



Republic of the Philippines
Department of Education
CARAGA REGION

QATAME FORM 1

END PROGRAM EVALUATION REPORT

Title of the Training : Panagtambayayong Monthly Collaborative Meeting with SDO Counterparts on Administrative Services Concerns
Venue : Virtual
Inclusive Date of Program : June 3, 2022
Activity Owner : Meriam C. dela Rita
Functional Division : ASD

INDICATORS	MEAN	QUALITATIVE DESCRIPTION
A. Program Management	3.78	Outstanding
B. Delivery of Content	3.80	Outstanding
C. Attainment of Objective	3.90	Outstanding
D. Program Management Team	3.70	Outstanding
E. Virtual Meeting/Orientation Etiquette	3.85	Outstanding
F. Internet Access	3.25	Very Satisfactory
OVERALL MEAN	3.75	Outstanding

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

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL 7 indicators)

What is your most significant learning for the day?

- Collaborative effort is essential in attaining the goals of the organization.
- I guess all the updates and the processes of reporting. Also, as new AO, clarifying our functions and responsibility is very important for us to be guided.
- Importance of collaboration within internal stakeholders.
- Mutual trust and respect to your colleagues.
- My significant learning is when given idea about moulding the teachers preparing them for their upcoming promotion if not from reclass might be from natural vacancies.
- Quarterly or monthly gatherings like this is very important to keep us on track and be with the same pace with the regional and central office.
- The collaborative meeting helps the SDO siargao in admin services to be updated of the new guidelines, clarify, and address the issues and concerns encountered and share collaborative ideas and information to enhance the system and processes and achieve the goal in providing quality services to the teaching and non-teaching personnel, stakeholders, and other valued consumers.
- The different functions of administrative officers in the division are important.
- The most significant learning for the day is to never hesitate to share your ideas and thoughts for it will become beneficial to achieve the common goal of the unit you belong.
- Updates of all related issues.

What will you do differently be in your current position, given your learning?

- Advise and guide them on the documentary requirements.
- Be responsible and dedicated to your work so that you can gain the trust and respect as well with your colleagues.
- Being new to the position, I am still in the learning process and hopefully, perform any task well especially the submissions of reports. I'll work hard and keep myself updated thru inquiries in GCS, memo, and other



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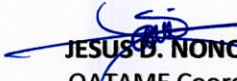
modes of communication so that I won't be late if there are any reports needed to be submitted. And I will try to equip myself with learning to function efficiently in this new position.

- Constant monitoring, feedbacking, and sharing of issues and problems.
- I will also conduct a collaborative meeting in coordination with the SDO admin services and identified participants in the field to address the concerns and issues of the teaching and non-teaching personnel.
- I will do my best to do my task honestly and timely.
- I will make use of the learning every day to help ease day to day transaction and share it to co-workers to inform them.
- Initiate discussions regarding proposed activities that helps improve our services
- To give attention to the issuances, memos, guidelines of the regional and central office.

Comments and Suggestions:

- When the covid 19 is gone, we must have a face-to-face meeting because the internet connections in the island is very slow.
- We hope meetings like these will be conducted regularly.
- The program is very essential, and we hope to have this kind of gathering quarterly
- Regarding to our (my) current position (AO-II), we need trainings, seminars, or workshop to clarify our functions
- Make this a regular meeting so that the field can add immediately if there are any confusions

Prepared by:


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QAME ANALYSIS FORM 3

SUMMARY OF REGIONAL MONITORING AND EVALUATION

Title of Training Program : Online Enhancement Training for DepEd Caraga Schools Leaders
Inclusive Dates of Program : June 6-8, 2022
Modality : Online
Activity owner : Tiche Lynn G. Caparoso
Functional Division : HRDD

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	Summary of Commendations
Virtual					- The facilitator displays competent in the delivery of competencies. - Excellent speaker and facilitator. - The facilitator has thoroughly discussed the topic, very knowledgeable and fluent in sharing ideas. - Brilliant facilitator discussed well the topic. - Very interesting session with a very brilliant facilitator.
Sessions		3.84	3.85	3.87	
Facilitators		3.86	3.89	3.88	
Regional Average* for Sessions-Facilitators	3.87				

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

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL batches, sessions, and facilitators) in the region.



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- Major Observations/Findings (include venue/s of training, and batch number):**
- Content of the training was delivered clearly.
 - Great discussion and interaction during this session.
 - Links for outputs and others must be presented as easy as it could be considering the age of participants and internet connectivity.

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

Venue of Training (Include ALL Batches)	Overall Rating	General Rating DAY 1	General Rating DAY 2	General Rating DAY 3	Summary of Commendation
Virtual		3.82	3.86	3.88	- It was well managed, and the facilitator did the task well.
Regional Average for Operations	3.85				

LEGEND: 3.5 – 4.00 (Outstanding); 2.5 – 3.49 (Very Satisfactory); 1.5 – 2.49 (Satisfactory); 1.0 – 1.49 (Needs Improvement)
*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL batches and program management/operations of the training) in the region.

Major Observations, Findings and Suggestions (for the program management/operations of the training):

- Congratulations Management team, thank you for sharing us your ideas.
- More training on the enhancement of school heads capacity on carrying out his roles and responsibilities.
- Hope there will be more seminars like this for the new schools' heads that is scheduled face to face so that school heads will only focus on the seminar.

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

Critical Incident/S Based on Star (5Ws and H)	Training Provider (Region)	Action Taken by the Program 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 (Include Batch Number)	Program Management	Delivery of Content	Attainment of Objectives	Program Management Team	Webinar’ s Etiquette	Internet Access
Virtual	3.85	3.87	3.88	3.86	3.82	3.43
REGIONAL AVERAGE*	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)

*Target average rating for all training venues is 3.5 – 4.0 or 88% up to 100% (inclusive of ALL batches, sessions, and facilitators) in the region.

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

- It was a very commendable, informative, and successful encounter with the facilitators and speaker.
- I just hoped that there will be more events like this which will be held in a nonbusy months of the year.
- The activity was very interesting and informative. Very nice topic.

What is your most significant learning from the webinar?

- A leader should know the roles and functions of a good school leader.
- A school head is an instructional leader (70%) and administrative manager (30%) based RA 9155.
- A true revolutionary leader believes in working in unity with the oppressed. When we live in communion with each other, we liberate each other.
- About on how the school managers transform leadership in the new normal.
- Action research is important to conduct in our learners so that we can come up with innovations and solve the problems of our learners and with the teachers.
- All about the characteristics of being a transformative leader and about the importance of action research.
- All the discussed topics including the sharing of the participants are of significance.
- All topics discussed are significant in our duties.
- As school leader, one must be a mentor and a coach. Knowing its roles and responsibilities. It is so beneficial for me because i am managing a school community.

- Being a school head of a school leader is not easy, many aspects are to be considered.
- Being democratic leader and a transformative leader is my significant learning.
- Change the paradigm of being traditional type of leadership into a transformative leadership.
- Conducting research is very important because we can get the very meat of the problem and through research, we can draw scientific solutions.
- Data collection is very much important in our field as school leaders.
- Day 2 significant learning is to be refreshed with the roles, responsibilities, and functions of a school leader for the benefit of the teachers and learners in the performance of duty. Aside from this is to be updated with the system in PDAs to have easy access in the PRC CPC concerns.
- Effective the good characteristics of a good facilitator.
- Enhancement of facilitation and presentation skills. Enhancement of mentoring and coaching skills.
- Having a transformative leadership in this new normal significantly implies the changes and innovatively.
- How to become a transformative leader and how to make action research.
- I have created an account where i can access and update my CPD points thru PRC-CPDAs website.
- I have enhanced my facilitation & presentation skills and the way i will conduct mentoring & coaching with teachers.
- I learned about transformational leadership and doing action research.
- I learned from the resource speaker how important is the mentoring and coaching, how to help our co-teacher with their problems.
- I learned importance as a school leader its functions and everything in the school is our responsibility.
- I learned several presentation and facilitation skills as well as needed mentoring and coaching skills a school leader should possess.
- I significantly learned insights from the topic on how to manage on different challenges that we have encountered and to be encountered.
- It is all about the 5 domains of school heads that are very much important for me to follow and as my guide to become an effective school leader.
- It is all about the pedagogy of the oppressed. It is because i was one of the victims on this oppression in the department.
- Its all about the transformative leader in this new normal setting.
- Learned to formulate action research questions using suggested model and understand the principles and concept of being transformative leader.
- Many. I really loved the topic on transformative leadership. It served as a refresher course to me. I was able to chevk and balance my leadership style and if it fit the current situation of my school.
- My learning is about on how to transform the leadership style of the new normal,
- Presentation and facilitation/mentoring and coaching skills.
- Reflection is a good way to evaluate progress and the best venue to plan for improvement.
- Reflection on duties and responsibilities of a school leader.
- Revisiting the roles & functions of a school leader as stipulated in RA 9155.
- Sad to note that i did not have a stable internet connection in the morning. I cannot concentrate since i kept on logging out.
- School heads considered as transformational leaders that inspire and motivate their workplace.
- School leader must be an abiding individual with the guiding principles given.
- School manager has a great responsibility for the management of the school.
- That as school leader, one must be transformative leader.

- The importance of having mentoring and coaching that affects the effectiveness of the implementation to the school and to the teachers involved.
- The importance of the school heads roles and functions.
- The importance of transformational leadership in terms of managing teams or workforce.
- The most significant learning that i learned from the discussions is the roles and functions as school leader.
- The significant learning that i have learned to this seminar was that the importance of being a mentor, how to deal with the mentee.
- The topic about action research in which serves as refresher to the things known already.
- The topics in this training are so significant in our profession to improved and adopt the transformation in education.
- To become an effective transformational leader, we should work with teams beyond our self-interests to promote change for good.
- To develop in me the transformational leadership skill and not to be an oppressor to co-workers.
- Transformational leader will fight what is right and willing to take a stand.
- Transformational leadership is a leadership theory that engages with questions of justice and democracy. It emphasizes a dialogue and dialectics between individual accountability and social responsibility. It is widely used especially the newly hired leaders.
- Transformational leadership in the new normal and action research.

How will your learning impact your work as DepEd employee?

- A good facilitator is emphatic, result oriented, masters process, firm on outcome, flexible on tactics, energetic, listen actively, good at nonverbal, involves everyone, pauses, and reflects.
- A good facilitator, let the learners involve in adapting goals and classroom content where and when possible.
- Act as a role model, accept change, discuss issues to companions to have a smooth relationship.
- Apply it to our area of responsibility especially in running and managing the school.
- As a leader, i learned how to handle and balance or ever adjustment different situation to maintain good relationship to co- teacher and stakeholders.
- As a school head i will weigh suggestions and consider current situation to achieve sound decision.
- As a school leader i should ensure that all the works applied in school will be aligned to my role and functions.
- As one of transformational leader i would to my best to inspires employees to strive beyond required expectations to work.
- As school head there is in need to conduct training in the school on action research to help the teachers conduct action research in their respective classes to address existing problems in their classroom.
- As school leader, it is very important to keep and tract data for improvement.
- Attend trainings, workshops and read books to enhance more on facilitation skills.
- Attending seminars, workshops and read books to equip myself with quality facilitating skills.
- Be a transformational leader where the teachers and the leaders work together toward common goal.
- Be fair with the teachers and be good to them, implement programs and projects in a democratic way.
- Being a school head i must implement the things i learned with god's guidance.
- Being a school head i should embrace the changes of our department in which i belong. Accept individual differences is a one way to become a good facilitator.

- Being a school head i will lead and served our stakeholders to the best of my ability and to provide a learning environment that makes effective teaching and learning possible.
- Being a school head, facilitation and presentation skills are essential component of effective meetings because they supply teams with the expertise, they need to home on the problem or topic at hand and achieve creative solutions and consensus.
- Being a school leader takes a lot of patience and understanding. I have learned that success in any endeavour depends on how you deal with the situation and how you work well with your team or the whole workforce.
- Being school head as school leader, a leadership style in which leaders encourage, inspire, and motivate our teachers as well our stakeholders to innovate and create change for the betterment of the school.
- By applying this new kind of leadership in the new normal.
- By enriching learning to the different stakeholders in school community.
- By listen to them our client, listen more than they speak.
- Concrete understanding of the roles and functions, and how to do in detail the transformative leadership in the new normal situation.
- Considering that a school leader is an overseer in the operations of the school, yet i must manage every activity, project, and program in the school over time so that all plans will be completely accomplished.
- Disseminate and applied the knowledge that we learn in this training to improve the professional growth of our teacher and teaching method.
- Embrace the changes in education and consider individual differences.
- Encourage my mentors to be positive in conducting action research. As a school leader i do encourage me.
- Encourage teachers to utilize research findings in innovating and acting learning situations.
- Have action research to address the gaps & to give appropriate intervention.
- Having this learning with its strong application in the field would help me to become one of the best school heads in the future.
- Head teacher i, there are practicing on transforming leadership.
- I am going to utilize what i have learned in this session especially the facilitation skills.
- I can write my own action research based on the problems of the school.
- I don't want to apply this oppression to teachers because it is a violation of human rights.
- I have deepened my understanding of the said topic; it was discussed in detail.
- I must change my way of dealing the teachers in my school where i am assigned.
- I must deal my teachers under my administration with consideration, and i will listen their side when problems arise.
- I must implement it with those guides with the support of our teachers and stakeholders for the benefits of the learners.
- I must treat my co teacher equally and nicely, especially during the coaching and mentoring process.
- I practice on transforming me as a head teacher in the new normal.
- I should adopt this style of leadership to have a transformation in our school.
- I will apply everything that i have learned from this topic.
- I will apply in our field of works on what had intended us to do the tasks especially on the implementation of instructional role on which plays as the centre or our major role to be performed.

- I will apply this by the tasks of school leaders in the different style of leadership.
- I will be more dedicated and motivated being a school leader.
- I will change my practices and align to what i have learned this day.
- I will conduct a timely mentoring and coaching in the instructional supervisory plan.
- I will disseminate to my colleagues through mentoring and coaching them for their profession growth.
- I will do my very best to apply the knowledge I've get in this virtual seminar.
- I will see to it that as a leader, i will remain humble. And must always priority the well-being of my teachers.
- I will teach my colleagues on how to create an account in the PRC-CPDAs website.
- If there is tension, allow a time to cool off. Have people agree to seek a solution and agree to follow the solution. And make sure people focus on the big picture
- I'll do my best to do my duty as school head.
- I'll try my very best to become a productive leader and an example to my people.
- I'll try to conduct action and help my teachers in conducting action research. Search and help me.
- Is that all the knowledge from the discussions should apply in the school.
- It can be shared and applied in the workplace and/or even cascade these all to all teachers.
- It is evident that school leaders have a lot of decision making to be made but he must find ways that in every situation that may arise then his action must always be in accordance with the guiding principles of RA 9155 to promote education in the best way he could for quality learning to happen.
- Listen to the need of my people and inspire them to perform mandated outputs.
- Of course, i must apply the positive sides as improvement of my leadership skill and enhance the good ones to have a smooth and effective school operations.
- Promote action research as main tool in addressing academic or operational problem in the school.
- Reflect on the challenging role and function as school leader if it is contributory to the academic performance of the learners.
- School heads have various arras of responsibilities especially in educational activities of the leaners and teachers, other financial resources.
- Share mentoring and coaching in a positive way that make every teacher will reflect and accept the changes may rise or in any possible situations.
- Share to teachers what they deserve to get through learning being the recipient of trainings that the school head is attending.
- Sometimes we will apply the eclectic type of leadership. Eclectic means a combination of democratic, autocratic laissez of leadership. But that depends on the situation and culture in our workplace.
- Submit documents to the PRC whenever there are trainings conduct on the school for CPD accreditation.
- Sustain being a performing school leader and a hand-on one.
- Take transformational leadership as a challenge to practice in my remaining years in DepEd as a school head.
- That a mentor should possess a good characteristic in dealing with the mentee.
- The implementation of 70% instructional supervision and 30% administrative manager must be followed in school, also the used of 5 domains.
- The school managers are the key leaders of quality basic education and implementor of dep ed programs and projects.
- The topic is so helpful to a newly hired school head .it help to improve my mentoring and coaching skills.
- This give so much advantage to me as new school head to deliver policies and guidelines to the school community.

- This will give a reputation as someone will not settle for anything but the best.
- Through SLAC disseminate to the teachers what was learned from the discussion.
- To ask the best practices of senior school heads on the facilitation and mentoring skills
- To be able to apply this in my routine job as school manager.
- To be good facilitator to share knowledge to all co-teachers especially they are new hired teacher.
- To be the agent of change and improvement in the school.
- To benchmarks from seasoned school heads strategies on carrying out my roles and functions as school head well and that is accordance to the PPSSH standards
- To implement the policies and guidelines in proper view and understanding with the teachers and to the community.
- To introduce to learning learned not by conducting another training to them but by improving my coaching strategy which would now anchor to the correct coaching principle, assess myself to be able to improve my weak points from me to grow.
- To study more about transformative leadership and be able to apply.
- Transformed all the old cultures of being a school leader and transformed according to the new trends in the field of education.
- Unlearn the traditional way of leadership.
- Useful for as a leader in different characteristic behaviour of certain individual.
- Utilized them in our workplace, especially in facilitating meetings, coaching, and mentoring our teachers especially newly one.
- Very useful as a head in our school to manage our teachers in the field manage.
- With the learnings mentioned above, i could be a channel of knowledge, skills and wisdom to those individuals who need my help as i were before.

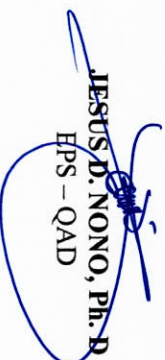
Comments and Suggestions:

- 90-99% fulfilled on my position for the improvement of all the activity.
- A very informative discussion from an expert.
- As one of transformational leader i would to my best to inspires employees to strive beyond required expectations to work.
- As school head there is in need to conduct training in the school on action research to help the teachers conduct action research in their respective classes to address existing problems in their classroom.
- As school leader, it is very important to keep and tract data for improvement.
- Being school head as school leader, a leadership style in which leaders encourage, inspire, and motivate our teachers as well our stakeholders to innovate and create change for the betterment of the school.
- By applying this new kind of leadership in the new normal.
- By enriching learning to the different stakeholders in school community.
- By setting high standards implementation of the program.
- Discussion was very commendable. Keep it up!
- Embrace the changes in education and consider individual differences.
- Encourage my mentors to be positive in conducting action research. As a school leader i do encourage me

- Encourage teachers to utilize research findings in innovating and acting learning situations.
- From this learning i can apply in our school being a school head.
- Have action research to address the gaps & to give appropriate intervention.
- Head teacher ii, there are practicing on transforming leadership.
- I am grateful for being a participant of this webinar, because i learned a lot about leadership.
- I am grateful that i am one of the participants of this training because the topic is very informative.
- I can write my own action research based on the problems of the school.
- I don't want to apply this oppression to teachers because it is a violation of human rights.
- I must treat my co teacher equally and nicely, especially during the coaching and mentoring process.
- I just hoped that there will be more events like this which will be held in a nonbusy months of the year.
- I like the way this training is done though virtual but then active participation and hands-on activity is observable.
- I practice on transforming me as a head teacher in the new normal.
- I should adopt this style of leadership to have a transformation in our school.
- I suggest that the MT's also will undergo this topic.
- I will apply everything that i have learned from this topic.
- I will see to it that as a leader, i will remain humble. And must always priority the well-being of my teachers.
- I will try my very best to conduct research in my school.
- I'll try to conduct action and help my teachers in conducting action research. Search and help me.
- It can be shared and applied in the workplace and/or even cascade these all to all teachers.
- It will guide me in making my research proposals.
- Just concentrate the numeracy and literacy to the kinder to grade I, II, III slow learner, special people DORP on teaching strategies during the school
- More training on the enhancement of school heads capacity on carrying out his roles and responsibilities.
- Nice activity, it improves our capacity being a school head.
- None because the facilitator shows mastery of the topic presented.
- Promote action research as main tool in addressing academic or operational problem in the school.
- Promote collaborative approach during instructional supervision.
- Reflect on oneself and find ways to perform differently for a change.
- School managers should adopt the fast-changing technology.
- School personnel are very busy with so many programs to implement and thus disregard authentic evaluation of performance
- Shared, disseminate, and applied for the benefits to our teachers and learners
- Sometimes we will apply the eclectic type of leadership. Eclectic means a combination of democratic, autocratic laissez of leadership. But that depends on the situation and culture in our workplace.

- Sustain being a performing school leader and a hand-on one.
- Take transformational leadership as a challenge to practice in my remaining years in DepEd as a school head.
- This give so much advantage to me as new school head to deliver policies and guidelines to the school community.
- To study more about transformative leadership and be able to apply.
- Transformed all the old cultures of being a school leader and transformed according to the new trends in the field of education
- Useful for as a leader in different characteristic behaviour of certain individual.
- Very nice facilitators who share their knowledge in terms of roles and functions of school leaders.
- What I've learned for the session must be applied in our school properly
- Would it be okay that this kind of seminar will be done in face-face way.
- Write action research to resolve problems in the school.

Submitted by:


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 EPS – QAD

Noted by:


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