential in the successful implementation of DepEd PAPs thru the school.
- Give honor to our very supportive stakeholders.
- Give more motivation and be kind to stakeholders.
- Giving appreciation to the DepEd personnel.
- Giving recognition to stakeholders is the only way to repay their kindness.
- Giving the valuable attention on the collaboration of stakeholders.



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2021-01-0953

DEPEDRO13-F-QAD-052/R2/2-18-2020

- Giving what is due for DepEd personnel.
- How to handle our situation?
- How to top partners.
- Importance of External Stakeholders.
- Importance of gratitude specifically in our day to day living.
- It broadens our vision on the improvement of the school.
- It is about engaging and strong relationship with the stakeholders.
- It is best to tap stakeholders for the improvement of the school and the community.
- It is important to recognize our stakeholders.
- It is the teamwork and harmonious relationship between stakeholders that leads to a successful partnership.
- It's enjoyable.
- I've learned that there are still many stakeholders who are only waiting to become our partners.
- I've realized that if we perform our tasks religiously, we will be rewarded in God's given time.
- JDVP allows interested stakeholders like TVIs to partner with participating SDOs.
- Linkages with the stakeholders for growth and development of the school .
- Magana cja na programa labina sa amo mga stakeholders maka inspired na mutabang gajod labina sa mga kabatan onon na amoy amo rason sa pag tabangd labina sa mga kabatan onan na amoy nag kinahanglan gajod nan tabang para maplas.
- More knowledge gain.
- My most significant learning is that the stakeholders must be involve and encourage to support the school and the learners.
- Oriented on all DepEd Programs.
- Partnering with stakeholders is essential in the continuity of basic education amidst pandemic.
- Partners are important.
- Partnership is a key for progress.
- Partnership is not always soliciting help but also extending assistance in return.
- Partnership recognition is a way of returning back the honor to them.
- PPSSH serves as the public statement of professional accountability of head teachers.
- Recognition of stakeholders.
- Recognize the division stakeholders'/partner.
- So amazed in all the activities the pa raffle and the recognition.
- Stakeholders are the most important partners in DepEd.
- Stakeholders are very important partner of education sector.
- Stakeholders Support.
- Strengthen stakeholders support.
- Sustaining the partnership of stakeholders to school.
- That even in crisis we should still continue to give our very best for the continuity of learning.
- That stakeholders play a vital role in our educational arena.
- The art of networking and linkaging.
- The awarding of outstanding division and many others. The recognition of stakeholders. that support much in education.
- The camaraderie between the department, school and stakeholders are very much important for the success and development of the learners.
- The importance and value of gratitude.
- The importance of stakeholders' participation.



- The importance of the partnership and linkages especially this will help building good relationship toward others.
- The strong bond of partnership with school and stakeholders.
- The strong partnership between the DepEd Caraga and its Stakeholders.
- To give recognition to all partners who supported the identified needs of the school.
- To pay back the benevolent supporters of the school by recognizing them is the best part that DepEd has done.
- To support the school.
- Value and recognized partners and stakeholders.
- We appreciate this activity because this one way of recognizing the efforts or support of the different stakeholders.

How will your learning impact your work as DepEd employee?

- Always keep in touch with the parents and other stakeholders regarding their child's performance in school.
- Apply teamwork to the field to gain more stakeholders.
- As a brigada coordinator, I should involve parents and stakeholders so that I can be more efficient.
- As a DepEd employee, it is important to strengthen stakeholders' relation so that they will be motivated to continue support for the programs and projects in school. And for every project accomplishment they need to be appreciated and recognized.
- As DepEd employee we need to give value on the importance of gratitude by giving rewards to teachers, pupils, parents and other stakeholders for the effort extended.
- As SH I have to follow the standards based on PPSSH guidelines and articulates professional practice expected of me as a school leader.
- Being inspired to do something good in my work as teacher.
- By acknowledging the efforts of the people under the authority God has given me is a type of showing them to them gratitude.
- Collaboration among stakeholders inspires me to continue doing my task as leader in the district even amidst pandemic.
- Continue to support the movement for the betterment.
- Encouraged in work for a better education.
- Engage more partners.
- Engage stakeholders' participation and involvement to any school programs, projects, and activities.
- Enhance partnership/stakeholders engagement at all times.
- Every stakeholders support must be recognized.
- Finding partners is finding a solution to our needs.
- Harmonious relationship among partners and community leads to strong development of quality learners and promote strong participation.
- Have a positive relationship with the stakeholders
- I will be aware that we need to tap our stakeholders for the betterment of education of the young learners.
- I will continually give my best and even go beyond the box to my pupils, for my country.
- I will strive to create linkages and partnerships to achieve our goals in DepEd.
- I would think of better ways to improve my relation towards the stakeholders, teachers and the community.
- Impart the knowledge learn to other schools.
- Influence or encourage the field to establish good rapport with their stakeholders.
- Inspire to achieve more and appreciate partners help.
- Inspired teachers and community stakeholders to continue education.

- Instill in the teachers the importance of linkages and partnership to build good relationship to our parents, LGUs and community.
  - Invite more stakeholders.
  - It broadens my knowledge in strengthening partnership.
  - It enlightens me that always link with the stakeholders of the school for they were the best partner of the school.
  - It helps me a lot to establish rapport with our stakeholders.
  - It is of great pleasure to apply it to the school so we have also more stakeholders and partners.
  - It reminds me to always be of good cheer, and teach the youth to become assets rather than liabilities in their community.
  - It taught me to equally support the stakeholders.
  - It will add close relationship to the stakeholders.
  - It will help a lot to work on the quality of education.
  - It will help to ensure the quality of education.
  - Partnership with stakeholders are important to sustain various programs of the department.
  - Put to application.
  - Recognize others.
  - Sa amo isip isa ka stakeholders grave kadako na impact jaon I recognised kaw may appreciation sa gamay o daku namo na himo laong pa sa panultihon do small things with great love.
  - Served as inspiration in day to day life and example to others.
  - Sharing is caring.
  - Stakeholders should be recognized since they are our partners of the programs and projects
  - Strengthen Partnership with stakeholders.
  - Tap stakeholders for the welfare our learners.
  - These stakeholders must be honored and be given respect.
  - This impact involved not only the teaching of particular academic skills but it's involved the relationship of mine to our partners and stakeholders in this pandemic time and most especially to the parents for always giving support to us teachers.
  - This inspires me to work harder and this also motivates me to challenge my co teachers to do their tasks also diligently.
  - This invites additional Non-DepEd TVIs to partner with participating SDOs.
  - This will promote more understanding and cooperation from the stakeholders. The activity could also motivate other stakeholders to join and contribute also.
  - To be more dedicated in work knowing that there is that strong bond between DepEd and its Stakeholders.
  - To still continue in doing and giving my best for the betterment of the department, as well as providing quality education to my pupils.
  - Valuing the stakeholders support and participation.
  - Very timely and important for me us teacher.
  - We have to value the effort of our stakeholders.
  - We should give important to the stakeholders/partners.
  - We able to gain more knowledge on school improvement.
  - We will do our best effort to attract partners and widen our scope of partnership for the benefit of our learners to become empowered individuals which in turn will make our community a better and happy place to live in.
  - Work hard for the benefits of the stakeholders.
-



Comments and Suggestions:

- 100% good work!
- Amazing!
- Congrats and keep up the good work.
- Congrats and thank you.
- Congratulations more power to the prime movers of this activity.
- Congratulations.
- Dreaming to a face to face acts.
- Excellent and Congratulations.
- Excellent performance. Good job.
- Excellent Undertaking. Congratulations DepEd Caraga. To God be the glory.
- Excellent!!! Congratulations DepEd Caraga.
- Excellently done despite of the present crises!
- Good work! Mabuhay!
- Great job DepEd Caraga Region and God bless you more.
- High speed internet should be provided.
- Hope this activity will be conducted regularly.
- I have learned many things as a newly assigned administrator. Very timely and informative session.
- Keep it up!
- kudos DepEd Caraga for the initiative?
- More power and God bless! Long live Caraga Region and long live Surigao City Division.
- More power to the organizer.
- Program management n internet accessibility ra ang dapat ianswer kung program evaluation.
- Technicalities as to audio aspect should be improved.
- Thank you and Congratulations.
- Thank you and God Bless!
- The event was organized properly.
- The microphone should be checked because there are times that the host and the speaker we can't hear what they've said.
- The presentations went well.
- This is a great opportunity for everyone to see that there are still people out there who are willing to help despite the pandemic.
- Voice volume of the host shall be increased.
- Well done. Good job
- Well presented.

Prepared by:

  
**JESUS D. NONO, Ph. D**  
EPS

Noted by:

  
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Chief - QAD



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QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : REGIONAL ONLINE ORIENTATION ON THE UTILIZATION OF THE REVISED RECOGNITION OF PRIOR LEARNING (RPL) AND ASSESSMENT FORMS  
Inclusive Dates of Program: January 21-22, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 09999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues (includes all batches) | Overall Session-Facilitator Rating | General Rating DAY 1 | General Rating DAY 2 | Summary of Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|------------------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                          |                                    |                      |                      | <ul style="list-style-type: none"><li>- The speaker has a broad knowledge on her topic she imparted because I learned a lot from her.</li><li>- The facilitator did her best to share her knowledge. Congratulation for a job well done.</li><li>- Facilitators are knowledgeable enough and the discussion given is useful.</li><li>- The speaker imparts the knowledge with expertise.</li><li>- The speaker elucidatory imparted the topic confidently and in my part with this topic it helps for me oh how to identify the learners progress and what are the needs of every learners.</li></ul> |
| Sessions                                         |                                    | 3.80                 | 3.77                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Facilitators                                     |                                    | 3.81                 | 3.79                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| REGIONAL AVERAGE* for Sessions-Facilitators      | 3.79                               |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)  
\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-01-0969



Major Observations/Findings (include venue/s of training, and batch number):

- Hoping for another orientation related to ALS.
- Delivery manifest that the facilitator was well prepared.
- Well organized session arena because everybody participated actively.

2. What is the general rating of the daily PROGRAM MANAGEMENT/OPERATIONS of the training?

| Venue of Training<br>(include ALL batches) | Overall Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of<br>Significant Comments and Suggestions                                                                                                                          |
|--------------------------------------------|----------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                    |                | 3.80                    | 3.80                    | - More webinars hopefully in the future to enhance our duty and responsibilities in this endeavours.<br>- Use connection that can accommodate large number of participants. |
| REGIONAL AVERAGE<br>FOR OPERATIONS         | 3.80           |                         |                         |                                                                                                                                                                             |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)  
\*Average of Overall Ratings for Operations for ALL venues and batches in your region

Major Observations/Findings (include venue/s of training, and batch number):

- Excellent Management facilitation.
- Job well done and Congratulations! God bless and keep safe.
- The webinar is well organized and I'm happy the we touched to this matters especially that mostly of the forms were revised.

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):

4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

| Training Venue<br>(include batch number) | AVERAGE RATING PER CRITERIA (Values from "1.0" - "4.0" ) |                     |                         |                     |
|------------------------------------------|----------------------------------------------------------|---------------------|-------------------------|---------------------|
|                                          | Program Management                                       | Delivery of Content | Program Management Team | Webinar's Etiquette |
| Virtual                                  | 3.80                                                     | 3.82                | 3.79                    | 3.75                |
| REGIONAL AVERAGE*                        | 3.73                                                     |                     |                         | 3.49                |

LEGEND: 3.5 - 4.00 (Outstanding); 2.5 - 3.49 (Very Satisfactory); 1.5 - 2.49 (Satisfactory); 1.0 - 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- All are good in a way of planning the content of implementing the different ways of learning.
- The virtual seminar has properly followed the protocol in conducting the said activities.
- The seminar was very interesting and substantial all the topics discussed was very necessary for us in the field.
- This webinar gives us wide information about any kind of forms in ALS.
- Thank you so much for the another learning opportunity for us Mobile teachers.

Comments and suggestions:

- The webinar was indeed successful. Thank you so much to our facilitators.
- Lucky for us those who have internet connections but sad to those who cannot access internet.
- Internet connectivity is always a problem.
- Well managed.

Submitted by:

  
**JESUS D. NONO, Ph.D.**  
EPS - QAD

Noted by:

  
**GILBERT L. GAYRAMA, CSE**  
Chief - QAD





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QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : REGIONAL WEBINAR ON THE DEVELOPMENT OF SELF LEARNING MATERIALS (SLM) TO ENHANCE CRITICAL THINKING ON READING COMPREHENSION SKILLS  
Inclusive Dates of Program: January 18-22, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 09999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues (includes all batches) | Overall Session-Facilitator Rating | General Rating DAY 1 | General Rating DAY 2 | General Rating DAY 3 | General Rating DAY 4 | General Rating DAY 5 | Summary of Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                          |                                    |                      |                      |                      |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Sessions                                         |                                    | 3.65                 | 3.83                 | 3.81                 | 3.85                 | 3.78                 | <ul style="list-style-type: none"><li>- The speaker shows expertise in the topic given to her.</li><li>- The speaker has excellently crafted the discussions. Very equipped in his topic.</li><li>- The resource persons and learning facilitator were sensitive to the needs of the participants.</li><li>- The speaker explained well the importance of acknowledging and citing the rightful owner of the article or work used as to avoid plagiarism.</li></ul> |
| Facilitators                                     |                                    | 3.72                 | 3.84                 | 3.81                 | 3.89                 | 3.83                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| REGIONAL AVERAGE* for Sessions-Facilitators      | 3.80                               |                      |                      |                      |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                  |                                    |                      |                      |                      |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-01-0948  
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Major Observations/Findings (include venue/s of training, and batch number):

- It was great and worth listening! But at least we can hear questions raised by the onsite participants and not with the speaker's answers only.
- There are interruptions and feedbacks of the audio.
- All questions were not read and given answers. There was one I'm not completely satisfied. Q: There was a twist made by the teacher in the story (referring to the work of the student) and the story come up different. What credit can we give to the writer, will it be a collaborative work, adapted, or what?
- The time is too short to finish the task but we have no choice except to complete the task. But if given more time, we make sure we made better ones.
- The audio is not good. We want to hear immediate comments on the SLM crafted.

2. What is the general rating of the daily PROGRAM MANAGEMENT/ OPERATIONS of the training?

| Venue of Training<br>(include ALL batches) | Overall Rating | General Rating DAY 1 | General Rating DAY 2 | General Rating DAY 3 | General Rating DAY 4 | General Rating DAY 5 | Summary of Significant Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                    |                | 3.61                 | 3.76                 | 3.80                 | 3.82                 | 3.76                 | <ul style="list-style-type: none"><li>- The seminar is really very good however it is still better if we can attend face-to-face, the better.</li><li>- The time management is helpful during the time we worked for the module.</li><li>- The TWG members were facilitating and sensitive to the needs and reactions of the participants.</li><li>- Program management team must be aware on the issues and concerns raised in the chat box.</li></ul> |
| REGIONAL AVERAGE FOR OPERATIONS            | 3.75           |                      |                      |                      |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average of Overall Ratings for Operations for ALL venues and batches in your region

Major Observations/Findings (include venue/s of training, and batch number):

- Set enough time for the duration of the webinar because five days are not enough for this training because asking of outputs need longer time to focus especially the beginner illustrators and layout artists.
- This webinar may be intended for high school teachers, yet I learned great lessons that are applicable both in work and daily life. Learning indeed never stops. Thank you for the experience.



- Congratulations, team! The second day was successful. I would like to remind everyone, especially those in the onsite, to be careful with your conversation. Since the offsite participants could hear your chat, be careful with your words. :) It was actually clear when someone from the team said something not to believe on social distancing. I know it was just a joke, but other who might hear that would take it against us also. Nevertheless, the idea of this kind of webinar is refreshing! More live sessions like this one in the future! Congrats to the team behind the screen.

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):

4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

|                                          | AVERAGE RATING PER CRITERIA (Values from "1.0" – "4.0" ) |                     |                            |                     |                 |
|------------------------------------------|----------------------------------------------------------|---------------------|----------------------------|---------------------|-----------------|
| Training Venue<br>(include batch number) | Program<br>Management                                    | Delivery of Content | Program<br>Management Team | Webinar's Etiquette | Internet Access |
| Virtual                                  | 3.75                                                     | 3.81                | 3.75                       | 3.73                | 3.39            |
| REGIONAL AVERAGE*                        | 3.69                                                     |                     |                            |                     |                 |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Timely and informative.
- As a whole, webinar was exceptional only that there are inevitable circumstances regarding technical and signal problems.
- It would have been good if online audience are given attention of they are already settled before starting the talks.



What is your most significant learning from the webinar?

- A person who does not read a book has no advantage to person who does not know how to read.
- A reading material developer himself should have a passion to read in order to create an effective and meaningful materials for the learners.
- Be careful when crafting SLM. consider the culture, content, instructions that it will not be biased in any way possible.
- Being a writer, train a student to be a person of information than a person of opinion.
- Being careful of what to illustrate. must gather info before doing the sketch.
- Generally speaking, I learned a lot about teaching and learning in the new normal especially in the development of self-learning modules.
- I have learned that we should craft our learning materials carefully. We should always consider the standards and specification in crafting learning materials.
- I have learned the importance of going through extra careful as not to violate the social contents in the SLM. Also, the importance of giving credits to the rightful owner as not to plagiarize the work.
- I learned a lot of things about the importance in digitizing SLM using authentic materials that suits student's needs and anchor teaching on the context of learner's lives.
- I learned about the technical specifications in developing the supplementary materials and its referencing standards, understanding LRMDs quality process, nature of reading, the importance of illustrators and social content.
- I specifically learned about how to keep the resolution of the illustration and the difference between drawing and illustration.
- I was brought back again to my undergraduate days when reading was discussed. It is good that we get to refresh our knowledge. More importantly, I learned that content of the SLMs should be culture-sensitive, all the time.
- I was too able to relearn the distinctions between skimming and scanning. Such part of the topic is really helpful. I also learned about the things to be included in the social content.
- In crafting SLMs, teachers should be extra careful with regard to information accuracy and social content.
- I've learned so much about reading but the most significant was the message of the speaker to make reading as a gift not a task to learners.
- Learning Resources must be creative and must adaptive to the new trends so that the learners will be interested.
- Multi-literacies skills should be applied in making SLM. SLM should strictly be based on competencies.
- My most significant learning from the webinar was that there are standards/format to be followed with regards to the layout, font style, font size, spacing, etc.
- Reading is meaning-making. It takes place even with merely looking at pictures and interpreting them. Reading activities must cater and develop 21st century skills among learners.
- Reading materials that teachers give to the learners are not necessarily all in textual form. It can also be pictures, infographics, and posters or print ads.
- Reading would not be as meaningful and comprehensible without proper teaching, thus learning the proper way how to address this is one of the take away I have realized on the first day of this webinar.
- SLMs as reading materials are in demand in this pandemic to address the problem on developing the reading skills of the learners. It is an avenue for the learner's development in reading to supplement the face to face interaction between the teachers and the learners.
- Teachers are catalyst of change. We should help students find comfort in reading. Making reading fun, interesting and interactive may help boost reading skills.



- I will put into practice what I have learned from this session and share it to my fellow teachers.
- It inspires me to craft original texts or compositions to be used in crafting supplementary learning materials.
- With this experience, I was able to at least prove myself that I can do it for the love of education. I will really do more for my work. I am more inspired.
- It will allow me to intricately design an activity that will develop my students' reading skills by answering activities that which level of difficulties range from simple to difficult.
- I learn that if you love the job is easier for you to finish, as an employee in the Department of Education the work we did with love and dedication is reflected in the products we see from the learners.
- It is important to bear in mind not to own something if this is not really yours. Exercising yourself to give credits to somebody's work is good.
- It's a big help, specially that we are into Contextualizing and making our own SLM. Now at least we have ideas how to.
- I can make use of my learning by collaborating with other teachers in crafting effective supplemental reading materials.
- Relentlessly make follow ups and technical assistance to the school heads and teachers.
- This learning will impact my work as a DepEd employee through taking into consideration when using the work of other people.
- Use of localized and contextualized materials in the crafting of learning modules as supplementary materials to aid independent learning.
- The ideas and strategies that the speaker shared impact much in our daily works especially when dealing with write-ups and making story whether it's original or copied from the other sources without acknowledging the author.
- It helps me realize that being authentic in one's work especially in creating learning resource materials prevents you from possible copyright issues.
- I realize that the best thing to consider is that we will always think the welfare of our learners' every time we make SLMs for a better understanding.
- It helps to know the right way of inputting data in learning materials. It helps as to be aware on what to write and how to write it in a proper way.
- We have to be careful in every statement that we are going to write particularly when it comes to using phrases or statements coming from the internet.
- I will be able to teach my learners the differences of skimming and scanning and other kinds of reading as well as the importance of reading in general.
- Very much, indeed. From this day alone I had lots of things to absorb, and I think these will eventually hone my skills as a writer and content developer.
- I will include his thought in my daily vocabulary of work, always instill in the minds especially with mine, that the changes in the work that happens will always be considered a positive disturbance and a weapon to grow and be useful to our learners.
- We should consider all the factors affecting the impact of our self-learning materials toward our learners. Be careful in crafting such materials and if possible be realistic but should follow the guidelines in making certain topics for our SLMs.
- As an Education Program Supervisor, it will help her in her job as instructional leader to facilitate the reading development and give TA in every grade level through the SLM strategies used. <sup>1</sup>
- As a teacher, reading seems easy when you know how to read, but that was just the shell of the broader aspect of reading. Reading have been the common problem among as educators because students nowadays may know how to read but lack of comprehension and analytical skills. Reading should not only be taught by phonetically but more so with the semantic structure of words and phrases. Reading that could also develop students critical thinking and can functionally apply these learning reading from their current



- Teachers play a great role in ensuring that every 21st learner is equipped with the skills and knowledge needed in becoming an effective and productive citizen of our country.
- Teaching reading is not just trying to make a perfect recipe. It requires knowledge, skills, patience and determination to change the lives of the learners.
- The new meaning of literacy is someone who is an adept in computer skills, good in manipulating technology and knows how to use technological advancement. That should be what makes a 21st century reading teacher.
- When making examples whether texts or visuals, it very important to be consider other's feelings, religious affiliations and other beliefs.
- My significant learning from the webinar is that Referencing is a critical part in writing SLMs because there is always the need to ask permission from reference authors, story owners and the likes.
- Use of localized and contextualized materials are not limited to culture, places reflective of the locality but are also texts that are relatable to the learners and something they can connect with.
- Your most important investment is yourself, so if you plagiarize, you are cheating yourself." it's important to avoid plagiarism in crafting our own SLM.
- It is right and just to acknowledge and give credit to the rightful owner of the work if you want to copy it. It is better to ask first permission from the owner as to avoid plagiarism.
- That contextualization is not limited to what surrounds us but rather must be extended to provide opportunity for learners to grow and develop with the global community.
- Modifications on formats for SLMs should be done as long as it follows the standards and are quality assured. These modifications are done to allow suitability of the learners' level.
- I have learned that we should be careful in creating our modules. It should be factual and plagiarism free. Learning materials should be contextualized in order the learners to easily understand and connects to the lesson well.
- As first timer to write a regional material, I am challenged to really do my best. With the output presented by the expert speaker, I have in mind that I should be creative in crafting the material considering of course the learners that will utilize the material.
- Time constraints is the biggest challenge of what we are crafting now, we are just hoping we will be able to create a good one.
- Basically the whole process was fun, interesting and rewarding on my part. It was good enough that it taught both beginners and advanced some new techniques on how to quality assure the Supplementary Learning Materials in our department.
- Being a lay out artist is not easy there should be a harmonious relationship between the writer, the editor and the illustrator to come up with a nice output.
- The making of this SLM is very important to reinforce learning among the students specifically in developing them to be effective readers.

How will your learning impact your work as DepEd employee?

- This impact involves not only the teaching of particular academic skills, but as importantly, the fostering of student self-esteem.
- I learn that if you love the job is easier for you to finish, as an employee in the Department of Education the work we did with love and dedication is reflected in the products we see from the learners.
- It is important to give TA with the knowledge gained in the training through giving technical assistance to capacitate all the teachers.
- With this experience, I was able to at least prove myself that I can do it for the love of education. I will really do more for my work. I am more inspired.
- I will apply my learning in making more SLMs which will be helpful for my students to learn the lesson effectively.



situation in life.

- Reading is challenging during pandemic that's why we need to exert more effort to recalibrate their skills in reading, not letting them left behind.
- Learning manifests when shared to others so basically it must be applied and shared. This will make me a better reading teacher when is applied my learnings to the learners.
- My learning motivates me to understand the difficulties our learners go through and that teachers have crucial role to address these difficulties.

Recommendations for future training program:

- As a whole, webinar was exceptional only that there are inevitable circumstances regarding technical and signal problems.
- The Microsoft teams link is not a user friendly link that everyone can access immediately.
- I would just like to suggest that the people behind the camera and technical aspects of the webinar to avoid chatter while the speaker is discussing because we participants, can hear you.
- Due to technical problems which cannot be avoided, some of the online participants had difficulty in listening to the topic especially if there is no audio. But, everything ended well.
- I was just hoping for a very commendable platform to be used in webinars like these, like zoom since it will provide confidentiality and thorough space learning atmosphere than live streaming.
- The change of webinar from MS to fb live to another fb live was confusing. Maybe next time, be sure to use a user-friendly app that will make it easy for the participants to join. Also, there were voices aside from the speakers that destructed our focus from the presentation. Please be conscious enough to notice concerns posted in the chat box. But still, congrats for today.
- I suggest that next time, the technical facilities of the production get improved so as not to hamper the main aim of the program which is to teach and to learn.
- The audio is better now. May I suggest that during the break there is music so that participants who joined virtually would know whether they are out of signal or not. Thank you very much.
- Internet connectivity is not stable, however, this is not within our control, therefore, it is proper to just be patient and resourceful.

Submitted by:

  
**JESUS D. NONO, Ph.D.**  
EPS - QAD

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD



Republic of the Philippines  
Department of Education  
CARAGA REGION

QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : REGIONAL ORIENTATION ON LEADERSHIP STANDARDS (PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS AND SUPERVISORS)  
Inclusive Dates of Program: January 19-20, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 09999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues (includes all batches) | Overall Session-Facilitator Rating | General Rating DAY 1 | General Rating DAY 2 | Summary of Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------|------------------------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual Sessions                                 |                                    | 3.78                 | 3.82                 | <ul style="list-style-type: none"><li>- The speaker was effectively and successfully done her part and the whole session as well.</li><li>- The facilitator was fluent enough and very neutral in sharing ideas to the participants.</li><li>- The session was excellent but our problem during the webinar is the internet connection.</li><li>- The speaker is knowledgeable enough to the topic presented.</li></ul> |
| Facilitators                                     |                                    | 3.82                 | 3.85                 |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| REGIONAL AVERAGE* for Sessions-Facilitators      | 3.81                               |                      |                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)  
\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-01-0999

DepEdRO13-F-QAD-032/R1/2-18-2020

02/15/2021



Major Observations/Findings (include venue/s of training, and batch number):

- Session itself is indeed excellent. CONGRATS PO sa lahat in the RO sponsoring this worthwhile professional encounter. But, as to network connection, it is our main problem in some areas where we are located because we instantly left the session in the middle of the discussion that loses the momentum. it is a factor that is beyond our control but is affecting the flow of understanding.
- It is better to only have minimal participants in the webinar and just be cascaded at the district level to avoid crowding.
- Bright idea to have this PPSS so that there will no overlapping of duties and responsibilities but I hope this will last long before another one will come in.
- The only thing which is essential in webinar is that, the topic to be presented and the presentation itself must be provided to every participant, so that they are guided in the seminar even if internet connection will be lost still the participants can manage the so called self-paced learning because of the softcopy of the presentation he/she has.
- What most problem here in us place the internet connectivity therefore we would like to ask a favour to DepEd Family to connect us in our station Rajah Cabunguan IS a most frequently signal connection we're hoping Mam and Sir.

2. What is the general rating of the daily PROGRAM MANAGEMENT/OPERATIONS of the training?

| Venue of Training<br>(include ALL batches) | Overall Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of<br>Significant Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|----------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                    |                | 3.76                    | 3.83                    | - Thank you so much Caraga Team prime movers for giving us the opportunity to be with our fellow school leaders. This endeavour is very much appreciated for its timely conduct. Looking forward for another more than a memorable moment of acquiring ideas that would serve as our road map in achieving our department's goal. Mabuhay po tayong lahat and God Bless!                                                              |
| REGIONAL AVERAGE<br>FOR OPERATIONS         | 3.71           |                         |                         | - Program Management Teams should do a simulation or a systems check prior to webinars so as to avoid prolonged technical glitches.<br>- A webinar like is very relevant for us the new school heads. May I suggest that this shall be done by cluster so that topics being discussed is vividly heard by the participants. It is sad to note that Internet connections hinders our attention on listening to our brilliant speakers. |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average of Overall Ratings for Operations for ALL venues and batches in your region



Major Observations/Findings (include venue/s of training, and batch number):

- I would like to express my heartfelt gratitude to DEPED CARAGA for this opportunity. This training gave me a clear picture and understanding of what should be the standard role of a leader in the DepEd.
- Webinars should not be conducted whole day to avoid headaches & dizziness. Let's give considerations on our health. We can learn more if we're healthy mentally & physically.
- We would like to request that the materials to be used in the webinar should be stipulated in the memo like a copy of the PPSSH and PSSS so we could also glance it from time to time during the discussion. Thank you po!

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):

4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

| AVERAGE RATING PER CRITERIA (Values from "1.0" – "4.0") |                       |                     |                            |                     |                 |
|---------------------------------------------------------|-----------------------|---------------------|----------------------------|---------------------|-----------------|
| Training Venue<br>(include batch number)                | Program<br>Management | Delivery of Content | Program<br>Management Team | Webinar's Etiquette | Internet Access |
| Virtual                                                 | 3.71                  | 3.83                | 3.79                       | 3.75                | 3.27            |
| REGIONAL AVERAGE*                                       | 3.67                  |                     |                            |                     |                 |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Due to internet connectivity issues, I missed some of the topics. But the moderator and facilitators were kind enough to review the previous topics that I still keep in the tract.
- This webinar is timely for us to do our job efficiently now that 2nd quarter has just started.
- Thank you so much for the opportunity as participants of this Regional Orientation on Leadership Standards-Philippine Professional standards for School Heads (PPSSH).



What is your most significant learning from the webinar?

- The role of the school head is not easy. It needs a balance of knowledge and skills in whatever practices/decisions the School Head must do in order to be effective and efficient. PPSSH plays a great part being a school leader precisely because it could determine always our role in managing our school effectively and efficiently most importantly for the betterment of our school.
- My most significant learning from the webinar is the PPSSH framework that shows an interaction between maximizing school effectiveness and ensuring people effectiveness that results a quality school head
  - Be guided by DepEd rules, regulations, responsibilities and be updated always
- That there 5 domains of PPSSH each domain has strands with corresponding indicators
- We now have a clear direction to thread as we continuously improve ourselves as School Heads.
- Delivery of the in-service professional development, different strands under each domain to support leader's accountability in school.
- School should have full control of the school system but have to include all stakeholders in planning to have collaborative effort for a better result.
- These topic is very important for me in which I can reflect myself of where I am and what stage I am in doing my job as a school head.
- Role of a school heads in improving quality education
- As a school head i have to exhibit skills in performing our function as instructional leaders and administrative managers
- School Head has big roles and responsibilities in ensuring the quality education of every learner through efficient and committed teachers with the support of the community partners.
- This webinar is a great help to me to understand more of what else I suppose to do to become an effective school leader.
- 5 domains refresh my job as school head
- PPSSH is a set of standards to make every school head better perform their roles in school.
- From this webinar, I am able to gain in-depth information and knowledge about the Philippines Professional Standards for School Heads.
- The professional accountability for school heads to reflect and assess their own practice as they aspire for and pursue professional development.
- This webinar is so helpful for us school leaders for our career advancement and professional development.
- The different domains of PPSSH & PPSS, the new techniques & methods in managing & leading the school.
- Rpm focuses on the skill of the school head in improving his self through the learners and community.
- The role and responsibilities of SH as quality leader in leading and managing the school in producing quality teachers as well as quality learners.
- Leadership is should be focused on developing your people by empowering and supporting them and most especially ensuring that all works boils down to the development of the learners.
- That as school leader we should be knowledgeable enough of our duties and responsibilities and we should uphold it with honesty and integrity. And most of all that we consider our stakeholders in our decision making and that we try our best to build quality relationship with them.



- Standards set I. PSSH and PSS will guide us on our work so we will not stray and deviate. It also helps us make a plan as to how we implement the different programs and projects of DePED.
- As School leader we are now guided how the supervisor lead us to make quality education to learner's.
- I am now more passionate to grow from one career stage to another and do my responsibilities to provide a better learning outcomes.
- If school head does what is mandated by him or her surely the school can produce quality teachers and learners.
- Perform the required task as much as possible serves as a model to the colleagues in the district.
- I will give my full support in all aspects to the supervisors to achieve success in the school and in the district.
- As a school leader I must be mindful of what and where our school should go.
- Learning on effective leaders to the teachers as well. Sharing idea on making project and other. Activities.
- Best recruited employee which committed, dedicated and devoted to the work are the best employee.
- It serves a guide in the implementation on the field and it should be religiously monitor in all the activity.
- This session has a great impact to me as public servant leader, hence technical assistance, support could be extended by the supervisor to our respective school for the improvement of the school performance and in achieving the vision and goal producing quality learners and teachers.
- My learning provided me a better understanding of the duties and function of a supervisor. It opened up a positive attitude towards supervisors.
- As District In-Charge this orientation would serves as my guide in the implementation of my KRAs.
- This will be a great help in improving my job as a School Head.
- Work collaboratively. Always give TA and be supportive for effective teaching and learning to happen
- Great information and things in doubt were clarified.
- Enlightenment to better perform our roles in school. More so, the support system both of the school heads and supervisors will be stronger to improve quality teachers and improve learner's achievement.
- Serve with utmost commitment and dedication.
- As School Head, it is responsible of the K-12 curriculum implementation. Following the guidelines issued from the national office to division offices. issued.
- It has a big impact to my work in DePED specially in field of managing the school teacher's learners and stakeholders for the improvement both academic and non-academic aspects of the school.
- It serves as a guide on the effectiveness and efficient of my role and responsibility as school heads.
- School heads are properly guided with what is required of them and could also do the same to the teaching and non-teaching personnel.
- As Supervisor it would guide me in providing Technical Assistance to School Heads because the set standards are specific, clear, doable and comprehensive.
- By reflecting on my present practices, i will identify my strengths and needs as a school head in terms of my school and people effectiveness. Then from there, compare my performance against the standards in order to know at what level I am and be able to set my goal and come up with better plans to implement for improving my practices as school head.
- To improve the quality of teachers to produce quality learners.
- It helps me realized that we have a great task put into our shoulders to make things happen and this could be possible with the all-out support from our partners in the field.



- It's all about DepEd Order #25, s.2020 supports the implementation of RA 10533 otherwise known as the Enhanced Basic Education Act of 2013. The implementation of the Phil. Prof I. Standards for Teachers established through DepEd Order #42, s.2017. The transformation of the NEAP pursuant to DO.11, s.2019 and the implementation of PPSSH, DO. #24, s.2020.
- Leaders like school head and PSDS have role to improve teaching learning process those we have to make follow up, monitoring and giving TA.
- This webinar is really a great help in setting my career direction. I have now a clear direction and role definitions as a school head.
- I have learned many significant matters today, the training will enhance the supervisors and school heads capability in supporting the teaching and learning development.
- I learned that the primary role of supervisor is to provide technical assistance to the school heads and teachers for performance improvement.
- The significant learning in this training, the department gives importance on continuing professional development and advancement of school leaders based on the principles of career-long learning.
- My most significant learning is that being a school head you must not only settle for what you have attained now but you must have to aspire of becoming a more efficient and effective school leader and PPSSH is a very good tool to guide me of what to do.
- The birth of PPSSH and PPSS has enlighten me as to my duties and functions based on 4 domains, strands, indicators and career stages.
- It is all about set of standards for supervision that articulate the professional practice expected of a quality supervisor in the regions and division.
- I learned now the PPSS and PPSSH very effective to all leaders to achieve the goal of the everybody.
- I learned that professional reflection is very important for all school heads and supervisors because this will be used as a tool to improve one's performance and practices.

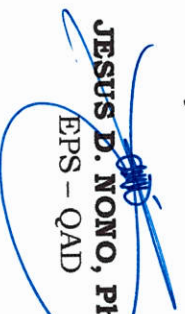
How will your learning impact your work as DepEd employee?

- As DepEd employee and for my being the school head it is my great responsibility and accountability regarding our school performance. Therefore, I would manifest the exemplary leadership skills in order to produce quality learners with quality teachers supportive by a great leader in order to achieve our common goals and objectives to attain the quality basic education.
- Do what is the best for the good of all like the promotion.
- As school head, I must follow the directions from supervisors in order to have quality learning and development.
- It served as a guide on our task to do, and guided also of the things that a supervisor can assist us.
- The knowledge learned will be the guiding star for accomplishing realistic tasks .
- As a School Head we are now guided, how the supervisors will lead us towards quality basic education.
- this will help improve my performance as a supervisor. There's a need for me to increase my knowledge in ICT so I can easily access information and share it to my fellow workers.
- As the school Head I'm open for suggestions provided by the supervisor.
- A good big impact to us as a mother in our respective school.
- As school head is guided already by our supervisors who lead us to Basic Education.

Comments and suggestions:

- Prompt remedies for the internet connectivity problem. The webinars went smoothly. Thank you for providing us this kind of learning opportunity.
- Still the connectivity is the problem with this kind of seminar which is as said, beyond our control. But anyway, I still got the meat of today's topics. Thank you very much in initiating this Webinar Sirs and Ma'am. Keep up the good job.
- The detailed person from the ICT Unit should always monitor the proceedings of the discussion so that he/she can fix immediately if there is/are concerns on internet connectivity.
- The gadgets and other equipment should be tested ahead before the scheduled time to avoid technical glitches which hamper the listener's eagerness and enthusiasm.
- PMT response to participant's inquiry and links are always readily available.
- This could have been done in clusters so that we can all be accommodated in the Google Meet to enable us to participate better and to understand the topic and, the directions for every activity more.

Submitted by:

  
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EPS - QAD

Noted by:

  
**GILBERT L. GAYRAMA, CSE**  
Chief - QAD





Republic of the Philippines  
Department of Education  
CARAGA REGION

QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : CAPACITY BUILDING OF SCHOOL LEADERS ON THE COMPONENTS OF SBM (ESIP, CI, TA)  
Inclusive Dates of Program: January 21-22, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 09999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues (includes all batches) | Overall Session-Facilitator Rating | General Rating DAY 1 | General Rating DAY 2 | Summary of Comments and Suggestions                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|------------------------------------|----------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual Sessions                                 |                                    | 3.94                 | 3.90                 | <ul style="list-style-type: none"><li>- The facilitator shows his expertise in this field and I have learned a lot.</li><li>- The session was conducted and facilitated very well.</li><li>- The Speaker show's mastery in her topics.</li><li>- The speaker possesses facilitating skills that help achieved the topic objectives.</li></ul> |
| Facilitators                                     |                                    | 3.95                 | 3.91                 |                                                                                                                                                                                                                                                                                                                                               |
| REGIONAL AVERAGE* for Sessions-Facilitators      | 3.92                               |                      |                      |                                                                                                                                                                                                                                                                                                                                               |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)  
\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-02-1192

ISO 9001:2015 CERTIFIED  
CERTIFICATE NO. 2021-02-1192  
DepEdRO13-F-QAD-032/R1/2-18-2020  
UAE/CME/2019/1938



Major Observations/Findings (include venue/ s of training, and batch number):

- Topic on Surveillance guides school head on what to do after being adjudged as level 3 of practice.
- The discussion made me realize that all efforts that we do in our schools specifically on the continuous improvement of our practices in our Divisions and schools are embedded in the ISO accreditation process (Clause 10.3 Continual Improvement) and in SBM Principle 2 (Accessibility and Continuous Improvement).
- Very important things that will help the teachers and the school to find/ solve the problem arise, monitor and coaching given.
- Makawala'g gana jud ang SSP sa tinuod lang sir labi na kay dgghan challenges but with your positivity, I hope I can do better this year. Thank you.
- In the new normal, almost all Division and school processes are done with the help of online interventions. Even our SBM practices are implemented, assessed, analyzed, monitored, evaluated, and documented in terms of online interventions.
- The discussion gives further understanding on how to craft a viable school plan that results to realistic outcome.
- The utilization of the SIP Assessment Tool makes our tasks in assessing our SIP easier and more meaningful.

2. What is the general rating of the daily PROGRAM MANAGEMENT/ OPERATIONS of the training?

| Venue of Training<br>(include ALL<br>batches) | Overall Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of<br>Significant Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|----------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                       |                | 3.93                    | 3.94                    | <ul style="list-style-type: none"><li>- My suggestion and request that this activity will continuously be conducted for the welfare of our neophyte school heads.</li><li>- Just like the first day, the FTAD team still provided us a very nice regional webinar. I am much thankful for allowing me to be included especially when I am not an official participant. Hehehe. God bless everyone! Looking forward for more TAs in the future.</li><li>- Please provide us complete copies of the presentations for us to browse from time to time.</li><li>- Congratulations for a conducting a very fruitful and engaging activity!</li></ul> |
| REGIONAL<br>AVERAGE FOR<br>OPERATIONS         | 3.93           |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

LEGEND: 3.5 - 4.00 (Outstanding); 2.5 - 3.49 (Very Satisfactory); 1.5 - 2.49 (Satisfactory); 1.0 - 1.49 (Needs Improvement)

\* Average of Overall Ratings for Operations for ALL venues and batches in your region

Major Observations/Findings (include venue/ s of training, and batch number):

- The seminar was a productive engagement. It gives school leaders a clear guide on what to do in terms of school planning for improvement and an in terms of assessing oneself in relation to one's accomplishments and gaps to perform better in the field.
- This webinar refreshed the participants on matters related to SBM and ESIP looking forward to the follow-up activity on E-SIP evaluation. Congratulations for a successful conduct of such a noteworthy academic endeavour.



3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):

4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

| AVERAGE RATING PER CRITERIA (Values from "1.0" – "4.0") |                       |                     |                            |                     |                 |
|---------------------------------------------------------|-----------------------|---------------------|----------------------------|---------------------|-----------------|
| Training Venue<br>(include batch number)                | Program<br>Management | Delivery of Content | Program<br>Management Team | Webinar's Etiquette | Internet Access |
| Virtual                                                 | 3.93                  | 3.94                | 3.93                       | 3.93                | 3.50            |
| REGIONAL AVERAGE*                                       | 3.84                  |                     |                            |                     |                 |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Power & internet interruption affects the flow of the webinar. PLDT & Electricity must be stable during the activities.
- Keep up the good work! Very well managed webinar!
- The webinar is very timely, since it is new for me as a school head in terms of SBM practice. Learnings from this webinar assures quality school heads.

What is your most significant learning from the webinar?

- As newly school head, I am glad to have this kind of webinar because i was enlightened the topic that really help me in running a school and to how to implement SBM effectively.
  - SBM has an essential purpose of redistributing decision-making authority to increase the autonomy of the critical stakeholders is to improve the instructional process and, although rarely stated, student outcomes.
  - SBM is governed with the principles of decentralization, shared governance, collaboration, transparency, and empowerment among school leaders, teachers, learners, and stakeholders.
  - As a new SBM Coordinator, I am enlightened as to the process of assessment and validation procedure in School-Based Management.
  - And I was also enlightened how essential is Continuous Improvement to School-Based Management.
  - My significant learning from this webinar is on how the SBM works and empowers school heads, internal and external stakeholders.
- More importantly it focusses on the child centeredness in education system.



- The role of SBM in uplifting the performance of the school as a whole. Also, the CI practices and the TA that play vital role in answering problems in the gaps in the KPI.
- SBM is a shared responsibility among the teachers, stakeholders, PTA, student organizational and others who are in one way or another can bring success to the programs and projects of the school.
- what I learned most in today's webinar is that the school head plays a vital role in running the school smoothly. SH must be acquainted with all PAPs in school in accordance with the DepEd orders and memos.
- Learning how to assess the E-SIP of the schools is a great opportunity for me. Though, the time is too short, but I learned a lot from this engagement.
- E-SIP is the heart in the operation of the school. It guides us in promoting quality education.
- The School Improvement Plan is the school's roadmap and bible that documents the most essential principles, goals and plans in bringing the school and its clients (learners) to their desired future states.
- Assessing the SIP is my most significant learning for today.
- to encourage stakeholders, teachers of their collaborative effort to uplift the performance standards of the school through SBM.
- My technical knowhow in reviewing the SIP was improved by submitting our school's SIP for analysis using ESIP Assessment Tool.
- The data results in school is very important as making panning in school especially in working ESIP.
- Data on ESIP, AIP, OPCR, etc. must be aligned in order that the school processes will be effective and that goals will be achieved easily.
- Communication, collaboration, Commitment between internal and stakeholders in school to effectively and successfully implement programs and projects for the betterment of all clients in a learning community.
- In crafting AIP there should be alignment between PIAs, OPCRF and BELCP.
- In making school projects one has to consider its viability - Analyse, Plan and Act.
- it was really a fruitful day for me because I was grasp everything especially in the assessment of SIP. Through their comments and suggestions i was enlightened in how to craft SIP.
- Programs of the SIP, AIP, WFP, and other related documents should be consistent with each other for clear appropriations.
- I learned how to assess an E-SIP based on the Assessment Tool. I also learned from the sharing about some important factors that must be considered in crafting the E-SIP and AIP.

How will your learning impact your work as DepEd employee?

- I will apply my learnings in this webinar to my school where I am assigned and I will try my best to implement and gather teachers and stakeholders to help me in achieving our goals.
- The sharing of the common and specific findings has guided us further to enhance the best practices that we implement in our respective Divisions.
- As a school head, it will have greater impact on how I will manage our school, especially our resources and even human resources to achieve desired outcomes.
- Through this, I will be able to assist teachers and partners on how to implement SBM to its fullest to achieve educational goals. apply this in the field.



- As a neophyte in this endeavour, I should say SBM strengthens the partnership of school and stakeholders in achieving common goal which is the betterment of learners and the educative as a whole. I will impart the knowledge in SBM to my colleagues, inspire everyone to be effective and efficient in their work.
- As DepEd employee, I can say the guidelines stated in the SBM level of practice greatly affects the school performance. SBM will gives an opportunity to all performing school and teachers for a better promotion specially if the school recognized as performing school in SBM level of practice.
- As newbie school head, the learnings in the SBM as guide to managing the school will help a lot to make good decisions and sound judgement. The principle of CI and importance of TA will be a great help.
- This will enhance my knowledge and skills in developing my SBM practice a productive and improving quality education to our dear clientele.
- Gauged myself to be more effective and efficient in the delivery if my duties and functions to attain improved learning outcomes among learners.
- As new school head am so glad for the opportunity afforded to me to participate in this kind of endeavour. The Learning I gained enables me to lead the school uprightly adhering to standards.
- Based on the list, I need to assess myself if I possessed the said skills, and once it comes out that I am weak in one or two, then I need to do something to improve them, for me to be a better TA Provider.
- Our learning is very timely which we can give best to our school. This can have enlightened my knowledge in the field of education.
- We can never go wrong in all our efforts and implementations in our schools if we have a well-crafted School Improvement Plan.
- The Tool in assessing SIP guide the school head to make revisiting the SIP made easy. The knowledge that I have gained gives great impact as I practising my task as school head. after attending this virtual seminar, I have now the idea how to run my school especially in SBM.
- Motivates me to improve, develop the performance level of the school
- I can lead and share my acquired knowledge in the use of ESIP assessment to our SPT and Project Teams for our SIP annual review.
- Listening to the voice of learners and other stakeholders is important in planning and making ESIP
- Congruence among school reports and documents is essential to foster success in all school process. As a school head I need to be organized.
- Motivated me to perform better now that I am already enlightened with the authority, responsibility and accountability in my shoulder to enhance schools' performance.



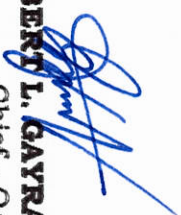
Comments and suggestions:

- The seminar was a productive engagement. It gives school leaders a clear guide on what to do in terms of school planning for improvement and an in terms of assessing oneself in relation to one's accomplishments and gaps to perform better in the field.
- Power & internet interruption affects the flow of the webinar. PLDT & Electricity must be stable during the activities.
- The webinar is very timely, since it is new for me as a school head in terms of SBM practice.
- Very long engagement in this webinar felt me dizzy may be due whole day Exposing and looking on the computer screen. I suggest to have only half day schedule daily.

Submitted by:

  
**JESUS D. NONO, Ph.D.**  
EPS - QAD

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD





Republic of the Philippines  
Department of Education  
CARAGA REGION

QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : QUALITY MANAGEMENT SYSTEM INTERNAL AUDITORS TRAINING BASED ON ISO 19001:2018 AND STRATEGIC PLANNING FOR TOP MANAGEMENT  
Inclusive Dates of Program: January 25-26, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 09999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues (includes all batches) | Overall Session-Facilitator Rating | General Rating DAY 1 | General Rating DAY 2 | Summary of Comments and Suggestions |
|--------------------------------------------------|------------------------------------|----------------------|----------------------|-------------------------------------|
| Virtual                                          |                                    |                      |                      |                                     |
| Sessions                                         |                                    | 3.98                 | 3.99                 |                                     |
| Facilitators                                     |                                    | 4.0                  | 4.0                  |                                     |
| REGIONAL AVERAGE* for Sessions-Facilitators      | 3.99                               |                      |                      |                                     |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)  
\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-02-1198

DepEdRO13-F-QAD-032/RI/2-18-2020



Major Observations/Findings (include venue/s of training, and batch number):

- The workshops were designed to really help the participants understand better how to conduct the Internal Quality Audit (IQA).
- Thanks for the opportunity to learn from the expert.
- Happy to be part of the team in this upskilling process.
- The topics were so interesting.
- Well done!

2. What is the general rating of the daily PROGRAM MANAGEMENT/OPERATIONS of the training?

| Venue of Training<br>(include ALL<br>batches) | Overall Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of<br>Significant Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------|----------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                       |                | 3.91                    | 3.99                    | - Well managed activity.<br>- Internet connectivity is beyond our control considering that several of us in the Office are connected with it. Patience is truly a virtue all of us must bear. Congratulations HRDD and all those who actively participated in the simulation activities.<br>- Kudos to the management team and to everyone who made this relearning a success! May God bless us and guide us in our journey and help us to provide quality service to our clientele. |
| REGIONAL<br>AVERAGE FOR<br>OPERATIONS         | 3.95           |                         |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

LEGEND: 3.5 - 4.00 (Outstanding); 2.5 - 3.49 (Very Satisfactory); 1.5 - 2.49 (Satisfactory); 1.0 - 1.49 (Needs Improvement)

\* Average of Overall Ratings for Operations for ALL venues and batches in your region

Major Observations/Findings (include venue/s of training, and batch number):

- Maintain the ISO standards to realize the goals of DepEd Region as ISO certified.
- The first day of the training had given me more insights and learnings on how to become a better auditor.

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):



4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

| AVERAGE RATING PER CRITERIA (Values from "1.0" – "4.0" ) |                       |                     |                            |                     |                 |
|----------------------------------------------------------|-----------------------|---------------------|----------------------------|---------------------|-----------------|
| Training Venue<br>(include batch number)                 | Program<br>Management | Delivery of Content | Program<br>Management Team | Webinar's Etiquette | Internet Access |
| Virtual                                                  | 3.95                  | 4.0                 | 4.0                        | 3.97                | 3.79            |
| REGIONAL AVERAGE*                                        | 3.94                  |                     |                            |                     |                 |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Internet connectivity is beyond our control considering that several of us in the Office are connected with it. Patience is truly a virtue all of us must bear. Congratulations HRDD and all those who actively participated in the simulation activities.
- Truly the webinar on IQA helps a lot to the internal auditors of the office.
- More power to the speaker.

What is your most significant learning from the webinar?

- Answering the examination.
- As an auditor one must keep vital information.
- Auditing roles.
- Conducting an audit.
- Conducting an IQA is a tough job. Auditors must be properly capacitated and equipped with KSAs relevant to its success.
- Crafting the audit plan.
- Doing the ISO audit.
- How to conduct an interview?
- I learned more about the ISO 19011:2018.
- Identifying whether the audit finding is of I or non-conformity.
- ISO audit preparations.
- It is a timely reminder of the duties and responsibilities of internal auditors.
- Learning about the audit techniques and audit etiquette.
- My most significant learning was knowing the principles of auditing.
- On writing non-conformity statement major and minor as well as conducting an audit.
- Some techniques on gathering audit evidences.
- Techniques in asking questions.

- The different principles of auditing.
- The different processes in conducting internal quality audit.
- The essence in the conduct of audit to measure the compliance of every FDS to QMS.
- The topic about auditing. It's meaning, types and principles.
- The true meaning of audit.

How will your learning impact your work as DepEd employee?

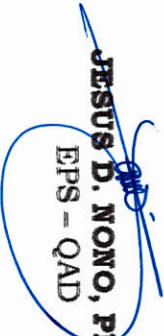
- Application of the knowledge as we conduct the actual IQA.
- Application of these principles in doing audit.
- Apply to my work place.
- Applying those principles during audit.
- Enhance my working skill and drive me to work efficiently and effectively.
- Enhances my competence as an auditor thereby improving the service and attainment of the VMG of the organization.
- Gather audit evidences through interview, observing the process and activities and do the checking/ comparing against documentations.
- I could be a better auditor this time. I could carry the tasks as expected. Share to others the learnings I got from this training.
- I need to study more on the nitty-gritty of conducting an internal audit. I must check ahead of time the objective evidences and compare these with the requirements so I will be able to validate my findings during the actual audit.
- I will apply the techniques in conducting the interview.
- I will be more productive auditor so I can be of help to the organization.
- It gives direction to all the processes that we have in the organization.
- It urges to me look closely again at the different processes of our division to ensure that requirements are complied; services are delivered according to standards and all necessary documented information are kept and preserved.
- It will help during the future audit.
- It will help me perform my tasks as an internal auditor.
- Maintain QMS in the region to address the quality policy objectives.
- This will enhance my competence as DepEd Caraga ISO internal auditor.
- To strive to work efficiently and effectively.
- Will serve as guide in the conduct of future internal audit



Comments and suggestions:

- Internet connectivity is beyond our control considering that several of us in the Office are connected with it.
- Well managed activity.
- More power to the speaker.

Submitted by:

  
**JESUS D. NONO, Ph.D.**  
EPS - QAD

Noted by:

  
**GILBERT L. GAYRAMA, CESA**  
Chief - QAD



Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : REGIONAL PROGRAM IMPLEMENTATION REVIEW ON THE CONDUCT OF EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) SCHOOL-BASED LEARNING ACTION CELL (SLAC) AND THE IMPLEMENTATION OF DIVISION READING PROGRAM

Venue : Virtual

Inclusive Date of Program : January 26-28, 2021

Regional Team Leader : GILBERT L. GAYRAMA, CESE

Mobile Number : 09999910887

| INDICATORS                    | MEAN        | QUALITATIVE DESCRIPTION |
|-------------------------------|-------------|-------------------------|
| A. Program Management         | 4.00        | Outstanding             |
| B. Delivery of Subject Matter | 4.00        | Outstanding             |
| C. Attainment of Objectives   | 4.00        | Outstanding             |
| D. Program Management Team    | 4.00        | Outstanding             |
| E. Webinar's Etiquette        | 4.00        | Outstanding             |
| F. Internet Access            | 3.94        | Outstanding             |
| G. Meal                       | 3.91        | Outstanding             |
| <b>OVERALL MEAN</b>           | <b>3.98</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Benchmarking from other divisions the best practices in conducting reading programs.
- There is always continuous improvement.
- PIR is a very important activity to evaluate the effectiveness of the program.
- Action Planning.
- I was acquainted on how to do a detailed action plan, the steps that must be taken, or activities that must be performed well for the ELLN and Reading Program implementation to succeed.
- I have to do my best to be the prime mover in achieving our plans for our dear learners.
- Crafted a detailed Action Plan for the Reading Program.
- PIR is important to determine the extent of implementation of the program.
- Crafting of quality action plan for 2021.



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2021-02-1204

DEPEDRO13-F-QAD-052/R2/2-18-2020



**Comments and suggestions**

- The PIR was excellently done! Congratulations!
- Very commendable and productive
- keep up the good work.
- Should have held within Butuan City.
- Thank you for conducting PIR.

**Prepared by:**

  
**JESUS D. NONO, Ph. D**  
EPS

**Noted by:**

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD



Republic of the Philippines  
Department of Education  
CARAGA REGION

QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : QUALITY MANAGEMENT SYSTEM INTERNAL AUDITORS TRAINING BASED ON ISO 19001:2018 AND STRATEGIC PLANNING FOR TOP MANAGEMENT  
Inclusive Dates of Program: FEBRUARY 1-2, 2021  
Modality : Virtual  
Regional Team Leader : GILBERT L. GAYRAMA, Ph. D  
Mobile Number : 099999910887

1. What is the general rating of the SESSIONS and FACILITATORS in the training program?

| Enter All training venues<br>(includes all batches) | Overall Session-<br>Facilitator Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of Comments and Suggestions                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|----------------------------------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual                                             |                                        |                         |                         | <ul style="list-style-type: none"><li>- Knowledgeable speaker.</li><li>- Discussion was engaging and enlightening.</li><li>- The facilitator has demonstrated more than what is expected for. She is very facilitative.</li><li>- Congratulations nice training engagement with versatile trainer/speaker.</li></ul> |
| Sessions                                            |                                        | 4.0                     | 3.94                    |                                                                                                                                                                                                                                                                                                                      |
| Facilitators                                        |                                        | 4.0                     | 3.99                    |                                                                                                                                                                                                                                                                                                                      |
| REGIONAL AVERAGE*<br>for Sessions-Facilitators      | 3.98                                   |                         |                         |                                                                                                                                                                                                                                                                                                                      |

LEGEND: 3.5 - 4.00 (Outstanding); 2.5 - 3.49 (Very Satisfactory); 1.5 - 2.49 (Satisfactory); 1.0 - 1.49 (Needs Improvement)  
\*The average rating for sessions and facilitators in ALL venues and batches in your region



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2021-02-1532

DepEdRO13-F-QAD-032/R1/2-18-2020



Major Observations/Findings (include venue/s of training, and batch number):

- Congratulations! Nice trainer I learned many things.
- Nice training engagement anticipating for more related trainings to undergo.
- Participants were very active and participative.
- Link of the resources be given in advance in order for the participants to read through in advance.

2. What is the general rating of the daily PROGRAM MANAGEMENT/OPERATIONS of the training?

| Venue of Training<br>(include ALL batches)<br>Virtual | Overall Rating | General Rating<br>DAY 1 | General Rating<br>DAY 2 | Summary of<br>Significant Comments and Suggestions                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------|----------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REGIONAL AVERAGE<br>FOR OPERATIONS                    | 3.97           | 4.0                     | 3.94                    | <ul style="list-style-type: none"><li>- Congratulations to the organizers and thank you for extending the number of participants to the program owners.</li><li>- The activity is really in need of time. Hope to have another time on strategic planning for enhancement.</li><li>- The topic is very relevant to all the participants. The conduct of this strategic planning helps not only the participants but also to the organization itself in achieving its missions and vision.</li></ul> |

LEGEND: 3.5 - 4.00 (Outstanding); 2.5 - 3.49 (Very Satisfactory); 1.5 - 2.49 (Satisfactory); 1.0 - 1.49 (Needs Improvement)  
\*Average of Overall Ratings for Operations for ALL venues and batches in your region

Major Observations/Findings (include venue/s of training, and batch number):

- Well managed activity.
- Congratulations team of organizers nice training management.
- Excellent training management Kudos to the organizer!

3. Are there critical incidents that should be addressed by the Training Program Provider/ Management?

| CRITICAL INCIDENT/S<br>BASED ON STAR (5Ws and H) | Training Provider<br>(Region) | Action Taken by the Program<br>Management | Status |
|--------------------------------------------------|-------------------------------|-------------------------------------------|--------|
| NONE                                             |                               |                                           |        |

Major Observations/Findings (include venue/s of training, and batch number):



4. ANALYSIS OF THE END PROGRAM EVALUATION (to be accomplished at the end of the training program)

| AVERAGE RATING PER CRITERIA (Values from "1.0" – "4.0" ) |                       |                     |                            |                     |                 |
|----------------------------------------------------------|-----------------------|---------------------|----------------------------|---------------------|-----------------|
| Training Venue<br>(include batch number)                 | Program<br>Management | Delivery of Content | Program<br>Management Team | Webinar's Etiquette | Internet Access |
| Virtual                                                  | 3.97                  | 3.94                | 3.96                       | 3.97                | 3.88            |
| REGIONAL AVERAGE*                                        | 3.94                  |                     |                            |                     |                 |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

\*Average rating for all training venues (inclusive of ALL batches) in the region covering ALL 7 criteria

Top three (3) responses based on participant feedback in Program Evaluation for all training venues and batches:

- Very well managed activity.
- The activity is really the need of the time. Hope to have another time on strategic planning for enhancement.
- Congratulations team of organizers nice training management.

What is your most significant learning from the webinar?

- All topics shared/discussed in the webinar are very important.
- Crafting of objectives and strategies.
- Crafting of the organization's goals and objectives.
- Formulating SWOT analysis.
- I understand better on how to conduct strategic planning.
- It is important that our objectives should be aligned with the objectives of the Office so as with the organization as a whole, that our objectives should be attainable/tangible.
- Learned the process and content of a Strategic Plan.
- Learning better on how to conduct the SWOT Analysis.
- Setting of realistic targets; alignment of goals, objectives and strategies to the overall goals of the organization.
- Strategic direction will lead an organization to the achievement of its set goals.
- Strategic Planning and setting SMART objectives in the context of the organization.
- Strategies along with the key performance indicator must align with the core objectives.
- SWOT analysis.
- The alignment of objectives in the IPCRF to the organizational goal is very crucial and must be communicated to all of its members.
- The importance of MVG in relations to strategic planning as well as SWOT Analysis.
- The internal and external content.



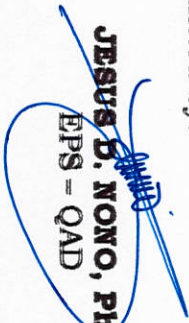
How will your learning impact your work as DepEd employee?

- Application of the learnings derived from the group activity into our actual individual tasks.
- Understanding better the culture and individual differences of co-workers will greatly help to adjust and be flexible to the weaknesses and the threats which serve as challenges in the performance of the different tasks or activities.
- Increase productivity.
- I need to be aware of the strategic direction of DepEd Caraga so I could also contribute to the attainment of the goals set by this organization.
- It allows us to examine closely the organization and the external factors affecting the operations of the organization.
- Help us identify clearly SWOT.
- It's a good avenue to remind our role and responsibilities to play as member in an organization.
- This learning will ease me in the actual framing and crafting of our respective plans.
- It allows us to rethink on the way our targets are set as articulated in our AW/FP and OPCRF.
- The objectives set by my FD which are anchored on the KRA of RD will be my guide in setting my objectives for my IPCRF.
- Increase organizational productivity.
- That we have to weigh and assess our targets quarterly, if it is hard to weigh that the said target is uncertain to be attained, then the division/office has to be notified so that the certain employee may not compromise the status of the OPCRF.
- Alignment of KRAs to work activities.
- The strategies that we crafted shall be followed to achieve our target.
- I could function effectively and efficiently as employee of DepEd. My understanding on this will also help improve my being a leader and at the same time a subordinate.
- Setting, exercising my role as part of the organization.

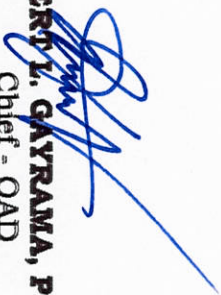
Comments and suggestions:

- Well managed activity.
- Congratulations team of organizers nice training management.
- Excellent training management Kudos to the organizer!

Submitted by:

  
**JESUS D. NONO, Ph.D.**  
EPS - QAD

Noted by:

  
**GILBERT L. CAYRAMA, Ph.D., CESE**  
Chief - QAD





Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : 4<sup>th</sup> QUARTER PRESENTATION OF ACCOMPLISHMENTS ON THE SCHOOL MONITORING, EVALUATION AND ADJUSTMENTS (SMEA)  
Venue : Virtual  
Inclusive Date of Program : February 18, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 09999910887

| INDICATORS                     | MEAN        | QUALITATIVE DESCRIPTION |
|--------------------------------|-------------|-------------------------|
| A. Program Management          | 3.94        | Outstanding             |
| B. Delivery of Content         | 3.90        | Outstanding             |
| C. Attainment of Objectives    | 3.92        | Outstanding             |
| D. Program Management Team     | 3.91        | Outstanding             |
| E. Virtual Meeting's Etiquette | 3.88        | Outstanding             |
| F. Internet Access             | 3.38        | Very Satisfactory       |
| <b>OVERALL MEAN</b>            | <b>3.82</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Accuracy and consistency of data must be observed between the DMEA, SMEA and CDTAP reports.
- Accuracy of the data is very important in this SMEA.
- Familiarized the data presented.
- I appreciate the efforts extended for the collaboration meeting of the quarterly DMEA SMEA CDTAP and credits to the QAD personnel. It helps a lot specially in the making of adjustments for the issues and concerns in which the QAD in charge for this activity.
- It enhances our alignment to come up with quality standards.
- Learning can be obtained from consolidation of accomplishment to presentation proper through adjustments.
- Learning from other divisions.
- Monitoring is important
- Plans and targets need to be revisited and must be done thoroughly to minimize if not totally eliminate negative variances
- Regular Performance review is virtual in accomplishing desired target/outcomes.
- SMEA report must be done with utmost accuracy and reliability as it speaks the accomplishment of the division.
- That there is a need to enhance the template to capture data asked by the RO like the Number of LAC Sessions Conducted by the school which cannot be captured with the latest template of SMEA.
- The impact of result to the learner's participation.
- The message of the new Regional Director to give importance of the activity.
- The plenary session adopted during the 4th Quarter was an added feature in the presentation message from SDS was clearly captured by all participants.
- Tracking of performance is very important.



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DEPEDRO13-F-QAD-052/R2/2-18-2020



- Transparency
- Understanding and willing to listen to suggestions and recommendations for the betterment of the Division accomplishments. Thank You so much and GOD Bless!
- Updates of Q4 data.
- We have to understand the data.

Comments and suggestions for the improvement of the meeting.

- Congratulations RO Team! Thank you for your LOVE for AgSur! Can we use Zoom or Meet for easy access po next time?
- Congratulations, Job Well Done.
- I would like to suggest that there should only one link (no other link) Each group of divisions will have their own program and parts para dili mangawala ang mga participants kung asa musulod nga link. Salamat!
- Not easy to connect the given link.
- Reshuffling of assigned reactors by group.
- Some participants had difficulty in accessing microsoft teams.
- Stick to time as to presentations.
- Sustain the activity.
- Sustain the method in the presentations.
- Thanks for the opportunity! Utilization of different platforms like MS Teams provides the participants the opportunity to learn new things.
- Well done po. CONGRATULATIONS!

Prepared by:

  
**JESUS D. NONO, Ph. D**  
 EPS

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
 Chief - QAD





Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : 4<sup>th</sup> QUARTER PRESENTATION OF ACCOMPLISHMENTS ON THE  
CUSTOMIZED DIVISION TECHNICAL ASSISTANCE PLAN (CDTAP)  
Venue : Virtual  
Inclusive Date of Program : February 18, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 099999910887

| INDICATORS                     | MEAN        | QUALITATIVE DESCRIPTION |
|--------------------------------|-------------|-------------------------|
| A. Program Management          | 3.94        | Outstanding             |
| B. Delivery of Content         | 3.90        | Outstanding             |
| C. Attainment of Objectives    | 3.92        | Outstanding             |
| D. Program Management Team     | 3.91        | Outstanding             |
| E. Virtual Meeting's Etiquette | 3.88        | Outstanding             |
| F. Internet Access             | 3.38        | Very Satisfactory       |
| <b>OVERALL MEAN</b>            | <b>3.82</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Accuracy and consistency of data must be observed between the DMEA, SMEA and CDTAP reports.
- Accuracy of the data is very important in this SMEA.
- Familiarized the data presented.
- I appreciate the efforts extended for the collaboration meeting of the quarterly DMEA SMEA CDTAP and credits to the QAD personnel. It helps a lot specially in the making of adjustments for the issues and concerns in which the QAD in charge for this activity.
- It enhances our alignment to come up with quality standards.
- Learning can be obtained from consolidation of accomplishment to presentation proper through adjustments.
- Learning from other divisions.
- Monitoring is important
- Plans and targets need to be revisited and must be done thoroughly to minimize if not totally eliminate negative variances
- Regular Performance review is virtual in accomplishing desired target/outcomes.
- SMEA report must be done with utmost accuracy and reliability as it speaks the accomplishment of the division.
- That there is a need to enhance the template to capture data asked by the RO like the Number of LAC Sessions Conducted by the school which cannot be captured with the latest template of SMEA.
- The impact of result to the learner's participation.
- The message of the new Regional Director to give importance of the activity.
- The plenary session adopted during the 4th Quarter was an added feature in the presentation message from SDS was clearly captured by all participants.
- Tracking of performance is very important.



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- Transparency
- Understanding and willing to listen to suggestions and recommendations for the betterment of the Division accomplishments. Thank You so much and GOD Bless!
- Updates of Q4 data.
- We have to understand the data.

Comments and suggestions for the improvement of the meeting.

- Congratulations RO Team! Thank you for your LOVE for AgSur! Can we use Zoom or Meet for easy access po next time?
- Congratulations, Job Well Done.
- I would like to suggest that there should only one link (no other link) Each group of divisions will have their own program and parts para dili mangawala ang mga participants kung asa musulod nga link. Salamat!
- Not easy to connect the given link.
- Reshuffling of assigned reactors by group.
- Some participants had difficulty in accessing microsoft teams.
- Stick to time as to presentations.
- Sustain the activity.
- Sustain the method in the presentations.
- Thanks for the opportunity! Utilization of different platforms like MS Teams provides the participants the opportunity to learn new things.
- Well done po. CONGRATULATIONS!

Prepared by:

  
**JESUS D. NONO, Ph. D**  
 EPS

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
 Chief - QAD





Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : 4<sup>th</sup> QUARTER PRESENTATION OF ACCOMPLISHMENTS ON THE  
DIVISION MONITORING, EVALUATION AND ADJUSTMENTS (DMEA)  
Venue : Virtual  
Inclusive Date of Program : February 19, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 099999910887

| INDICATORS                     | MEAN        | QUALITATIVE<br>DESCRIPTION |
|--------------------------------|-------------|----------------------------|
| A. Program Management          | 3.98        | Outstanding                |
| B. Delivery of Content         | 4.0         | Outstanding                |
| C. Attainment of Objectives    | 4.0         | Outstanding                |
| D. Program Management Team     | 4.0         | Outstanding                |
| E. Virtual Meeting's Etiquette | 3.90        | Outstanding                |
| F. Internet Access             | 3.45        | Very Satisfactory          |
| G. Meal                        | 3.47        | Very Satisfactory          |
| <b>OVERALL MEAN</b>            | <b>3.83</b> | <b>Outstanding</b>         |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Accuracy of the data especially table 9.
- Adjustments vary from one SDO to the other. PAPs implemented must address the needs of the present set up in education.
- All the reports presented reflect the SDOs achievement.
- Best practices from other divisions are recommended to duplicate specially of the same situation.
- DMEA promotes accountability of deliverables among all personnel in the Division.
- Every activity in each functional division of the SDO should be accounted.
- Impact of SMEA to the DMEA reports.
- Monitoring is important.
- Need to adjust targeting for items not totally accomplished.
- Openness to comments and suggestions.
- Performance review shall be the basis for plan adjustment.
- Plans and targets need to be revisited and evaluated regularly.
- The presentation of issues / concerns and recommendation marks the difference of the improvement of the said status.
- The presentation of SDO performance is a mechanism to monitor and evaluate the target outputs based from the plans to deliver quality basic services.
- The use of MS Teams as our new platform for DMEA we have to adjust to the new technology.
- Through DMEA implementation all the problems encountered in the Division Office be address.
- Transparency in reporting.
- We must adopt the new technology introduced like MS Teams.



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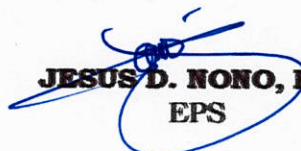
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**Comments and suggestions:**

- Comments and suggestions for the improvement of the meeting.
- The activity was successful though there were some glitches encountered sustain the activity. CONGRATS QAD.
- Reshuffling of reactors by group
- Well done po. THANK YOU.
- Commendable efforts team RO Caraga. Thank you for the technical assistance. God bless, Congratulations!
- Keep up the initiative of building a proactive DepEd Caraga Team through interfacing
- Pre-recorded reporting to be sent to the critics and responsible RO Personnel prior to the schedule of virtual conference is suggested to ensure that everything is discussed and all SDOS are involved without interference.
- Its worthy of appreciation

Prepared by:

  
**JESUS D. NONO, Ph. D**  
EPS

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD 3/15/24



Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : 4<sup>th</sup> QUARTER PRESENTATION OF ACCOMPLISHMENTS ON THE REGIONAL MONITORING, EVALUATION AND ADJUSTMENTS (RMEA)  
Venue : Virtual  
Inclusive Date of Program : February 22, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 09999910887

| INDICATORS                     | MEAN        | QUALITATIVE DESCRIPTION |
|--------------------------------|-------------|-------------------------|
| A. Program Management          | 3.98        | Outstanding             |
| B. Delivery of Content         | 4.0         | Outstanding             |
| C. Attainment of Objectives    | 4.0         | Outstanding             |
| D. Program Management Team     | 3.94        | Outstanding             |
| E. Virtual Meeting's Etiquette | 3.93        | Outstanding             |
| F. Internet Access             | 3.50        | Outstanding             |
| G. Meal                        | 3.88        | Outstanding             |
| <b>OVERALL MEAN</b>            | <b>3.89</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Activities should be done based on the target.
- Adjustment of the activity.
- All FDs presented the reports clearly and transparently.
- Best practices implemented and shared by each division.
- Best practices of other FDs.
- DepEd Caraga RO personnel were able to overcome the challenges of 2020 Q4. Thanks be to God.
- Detailed RMEA report.
- Learning with peers is enjoyable. Sharing with each other's experiences is a good practice to take note.
- The value of assessing our performance.

Comments and suggestions:

- Congratulations!
- Just thinking if we can have it face to face next time.
- Make the link accessible or reachable or friendly to all participants.
- Microsoft Teams is not user friendly. Some participants have difficulty logging in to the meeting.
- Sustain good internet connections and meeting protocols.
- Time allotted for reactions must be controlled according to the prescribed time given.
- Well done!



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2021-03-2788

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Prepared by:

  
**JESUS D. NONO, Ph. D**  
EPS

Noted by:

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD

3/9/21



Republic of the Philippines  
Department of Education  
CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : 4TH QUARTER CLMD-CID CONVERGENCE  
Venue : Virtual  
Inclusive Date of Program : February 15, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 099999910887

| INDICATORS                        | MEAN        | QUALITATIVE DESCRIPTION |
|-----------------------------------|-------------|-------------------------|
| A. Program Management             | 3.82        | Outstanding             |
| B. Delivery of the Subject Matter | 3.93        | Outstanding             |
| C. Attainment of Objectives       | 3.90        | Outstanding             |
| D. Program Management Team        | 3.85        | Outstanding             |
| E. Virtual Meeting's Etiquette    | 3.81        | Outstanding             |
| F. Internet Accessibility         | 3.44        | Very Satisfactory       |
| <b>OVERALL MEAN</b>               | <b>3.79</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- All the topics presented by each division were relevant and equally important though we have different strategies and techniques in the delivery of quality education to our learners. It was easy now in the presentation because each division was provided with a template as a guide in making the reports.
- Challenges and actions taken.
- Collaboration and teamwork always leads to success in every endeavor.
- Collaboration is key to ensure success in whatever endeavor.
- Commendable sharing of the good/best practices of the SDO on the instructional management, learning assessment, & learning resource development under the adverse circumstances new normal.
- Content enhancement per report.
- Curriculum implementation in the new normal in different SDO.
- Evaluation of activities conducted is important for an improved quality of output/service.
- Feedback remedies.
- Gained knowledge on instructional management.
- I have learned a lot in the presentations of CLMD Chief and Division Chiefs on Instructional Management, Assessment of Learning, and Learning Resources Development and Management updates.
- I learned a lesson based on the sharing's of the different divisions.
- I learned about the best practices also from other divisions.
- I learned lessons from the presentations of other divisions.
- I really appreciate different challenges and best practices of other divisions.
- Informative encounter.
- It's good to hear practices from other.
- Key areas in the CID clearly discussed in details gave me more sense of familiarity of my work as EPS.



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CARAGA REGION

QATAME FORM

END PROGRAM EVALUATION REPORT

Title of the Training : RE-ORIENTATION ON CONTROL OF DOCUMENTED INFORMATION AND RECORDS MANAGEMENT  
Venue : Virtual  
Inclusive Date of Program : February 17, 2021  
Regional Team Leader : GILBERT L. GAYRAMA, CESE  
Mobile Number : 099999910887

| INDICATORS                     | MEAN        | QUALITATIVE DESCRIPTION |
|--------------------------------|-------------|-------------------------|
| A. Program Management          | 3.83        | Outstanding             |
| B. Delivery of Content         | 3.86        | Outstanding             |
| C. Attainment of Objectives    | 3.83        | Outstanding             |
| D. Program Management Team     | 3.82        | Outstanding             |
| E. Virtual Meeting's Etiquette | 3.80        | Outstanding             |
| F. Internet Access             | 3.54        | Outstanding             |
| G. Meal                        | 3.75        | Outstanding             |
| <b>OVERALL MEAN</b>            | <b>3.78</b> | <b>Outstanding</b>      |

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)

What is your most significant learning for the day?

- Able to understand the process and the need to familiarized different forms and use it accordingly.
- All are significant.
- All roles, no matter how small, are significant.
- As part of the organization, one must know how to use this record system and familiarize the use of the system its content and its use.
- Deeper understanding of the commonly used forms.
- Deeper understanding on DCC.
- Document control system is very important in protecting and tracing important documents.
- DTS, DCC, Records Management.
- Everyone should know / used the DTS.
- Everyone's participation/ involvement to a task had a vital impact on its success.
- I learned a lot about the importance of records management system.
- Informed regarding the document control.
- It takes diligence and practice to observe the protocols.
- Learning the different systems used by the office (DTS, ISO Portal).
- Proper usage of documented information.
- Records disposition.
- Snipping tool and about DTS.
- The ISO portal usage and how it maintains the data recording stable if handled religiously.
- To learns types of documents.



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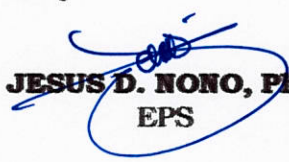
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- Ultimately, Records Management ensures that institutional records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are discarded in a timely manner according to established guidelines and identified legislation.

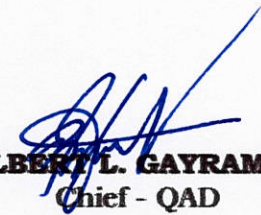
**Comments and suggestions:**

- Interactive and fun.
- It was fun and excellent!
- Well managed activity.
- Presentations are better shared among participants right after the orientation.
- Reorientation if there are revisions, new forms and new processes to follow.
- Thank you for the learnings.
- Thanks for refreshing our memories on the important records and management.
- The allocated time was not really enough.
- This maybe a 1 or 2-day activity.

**Prepared by:**

  
**JESUS D. NONO, Ph. D**  
EPS

**Noted by:**

  
**GILBERT L. GAYRAMA, CESE**  
Chief - QAD