



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



April 17, 2017

DIVISION MEMORANDUM
No. 260, s. 2017

**RFTAT MONITORING ON THE CONDUCT OF THE GRADE 6 MASS TRAINING
OF TEACHERS (MTOT) FOR THE K TO 12 BASIC EDUCATION PROGRAM (BEP)**

**To: Assistant Superintendents
Chiefs, SGOD and CID
Division Supervisors/Coordinators
District Supervisors/OICs
SEPSs/EPSSs-HRD
Elementary School Heads**

1. Attached is Regional Memorandum No. 0258, s. 2017, entitled, **“RFTAT Monitoring on the Conduct of the Grade 6 Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program (BEP),”** informing the field that the Regional Field and Technical Assistance Teams (RFTATs) will be strictly monitoring the conduct of the Grade 6 MTOT.
2. The Schools Division of Cebu Province will conduct the Grade 6 MTOT on April 30-May 6, May 14-20 and May 28-June 3, 2017.
3. Division Training Management Team, Division Supervisors/Coordinators, SEPSs, EPSSs and other Division personnel involved in the said training are advised to accommodate the RFTAT teams in the different session rooms.
4. Dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
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DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **0258**, s. 2017

APR 11 2017

**RFTAT MONITORING ON THE CONDUCT OF THE GRADE 6 MASS TRAINING OF TEACHERS (MTOT)
FOR THE K TO 12 BASIC EDUCATION PROGRAM (BEP)**

To : Schools Division Superintendents (SDSs)
Regional Field Technical Assistance Teams (RFTATs)

1. With reference to Regional Memorandum No. 0195, s. 2017 on the Conduct of the Grade 6 Mass Training of Teachers (MTOT) for the K to 12 Basic Education Program (BEP), this Office is informing all Schools Division Offices (SDOs) that the Regional Field Technical Assistance Teams (RFTATs) are directed to strictly monitor the conduct of the said activity.
2. The 13 SDOs will conduct their Grade 6 MTOT on the dates and venues specified below, to wit:


DIVISION	DATE	VENUE
Bogo City	April 17-23, 2017	DepEd Ecotech Center
Bohol	April 30-May 6, 2017	Reymas Haven, JJ Seafoods, Bohol Tropics, BPSTEA
Carcar	April 16-22, 2017	DepEd Ecotech Center
Cebu City	April 24-30, 2017 May 8-14, 2017	DepEd Ecotech Center
Cebu Province	April 30-May 6, 2017 May 7-13, 2017 May 14-20, 2017	DepEd Ecotech Center
Danao City	April 15-22, 2017	Danao City Training Center
Lapu-lapu City	May 4-10, 2017	Hotel Fortuna
Mandaue City	April 23-29, 2017	DepEd Ecotech Center
Naga	May 8-14, 2017	Applied Nutrition Center
Siquijor	April 24-30, 2017 May 8-14, 2017	Salagdoong, Siquijor
Tagbilaran City	May 7-13, 2017	Reymas Haven
Talisay City	April 16-22, 2017	DepED Ecotech Center
Toledo City	April 17-23, 2017	Crown Regency, Guadalupe

3. The following documents are enclosed for the guidance of all RFTATs:
 - a. Enclosure No. 1 - Grade 6 MTOT RFTAT Monitoring and Evaluation Form
 - b. Enclosure No. 2 - Process Observation and Analysis Tool
 - c. Enclosure No. 3 - Onsite Monitoring and Evaluation Form
 - d. Enclosure No. 4 - RFTAT Quality Assurance, Monitoring and Evaluation (QAME) Guidelines
 - e. Enclosure No. 5 - RFTATs Assignment

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”

4. RFTAT Leaders are directed to submit the **Consolidated Grade 6 MTOT RFTAT Monitoring and Evaluation Report** to the HRDD Office on or before May 30, 2017.
5. For inquiries, you may contact the HRDD Office at 414-7324 and look for Dr. Flordeliza C. Sambrano or Mr. Misael G. Borgonia.
6. For your proper guidance and strict compliance.


JULIET A. JERUTA, Ph. D., CESO V
Director III
Officer – in - Charge

JAJ/FA/FCS/mgb

GRADE 6 MTOT RFTAT MONITORING AND EVALUATION FORM

Schools Division: _____

RFTAT No. : _____

Strong Points	Contributory Factors	Weak Points/Areas for Improvement	Contributory Factors	Recommendations

Critical Incident	Identify deviation from Standard/s	Proposed Course/s of Action to Address the Deviation

Prepared by:

 RFTAT Team Leader

Note: This form shall be accomplished using the data in the Onsite Monitoring and Evaluation and Process Observation Tool.



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PROCESS OBSERVATION TOOL

(To be accomplished by Learning Delivery class monitors for every session; Observations are to be validated with the session-facilitator evaluation of participants. The observations will be the basis for debriefing sessions for action by the management team.)

GENERAL INFORMATION			
PROGRAM/ ACTIVITY MONITORED		CLUSTER (Luzon, Visayas, Mindanao, Mixed, etc.)	
REGION		MODULE No.	
DIVISION		BATCH No.	
LEARNING SERVICE PROVIDER		LEARNING AREA	
VENUE		CLASS SECTION	
INCLUSIVE DATES		NUMBER OF PARTICIPANTS	
DATE OBSERVED		NUMBER OF TRAINERS	

SESSION: _____ **Faci/RP:** _____

1. Session CONTENT	Strongly Disagree	Disagree	Agree	Strongly Agree
▪ Objectives were presented				
▪ Activities were congruent to objectives				
▪ Substantial input was given				
▪ Key messages were clear				
▪ Objectives were achieved				
2. Session PROCESS	<i>How was the session conducted?</i>			
▪ Methodology was appropriate for adult learners				
▪ Participants were engaged				
▪ Stimulating questions were asked				
▪ Workshop output was processed (if any)				
3. Session ATMOSPHERE	<i>What was the general environment in the group?</i>			
	Informal	<<	>>	Formal
(This refers to participants)	Low energy	<<	>>	High Energy
	Hostile	<<	>>	Supportive
	Inhibited/Tense	<<	>>	Open/Relaxed
4. PARTICIPATION of Trainees	<i>How engaged were participants in the session?</i>			
	Only the facilitator/ speaker talked	Few people talked	Most people talked	
	Group was apathetic	<<	>>	Group was involved
	Group was divided	<<	>>	Group was united



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TIME	I See... (specific person interaction)	I Hear... (verbatim)	I Think... (informed interpretation/analysis)	

Session Remarks/Observations:

Name of Monitor (Last Name, First Name): _____

Region: _____ Division/Office: _____

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Sudlon, Lahug, Cebu City

GRADE 6 MTOT MONITORING AND EVALUATION GUIDELINES FOR RFTATs

Important Reminder to All RFTATs:

1. Introduce yourself to the trainers, facilitators, and program/training manager as a monitor whose role is to observe and assist in the improvement of the program.
2. Be familiar with the tools, processes and mechanisms
3. Be punctual. If possible, be at the training venue before the time.
4. Be polite and unobtrusive.
5. Wear your ID/nametag.
6. Provide assistance to trainers/facilitators where necessary and when requested.
7. Don't misrepresent or introduce yourself in an intimidating manner (Ex. I am an Education Program Supervisor....)
8. Don't ask for special treatment (Ex. Airport/seaport transfers, etc.)
9. Don't give feedback that is unsubstantiated, or not backed up by data from participants.
10. Don't deal with or give feedback to the trainers or facilitators directly after the session. Talk to the SGOD Chief or Training Manager instead.
11. Refrain from talking with the participants, except when inquiring about their opinions about the sessions, and when validating your own observations.
12. Don't decide for the management or act on their behalf. Refer to the concerned person for concerns that need to be addressed.
13. Don't comment during the conduct of the sessions, or show your disappointment or frustration at any issue.
14. Conduct Focus Group Discussion (FGD) with more or less 5-6 teacher-participants to give feedback on the whole process of the MTOT. Make the said FGD confidential. Don't allow other persons to observe the process.
15. Document everything and report the findings/observations to the HRDD for appropriate action.



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ON-SITE MONITORING AND EVALUATION

BASIC INFORMATION	
ACTIVITY/EVENT MONITORED	
REGION	DIVISION
LEARNING SERVICE PROVIDER	
VENUE	
INCLUSIVE DATES	
CLUSTER	
LEARNING AREA	
CLASS SECTION	
NUMBER OF PARTICIPANTS	
DATE MONITORED	

No. of Trainers and No. of Participants				
Subject	Grade 4		Grade 10	
	Participants	Trainers	Participants	Trainers

Please rate the conduct of the program delivery along the following areas.

Activities	Strongly Agree	Agree	Disagree	Strongly Disagree
A. Conduct of the Program Delivery (Daily Monitoring)				
1. Operational concerns				
▪ Activities start according to schedule				
▪ Activities end according to schedule				
▪ Attendance is systematically monitored				
▪ Modifications in activities and schedule are consulted with the participants				
▪ Modifications in activities and schedule are given ahead of time				
▪ Provision of the following consistently follows agreed standards				
- Food Quality				
- Food Quantity				
- Meals served on time				
- Training Venue				



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- Accommodations				
▪ Medical care is available e.g. common medicines, first aid				
▪ Training/learning materials are adequate				
▪ Training/learning materials are given on time				
▪ Support materials and equipment are available				
▪ Support materials and equipment are in good working condition				
▪ Issues and possible courses of action are identified in the briefing and debriefing sessions				
▪ Ground rules were clear				
▪ Compliance of ground rules was monitored				
2. Sessions and Trainers				
▪ The trainers used the approved resource package (session guide, powerpoint presentation, video presentations, etc.)				

Comments and Suggestions: _____

CRITICAL INCIDENTS: If you have encountered any remarkable event/situation (either positive or negative) that needs to be detailed here, please accomplish the STAR form.

Situation/Task- Describe the specific situation and/or task that needed to be accomplished.

Action - Describe how the person/s or the team responded to the situation or acted on the task at hand.

Result - Describe the effect of the action or lack of action.

CRITICAL INCIDENTS

(This STAR form will be used to document critical incidents that are not captured in the QAME Forms and may be accomplished as may be needed.)

SITUATION/TASK	ACTION	RESULT

Name of Monitor (Last Name, First Name): _____
 Region: _____ Division: _____

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RFTAT ASSIGNMENTS FOR CALENDAR YEAR 2017

RFTA TEAMS	RFTAT 1	RFTAT 2	RFTAT 3	RFTAT 4	RFTAT 5	RFTAT 6	RFTAT 7
DIVISION	Bohol	Cebu Province	Tagbilaran City Siquijor	Bogo City Danao City & Mandaue City	Lapulapu City, Cebu City & Talisay City	City of Naga, Cagcaran City & Toledo City	ALL
TEAM LEADERS	<i>Dr. Luz C. Jandayon</i>	<i>Dr. Leah B. Apao</i>	<i>Dr. Milagros C. Gabia</i>	<i>Dr. Maria Jesusa C. Daspoja</i>	<i>Dr. Emiliano B. Einar, Jr.</i>	<i>Dr. Flordeliza C. Sambreno</i>	<i>Mr. Victor V. Yntig</i>
MEMBERS	Mr. Tomas P. Pastor	Dr. Pedrito S. Ocha, Jr.	Mr. Misael G. Borgonia	Mrs. Helen D. Sabino	Dr. Judith B. Abellaneda	Dr. Rosa H. Cabotaje	Mr. Antano T. Bautista
	Dr. Marilyn Miranda	Dr. Elaine F. Perfecto	Dr. Roland V. Villegas	Mr. Sylvio H. Sabino	Ms. Maurita F. Ponce	Mr. Cesar A. Restaura, Jr.	All BPD and ASD
	Dr. Ma. Felina S. Calledo	Dr. Emerson O. Degamo	Mr. Rogadano Bajo	Dr. Eduardo C. Bacaltos	Dr. Eduardo F. Ornela	Ms. Merden L. Bryant	
	Mr. Jess Marlowe C. Libre	Mr. Edmond Ocaido, Jr.	Mr. Rey P. Tan	Engr. Noemi C. Guillen	Mrs. Jasmine C. Sarsaba	Mrs. Cynthia S. Miros	
	Dr. Berna J. Ysulan	Dr. Jovelyn P. Otero	Engr. Char May D. Yngayo	Mrs. Juanita F. Negapatan	Mrs. Grace B. Espos	Dr. Leo Achbar	
	Mr. Rosario Pagal, Jr.	Dr. Ranielo L. Edar		Mr. Quirico B. Sumampong	Mr. Allan P. Villacampa	Mrs. Doris F. Esmero	
		Dr. Sinfonia R. Berdin					

Atty. Fiel Y. Almendra, CIC, Office of the Assistant Regional Director

Prepared by:

LEAH B. APAO
 Chief FTAD