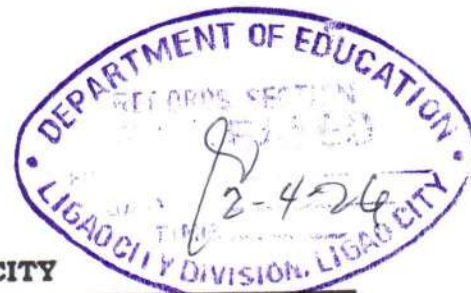




Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

February 4, 2026

20426084

DIVISION MEMORANDUM

No. 0054 s. 2026

**RECOMPOSITION OF THE DIVISION MONITORING AND EVALUATION
TEAM (DMET) AND QAME ASSOCIATES**

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Elementary and Secondary School Heads
Section and Unit Heads
All Others Concerned

1. Pursuant to DepEd Order 29, s. 2022, re: Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) and Regional Memorandum No. 178, s. 2026, titled: Reconstitution of the Regional ME Team in DepEd Region V, this Office creates the Division Monitoring and Evaluation Team (DMET) and QAME Associates:

Adviser-Consultant:	Nympha D. Guemo, SDS
Vice Adviser-Consultant:	Melchizedek C. Tongco ASDS
Team Leader:	Ernie M. Baranquel, CES-SGOD

Group 1	Group 2	Group 3
Sub TL : Tita V. Agir	Sub TL : Angelo C. Quintan	Sub TL : Jose Pedro Q. Dayandante
Emalyn G. Rempis	Pamela G. Garcia	Jose R. Nobela
Amable O. Poja Jr.	Jojim B. Cordova	Jovito P. Oriola
Emile G. Prudente	Andie G. Sario	Judy R. Madriaga
Lourdes S. Morales	Helen S. Martinez	Elwood L. Prias
Ruth Glaiza H. Sabate	Ronald B. Lucena	Lovella A. Manlangit

Group 4	Group 5
Sub TL : Jocelyn P. Navera	Sub TL : Leo S. Moral
Leo C. Brizuela Jr.	Ma. Grecia M. Renolayan
Wilfredo S. Calacday	Joan B. Quipid
Alex M. Alano	Alvin P. Pocua
Jhaebie N. Obleada	Rommel Carl Peralta

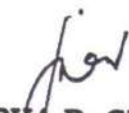


Republic of the Philippines
Department of Education
Region V- Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

QAME Associates *(On call, as need arises)*

Mary Jodelle E. Ollet	Judith B. Manlangit
Dr. Lud Bernard Balingasa	Evangeline N. Bobis
Sheila T. Malabanan	Atty. Pauline Joy Mijares
Ted O. Villamor	Engr. Christian M. Barra
Anne Cecille C. Preligera	Julius B. Gonzales
Sharon B. Perseveranda	Joanne B. De Ala

2. Enclosed is the Terms of Reference of the program owners and members of the Division MET.
3. The Program Owners/Implementers/In-Charge of PPAs are advised to coordinate with their respective DMET Team Leaders and seek the approval of the Schools Division Superintendent prior to the conduct of any M&E activities.
4. There shall be a horizontal and vertical conduct of M&E in the implementation of PPAs, hence; PPAs shall no longer be monitored and evaluated by the program owner alone.
5. For information and guidance.


NYMPHA D. GUOMO
Schools Division Superintendent

SGOD/SMME/ACQ-PGG
02/04/26



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SCHOOLS DIVISION OFFICE OF LIGAO CITY

Enclosure No.1 to DM No.____, s. 2026 titled: *Recomposition of the Division Monitoring and Evaluation Team (DMET) and QAME Associates*

Terms of Reference/Roles and Responsibilities

Program Owner/Implementer:

1. Prepares the Monitoring and Evaluation (M & E) Plan before the conduct of any M&E activities. The M & E plan contains four (4) core M&E processes that are critical in conducting the M&E: establishment of scope and purpose of M&E; data collection and management; data analysis; and M&E results reporting, dissemination, and utilization.
2. Identifies the appropriate standardized M&E tools found in the M&E Operations Manual to be used in the conduct of Monitoring and Evaluation;
3. Leads in crafting the M&E Tool, if the required M&E tool specific for the PPA to be monitored is not available in the RV's standardized M&E Tools vis-à-vis M&E Plan and shall observe the provisions in Regional Memorandum No. 138, s. 2022;
4. Facilitates the preparation and approval of communications (Memo, Advisory, etc.) relative to the conduct of monitoring;
5. Facilitates the conduct of orientation or briefing conference of all the MET Team Leaders and Members before the conduct of monitoring in collaboration with the DMET Team Leader;
6. Facilitates the conduct of a debriefing conference of all the DMET Sub-Team Leaders /Co-Team Leaders/Members after the conduct of monitoring in collaboration with the DMET Team Leader, and
7. Does other related tasks.

Specific Roles and Responsibilities of DMET:

Division Team Leaders:

The Division Team Leaders has the following roles and responsibilities:

1. Facilitates the conduct of orientation/ briefing conference in coordination with the Program Owner;
2. Leads in designing regional M&E frameworks, plans and processes in accordance with DepEd policies and standards;



Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

3. Monitors the implementation of the M & E plan;
4. Lays out plans to address issues and concerns contained in the M&E reports;
5. Initiates capacity building activities for the Division M&E Teams;
6. Provides technical assistance to the monitoring teams;
7. May join any of the sub-teams during the conduct of M&E activities, and
8. Does other related tasks.

MET Members:

1. Attends the Orientation/ briefing conference;
2. Utilizes the appropriate standardized M&E Tools;
3. Conducts monitoring activities in the assigned FDs, districts and schools.
4. Prepares the M&E Report;
5. Prepares and presents the M&E Report during the team's debriefing conference;
6. Submits the M&E Report to the respective Team Leaders, and
7. Do other related tasks.