



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY

DEPARTMENT OF EDUCATION  
 EL SALVADOR CITY- RECORDS SECTION  
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December 22, 2025

DIVISION MEMORANDUM  
 NO. 477, s. 2025

CAPACITY BUILDING ON MONITORING AND EVALUATION FOR THE SCHOOL  
 HEADS AND M&E ASSOCIATES IN SCHOOLS

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD & CID  
 School Governance and Operations Division  
 Public Elementary School Heads  
 Public Secondary School Heads  
 All Others Concerned

1. In alignment with the Department's initiative to strengthen the implementation of **DepEd Order No. 29, s. 2022, also known as the Basic Education Monitoring and Evaluation Framework (BEMEF)**, this Office, through the Schools Governance and Operations Division (SGOD), shall conduct a **Capacity-Building on Monitoring and Evaluation** which will be held from **January 19-21, 2026**, at Hotel Monicon, El Salvador City. Please be advised that while this activity was originally scheduled for December 2025, it has been moved to these dates to accommodate overlapping priority schedules.
2. This activity aims to
  - a) capacitate the School Heads and M&E Associates on the M&E processes,
  - b) come up with QAME Survey in Schools on their PAPs,
  - c) implement monitoring and evaluation process in adherence with BEMEF, and
  - d) integrate the principles of gender equity, gender sensitivity, non-discrimination, and human rights, in the provision and governance of basic education.
3. The participants to this activity are the School Heads and Administrative Officers II / ADAS – M&E Associates per school (only two participants per school) and the division Technical Working Group (TWG). Furthermore, this Memorandum serves as the Official Authority of Travel for the identified participants.
4. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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5. This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**   
Schools Division Superintendent  
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ATCH.: As stated  
Reference: Division Memorandum No.219, s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

Monitoring and Evaluation

SGOD/smme-mpq