



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

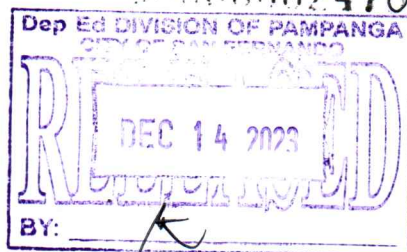
December 14, 2023

DIVISION MEMORANDUM
No. 658, s. 2023

**DIVISION SEMINAR ON DIGITIZING QAME FORMS AND EMPOWERING
QATAME ASSOCIATES AND HR FELLOWS**

To: Asst. Schools Division Superintendents
Chief Education Supervisors
EPSvr/ PSDS
School Heads
QATAME Associates/ HR Fellows
All others concerned.

1. As technology continues to reshape workplaces, empowering QATAME Associates and HR Fellows with digital skills is paramount. To respond to the increasing role of digital technologies in education and the importance of effective training management, this Office will conduct the *Division Seminar on Digitizing QAME Forms and Empowering QATAME Associates and HR Fellows* on **December 18-19** at **Segara Hotels, Subic Bay, Olongapo, Zambales**.
2. The objectives of this event are as follow:
 - a. Equip the QATAME Associates with a comprehensive understanding of digital QAME Forms relevant to quality assurance, technical assistance, monitoring, and evaluation,
 - b. Reorient HR Fellows with the necessary skills and knowledge to the art of facilitating while collaborating with QATAME Associates,
 - c. Empower QATAME Associates and HR Fellows for their integral contributions in enhancing training management aligning for optimal learner support.
3. Attached is the list of participants and activity matrix.
4. This Division Memorandum shall also serve as the travel authority.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.



ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

ACTIVITY MATRIX

DAY 01 – December 18, 2023		
Time	Activity	Persons Involved
11:30 AM	Arrival and Registration LUNCH	Program Management Team
1:00 - 1:10 PM	Philippine National Anthem Imno Ning Kapampangan Invocation	Audio Visual Presentation
1:10 - 1:15 PM	Acknowledgement of the Attendees	Program Management Team
1:15 - 1:20 PM	Opening Remarks	ARCELI S. LOPEZ, PhD Chief, SGOD
1:20 - 1:30 PM	Message of Support	SHIRLEY B. ZIPAGAN, PhD, CESO VI Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO VI Assistant Schools Division Superintendent
1:30 - 1:40 PM	Inspirational Message	ROMEO M. ALIP, PhD, CESO V Schools Division Superintendent
1:40 – 2:00 PM	Statement of Purpose Profiling of QATAME Associates	NERISSE NICOLE B. TORRES Education Program Specialist-II SMM&E
2:00 – 2:15 PM	HEALTH BREAK	
2:15 – 3:00 PM	Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education	NASZER C. YCO Secondary School Principal IV Diosdado Macapagal High School
3:00 – 3:45 PM	Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings	JAY M. LAMPA Secondary School Principal IV San Pablo 2nd National High School
3:45 – 4:30 PM	Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management	BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School
4:30 – 6:00 PM	Workshop Proper	Program Management Team
6:00 – 7:30 PM	Presentation of Output	Program Management Team
7:30 – 8:30 PM	DINNER	
8:30 – 10:00 PM	Critiquing of Output	Program Management Team
DAY 02 – December 19, 2023		
Time	Activity	Persons Involved
8:00 – 11:00 AM	Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga	VILMA T. ARCILLA Education Program Supervisor SDO Pampanga
11:00 AM	Closing Program	End of Division Activity



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
 Telephone No.: (045) 435-2728; (045) 435-7404
 Email Address: pampanga@deped.gov.ph
 Website: www.depedpampanga.ph



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

**DIVISION SEMINAR ON DIGITIZING QAME FORMS AND EMPOWERING
 QATAME ASSOCIATES AND HR FELLOWS**
Segara Hotels, Subic Bay, Olongapo, Zambales
December 18-19,2023

PARTICIPANTS

No.	Name of Participant	Office/ Station
1.	NASZER C. YCO	Diosdado Macapagal High School
2.	JAY M. LAMPA	San Pablo 2 nd National HS
3.	LEO FRANCIS R. DILAG	San Roque Dau High School
4.	LOURDES P. MANALO	San Nicolas Elementary School
5.	MIA MALONZO	Bacolor High School
6.	EDIROSE BUCO	Guagua Elementary School
7.	RYAN SONGCO	Guagua Elementary School
8.	MERLA N. ABION PhD	Carmencita Elementary School
9.	ENGRACIA DAVID	Tinajero Integrated School-Bacolor
10.	ERWIN DAVID	Guagua Elementary School
11.	MARIVEL GARCIA	DALCUIS
12.	REMEDIOS N. PINEDA	Senior High School in Apalit (Stand Alone 1)
13.	JEZENIA G. HILARIO	Sto. Tomas National High School
14.	ROGELENE P. VERGARA	San Isidro National High School Bacolor)
15.	CHRISTOPHER D. GARCIA	Maliwalu Proper Elementary School
16.	JOANNE P. LOPENA	San Antonio Elementary School
17.	BIENVENIDO C. RIVERA JR	Sta. Barbara Elementary School
18.	ROSEMARIE A. DEL ROSARIO	Balas Elementary School
19.	MARK DENVER M. DANTES	Eliseo Belen Elementary School
20.	CHARMAINE LAPUZ	Cabetican Elementary School
21.	CATHERINE L. TOLENTINO	Potrero National High School
22.	ANGELITA C. CARENCIA	Sta. Maria High School
23.	GERLLYN D. LUMANOG	Sta. Maria High School
24.	MARICEL M. GADDI	Dalayap High School
25.	CHRISTIAN M. SANTOS	SVPSPC
26.	RAMON PAYUMO	SVPSPC
27.	SHERWIN Y. CASTRO	Dalan Baliti Elementary School
28.	VERON ANGELES	Cansinala National High School
31.	CATHERINE L. MONTEMAYOR	Sto. Rosario National High School
32.	BRENDALYNE D. LIWANAG	Cawayan Elementary School
33.	CHRISTY MARIE A. GEMPEROA	Mawacat Elementary School
34.	RODERICK SORIANO	Tinajero Elementary School Proper
35.	GRACE CAMILING	Parulog Elementary School
36.	ALVARO PABUSTAN	San Isidro Elementary School
37.	BERNALIZA MENDOZA	Bacolor Elementary School - Bulaon
38.	EMERITO RAMIREZ	Cabalantian Elementary School
39.	ROSARIO M. FLORES	Tarik Suliman High School



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
 Telephone No.: (045) 435-2728; (045) 435-7404
 Email Address: pampanga@deped.gov.ph
 Website: www.depedpampanga.ph

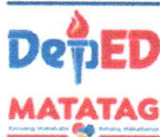


Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

40.	VILMA VILLANUEVA	San Antonio Elementary School - Bulaon
41.	JAYPEE S. LAPIRA	Pulungmasle National High School
42.	MARY JANE B. IBE	Schools Division of Pampanga
43.	SAMANTHA M. ALBANIA	Schools Division of Pampanga
44.	BERNABETH B. MANIO	Schools Division of Pampanga
45.	RACHEL CAMILLE R. LACANLALE	Schools Division of Pampanga
46.	VILMA T. ARCILLA	Schools Division of Pampanga
47.	MARRY P. FRANCO	Schools Division of Pampanga

TRAINING MANAGEMENT TEAM

No.	Name of Participant	Designation/ Office
1	ARCELI S. LOPEZ, PhD	Chief- SGOD
2	MICHELLE D. MEJIA	SEPS-MNE
3	NERISSE NICOLE B. TORRES	EPS-II-MNE
4	JAYSON M. SANTOS	SEPS-HRDS
5	KRISTIN MARIE U. SANTOS	EPS-II-HRDS
6	IMELDA J. TALAVERA	ADAS-VI-SGOD



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph