



August 29, 2019

REGIONAL MEMORANDUM

No. 486, s. 2019

MONITORING ON THE IMPLEMENTATION OF LEARNING AND DEVELOPMENT

TO: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The Regional Office shall conduct Monitoring & Evaluation on the implementation of Learning and Development System on September 3 – 20, 2019. This is to ensure that schools division offices are in compliance with the provisions of the L & D Policy in the division and school levels.
2. The schools to be monitored are randomly selected and shall be visited within the period, Sept. 3-20, 2019.
3. Attached is the Learning & Development Monitoring and Evaluation Tool which shall be answered by the Division L and D Focal Person. Means of verifications shall be presented during the actual evaluation process.
3. For information, guidance and wide dissemination.

Francis Cesar B. Bringas
FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
OIC - Regional Director

Encl.: L & D Monitoring & Evaluation Tool

To be indicated in the Perpetual Index under the following subjects:

| | | | |
|-----------------------------------|------------------------------------|----------------|------------|
| LEARNING & DEVELOPMENT | MONITORING & EVALUATION | SCHOOLS | SDO |
|-----------------------------------|------------------------------------|----------------|------------|

HRDD/mcd
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MONITORING AND EVALUATION FOR LEARNING AND DEVELOPMENT IMPLEMENTATION

PART I

Directions: If the indicator is evident, check YES; if the indicator is not evident, check NO.

| No. | Indicator | Yes | No | Remark/s (Means of Verification to be submitted online) |
|-----|---|-----|----|---|
| 1 | Policy on Learning and Development | | | |
| 2 | Guidelines in the Selection of Nominees to L & D Interventions/Scholarships | | | |
| 3 | Updated List of Scholars | | | |
| 4 | Inventory of Re-Entry Application Plan/Learning Application Plan | | | |
| 5 | Guidelines in Identifying Learning Service Providers | | | |
| 6 | Sample Resume/PDS of LSPs/Resource Speakers | | | |
| 7 | Evaluation Tool for Resource Speakers | | | |
| 8 | Profile of Division Pool of Trainers | | | |
| 9 | Quality Assurance Monitoring and Evaluation of Trainers' Tool | | | |
| 10 | 5-Year HRD/HRMD Implementation Plan | | | |
| 11 | 2019 HRD Implementation Plan | | | |
| 12 | 2019 Budget Utilization Report | | | |
| 13 | L & D Information System | | | |
| 14 | L & D Process Flow | | | |
| 15 | 2019 Quarterly Accomplished Physical Outputs | | | |
| 16 | Personnel Development Committee | | | |
| 17 | Duties and Responsibilities of PDC | | | |
| 18 | Awareness of the Duties and Responsibilities among PDC Members | | | |
| 19 | PDC Minutes of Meeting | | | |
| 20 | Instructional Design/Activity Design | | | |
| 21 | Slide Decks Used during L&D Activity | | | |
| 22 | L & D Pre-Post Test Result | | | |
| 23 | Report on the Review of L&D Policy | | | |
| 24 | Results of LDNA Result | | | |
| 25 | LDNA Tool | | | |
| 26 | M & E Plan | | | |
| 27 | Updated List of L & D Activities | | | |
| 28 | L & D Activity/ ies Applied for CPD Unit/s | | | (If YES, how many?) |

PART II

Directions: Fill in the table with the required information (Use another sheet if necessary).

| Issues and Concerns | Action Taken by the Division | Technical Assistance Needed from RO |
|---------------------|------------------------------|-------------------------------------|
| | | |
| | | |

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