

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:
 - 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.

Dep Ed Division OF PAMPANSA

DEC 14 2023

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ROMEO M. ALIP PhD, CESO V Schools Division Superintendent











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Republic of the Philippines

Department of Education

REGION III SCHOOLS DIVISION OF PAMPANGA

ACTIVITY MATRIX

Time Activity Persons Involved 11:30 AM Arrival and Registration LUNCH Philippine National Anthem Inno Ning Kapampangan Invocation 1:10 - 1:15 PM Acknowledgement of the Attendees 1:15 - 1:20 PM Opening Remarks Program Management Team Audio Visual Presentation Program Management Team Audio Visual Presentation Program Management Team Audio Visual Presentation Presentation of Shirlet Break ARCELI S. LOPEZ, PhD Chief, SGODD Shirlet Break Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent NERISSE NICOLE B. TORRES Education Program Specialist-II SMM&E HEALTH BREAK Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education of Training And Processes of Efficient Monitoring and Evaluation of Training Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management Audio Visual Presentation MacCLI S. COPEZ, PhD Chief, SGOD Program Management Team NERISSE NICOLE B. TORRES Education Program Superintendent NERISSE NICOLE B. TORRES Education Program Management Team NASZER C. YCO Secondary School Principal IV San Pablo 2nd National High School BRENDALYNE D. LiWANAG Head Teacher-III/OIC Cawayan Elementary School Audio Visual Presentation	DAY 01 - December 18, 2023					
Arrival and Registration LUNCH 1:00 - 1:10 PM Philippine National Anthem Imno Ning Kapampangan Invocation 1:10 - 1:15 PM Acknowledgement of the Attendees 1:15 - 1:20 PM Opening Remarks Opening Remarks ARCELI S. LOPEZ, PhD Chief, SGOD Chief, SGOD Chief, SGOD Chief, SGOD SHIRLEY B. ZIPAGAN, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent MELISSA S. Sanchez, PhD, CESO V Schools Division Superintende						
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1:15 - 1:20 PM Opening Remarks Opening Remarks ARCELI S. LOPEZ, PhD Chief, SGOD SHIRLEY B. ZIPAGAN, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent ROMEO M. ALIP, PhD, CESO V Schools Division Superintendent NERISSE NICOLE B. TORRES Education Program Specialist-II SMM&E 2:15 - 3:00 PM Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 - 6:00 PM Workshop Proper Program Management Team DINNER DAY 02 - December 19, 2023 Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga Program Management Team DINNER SHIRLEY B. ZIPAGAN, PhD, CESO V Assistant Schools Division Superintendent MELISSA S. SANCHEZ, PhD, CESO V Schools Division Superintendent NERISSE NICOLE B. TORRES Education Program Seculation II SMM&E ROMEO M. ALIP, PhD, CESO V Schools Division Superintendent NERISSE NICOLE B. TORRES Education Program Involved Schools Division Superintendent NERISSE NICOLE B. TORRES Education Program Involved Vicin A. LAMPA Secondary School Principal IV Diosdado Macapagal High School Program Management Team DINNER Program Management Team Program Management Team DINNER Program Management Team DINNER Program Management Team DINNER Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga SDO Pampanga	1:00 - 1:10 PM	Imno Ning Kapampangan Invocation	Audio Visual Presentation			
1:20 - 1:30 PM Message of Support Message of Support Melissa S. Sanchez, Phd, Ceso V Assistant Schools Division Superintendent Melissa S. Sanchez, Phd, Ceso V Suppose Suppose Support Melissa S. Sanchez, Phd, Ceso V Suppose Su	1:10 - 1:15 PM		Program Management Team			
1:20 - 1:30 PM Message of Support Message of Support Melissa S. Sanchez, PhD, Ceso V Superintendent Nerisse Nicole B. Torres Marise Melista II Maxima Superintendent Nerisse Nicole B. Torres Nerisse Nicole B. Torres Maxima Superintendent Nerisse Nicole B. Torres Necondary School Principal IV Diosdado Macapagal High School Paraming	1:15 - 1:20 PM	Opening Remarks	Chief, SGOD			
1:30 - 1:40 PM Inspirational Message Statement of Purpose Profiling of QATAME Associates 1:40 - 2:00 PM Statement of Purpose Profiling of QATAME Associates Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management More Presentation of Output Program Management Team 4:30 - 6:00 PM Workshop Proper Program Management Team 5:00 - 7:30 PM Presentation of Output Program Management Team 7:30 - 8:30 PM Presentation of Output Program Management Team 7:30 - 8:30 PM Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 8:00 - 11:00 AM Fellows of SDO Pampanga	1:20 - 1:30 PM	Message of Support	SHIRLEY B. ZIPAGAN, PhD, CESO VI Assistant Schools Division Superintendent			
1:40 - 2:00 PM Statement of Purpose Profiling of QATAME Associates 2:00 - 2:15 PM Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Training Management Schemes as Integral Part of Training Management 4:30 - 6:00 PM 4:30 - 6:00 PM HEALTH BREAK Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Training Management Monitoring and Evaluation of Training Management Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management Workshop Proper Program Management Team Program Management Team DAY 02 - December 19, 2023 Time Activity Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga		sarange of Support	VI Assistant Schools Division			
1:40 – 2:00 PM Profiling of QATAME Associates 2:00 – 2:15 PM Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 – 6:00 PM Workshop Proper Program Management Team 6:00 – 7:30 PM Presentation of Output Time Activity Statement of Purpose Program Specialist-II SMM&E Education Program Specialist-II SMM&E MASZER C. YCO Secondary School Principal IV Diosdado Macapagal High School Secondary School Principal IV San Pablo 2nd National High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team DAY 02 – December 19, 2023 Time School Principal IV San Pablo 2nd National High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team DINNER Program Management Team DAY 02 – December 19, 2023 Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga	1:30 - 1:40 PM	Inspirational Message	ROMEO M. ALIP, PhD, CESO V			
2:15 – 3:00 PM Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 – 6:00 PM Figure 10:00 PM Critiquing of Output DAY 02 – December 19, 2023 Time REALTH BREAK NASZER C. YCO Secondary School Principal IV Diosdado Macapagal High School Secondary School Principal IV Diosdado Macapagal High School Secondary School Principal IV Diosdado Macapagal High School Secondary School Principal IV San Pablo 2nd National High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team Program Management Team Program Management Team DINNER Program Management Team Program Management Team DINNER Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga SDO Pampanga	1:40 - 2:00 PM	Profiling of QATAME	NERISSE NICOLE B. TORRES Education Program Specialist-II			
Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of Department of Education Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 - 6:00 PM Workshop Proper Program Management Team 6:00 - 7:30 PM Presentation of Output 7:30 - 8:30 PM Presentation of Output Time Activity Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management NASZER C. YCO Secondary School Principal IV Diosdado Macapagal High School Secondary School Principal IV Diosdado Macapagal High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team DINNER Program Management Team DAY 02 - December 19, 2023 Time Activity Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga	2:00 - 2:15 PM		SMM&E			
3:00 – 3:45 PM Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings Art of Collaboration and Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 – 6:00 PM 6:00 – 7:30 PM 7:30 – 8:30 PM 8:30 – 10:00 PM Critiquing of Output DAY 02 – December 19, 2023 Time Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Secondary School Principal IV San Pablo 2nd National High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team DINNER Program Management Team DAY 02 – December 19, 2023 Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Presentation of QAME Forms School Principal IV San Pablo 2nd National High School BRENDALYNE D. LIWANAG Head Teacher-III/OIC Cawayan Elementary School Program Management Team DINNER Program Management Team Program Management Team DAY 02 – December 19, 2023 Clinical Program Supervisor SDO Pampanga	2:15 - 3:00 PM	Distinct Roles and Upskilling of QATAME Associates and HR Fellows in Training Management Schemes of	NASZER C. YCO Secondary School Principal IV			
Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Management 4:30 - 6:00 PM Workshop Proper 6:00 - 7:30 PM Presentation of Output 7:30 - 8:30 PM 8:30 - 10:00 PM Critiquing of Output DAY 02 - December Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Facilitation of HR Fellows with QATAME Associates as Integral Part of Training Head Teacher-III/OIC Cawayan Elementary School Program Management Team Program Management Team Program Management Team Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga	3:00 - 3:45 PM	Presentation of QAME Forms and Processes of Efficient Monitoring and Evaluation of Trainings	Secondary School Principal IV			
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 8:30 - 10:00 PM Critiquing of Output Program Management Team DAY 02 - December 19, 2023 Time Activity Persons Involved Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Critiquing of Output Program Management Team DINNER Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga		Facilitation of HR Fellows with QATAME Associates as Integral Part of Training	Head Teacher-III/OIC			
6:00 - 7:30 PM 7:30 - 8:30 PM 8:30 - 10:00 PM Critiquing of Output Program Management Team DAY 02 - December 19, 2023 Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Critiquing of Output Program Management Team Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga	4:30 - 6:00 PM					
7:30 - 8:30 PM 8:30 - 10:00 PM Critiquing of Output Program Management Team DAY 02 - December 19, 2023 Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Classic Program Management Team Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga	6:00 - 7:30 PM		Program Management Team			
8:30 - 10:00 PM			DINNER			
Time Activity Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Program Management Team Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga	8:30 - 10:00 PM	Critiquing of Output				
Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga 11:00 AM Activity Persons Involved VILMA T. ARCILLA Education Program Supervisor SDO Pampanga			10 2002			
Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga SDO Pampanga	Time	Activity December				
8:00 – 11:00 AM QATAME Associates and HR Fellows of SDO Pampanga Sharing of Best Practices for QATAME Associates and HR Fellows of SDO Pampanga SDO Pampanga			Persons Involved			
[[[] AM	8:00 – 11:00 AM	QATAME Associates and HR	VILMA T. ARCILLA Education Program Supervisor			
	11:00 AM	Closing Program	SDO Pampanga End of Division Activity			







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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

NY.	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			
13.	JEZENIA G. HILARIO	Senior High School in Apalit (Stand Alone 1)		
14.	ROGELENE P. VERGARA	Sto. Tomas National High School		
15	CHRISTOPHER D. GARCIA	San Isidro National High School Bacolor)		
16.	JOANNE P. LOPENA	Maliwalu Proper Elementary School		
17.	BIENVENIDO C. RIVERA JR	San Antonio Elementary School		
18.	ROSEMARIE A. DEL ROSARIO	Sta. Barbara Elementary School		
19.	MARK DENVER M. DANTES	Balas Elementary School		
20.	CHARMAINE LAPUZ	Eliseo Belen Elementary School		
21.	CATHERINE L. TOLENTINO	Cabetican Elementary School		
22.	ANGELITA C. CARENCIA	Potrero National High School		
23.	GERLLYN D. LUMANOG	Sta. Maria High School		
24.	MARICEL M. GADDI	Sta. Maria High School		
25.	CHRISTIAN M. SANTOS	Dalayap High School SVPSPC		
26.	RAMON PAYUMO	SVPSPC		
27.	SHERWIN Y. CASTRO	The state of the s		
28.	VERON ANGELES	Dalan Baliti Elementary School 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		
	EMERITO RAMIREZ	Cabalantian Elementary School		
	ROSARIO M. FLORES	Tarik Suliman High School		
		Tark Sullitali rigli School		







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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







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