



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

November 26, 2025

DIVISION MEMORANDUM

No. **359** s. 2025

DIVISION CONFERENCE OF DISTRICT QAME FOCAL PERSONS/ ASSOCIATES

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office through the **School Governance Operations Division (SGOD)- School Management Monitoring & Evaluation (SMME) Section** will have a conference regarding the Monitoring and Evaluation (M&E) relative to the conduct of In-Service Training (INSET) for School Year 2025-2026 on **November 27, 2025, at 1:00 p.m.** at the **SDO 3rd Floor, Bulwagan ng Karunungan, Balogo, Sorsogon City.**
2. This orientation aims to equip the focal person with the necessary knowledge and procedures for the effective M&E of the INSET activities within their respective districts.
3. Participants in this conference are the designated QAME Associate per District.
4. Attendance in this conference is **mandatory** to ensure consistent and accurate monitoring and evaluation of the INSET program across the division.
5. Expenses incurred relative to the conduct of this activity are chargeable against the Local funds/School MOOE subject to the usual accounting and auditing rules & regulations.
6. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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