



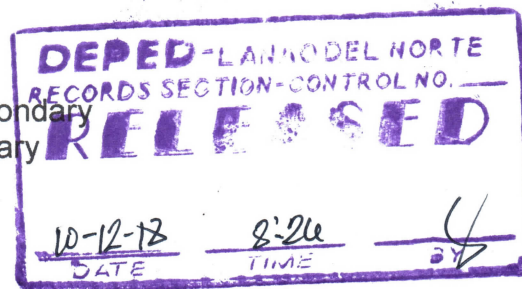
Republic of the Philippines
Department of Education
Region X
LANAO DEL NORTE DIVISION
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte



DIVISION MEMORANDUM

No. 338 s. 2018

TO : CID, SGOD & OSDS Personnel
Public School Heads both Elementary & Secondary
ICT Coordinators both Elementary & Secondary
Other Concerned
This Division



FROM: **ROY ANGELO E. GAZO**
Schools Division Superintendent

DATE: October 8, 2018

SUBJECT: TRAINING WORKSHOP ON QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING & EVALUATION (QATAME) ON LEARNING ACTION CELL (LAC) SESSION IMPLEMENTATION AND DEVELOPMENT OF QATAME ASSOCIATES POOL

1. The field is hereby informed on the conduct of Training Workshop on Quality Assurance, Technical Assistance, Monitoring & Evaluation on Learning Action Cell (LAC) and Development of Quality Assurance, Technical Assistance, Monitoring & Evaluation (QATAME) Associates Pool on November 6-9, 2018 at MSU-Maigo School of Arts and Trade, Maigo, Lanao del Norte.
2. The aims of the said activity are as follows:
 - a. Capacitate Division, District and School Personnel on the conduct of QATAME
 - b. Ensure effective implementation of LAC Session in the field.
3. The topics in the roll-out shall focus on the following:
 - QATAME Associates Competency Standards
 - Tools and forms
 - Creation and administration of online evaluation tool/link;
 - Data Analysis (quantitative and qualitative)
 - Noting Critical Incident using the Situation-Task- Action- Result (STAR) Approach
 - Managing Focus Group Discussion (FGD) and Debriefing;
 - Presenting Feedback;
 - Preparation of Program Completion Report (PCR)
 - QATAME on LAC Session
4. The participants are 1 OSDS, 8 SGOD personnel and 5 participants per district composed of PSDS, 1 Secondary School Head, 1 Elementary School Head, 1 Secondary ICT Coordinator and 1 Elementary ICT Coordinator.

5. Each participant should bring a laptop, pocket wifi, extension wire and must have deped.gov.ph email account.
6. Participants are advised to register online at www.deped.in/ldnregqatame on or before Nov. 2, 2018.
7. Meals and snacks shall be charged against HRTD fund while travel expenses of the participants shall be charged to local funds, subject to the existing accounting and auditing policies, rules and regulations.
8. Queries relative to this can be relayed to Ivy T. Jumawan, Senior Education Program Specialist at 09177795131.
9. Compliance and wide dissemination of this memorandum is adhered.

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