



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 341, s. 2025

Track to Impact: A Workshop on Developing Monitoring Tools for Special Needs Education and Other Curricular Programs

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In support of the Department of Education's commitment to deliver quality, inclusive, and equitable education, the Schools Division of Vigan City shall conduct the Track to Impact: A Workshop on Developing Monitoring Tools for Special Needs Education and Other Curricular Programs on June 23-24, 2025 at Hotel Salcedo de Vigan, V. delos Reyes cor. Calle Gen. Luna, Vigan City.
2. This workshop primarily aims to capacitate program owners in developing effective, user-friendly, and results-based monitoring tools. Specifically, it seeks to:
 - a. orient the participants on principles and standards in designing effective monitoring tools;
 - b. equip participants with the knowledge and skills in crafting monitoring tools tailored for SNED and other programs;
 - c. develop and finalize ready-to-use monitoring tools with built-in data collection and analysis functions; and
 - d. establish a protocol for the implementation and use of the developed tools at the school and division levels.
3. The participants of this activity are the Education Program Supervisors, School Heads and program owners of the various curricular programs.
4. Participants are requested to bring any existing monitoring tools currently used for tracking programs, projects, activities, and other curricular initiatives.
5. All expenses to be incurred for the conduct of this activity shall be charged against the 2025 Downloaded Special Needs Education (SNED)



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigancity.com

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Program Support Fund, subject to the usual government accounting and auditing rules and regulations.

6. Enclosed in this Memorandum are the list of identified participants, members of the Program Management Team (PMT), and the detailed activity matrix.
7. Immediate dissemination of this memorandum to all concerned is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

Encls.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

SPECIAL NEEDS EDUCATION

WORKSHOP



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(Enclosure No. 1 to Division Memorandum No. ____ s, 2025)

**Track to Impact: A Workshop on Developing Monitoring Tools for Special
Needs Education and Other Curricular Programs**

Date: June 23-24, 2025

Venue: Hotel Salcedo de Vigan

#	Name	School	#	Name	School
1	Amelyn P. Abella	SDO	21	Richard A. Agtutubo	BMSW
2	Elsie C. Amarin	SDO	22	Mariesol A. Castaneda	APES
3	Pelagio F. Cardenas	SDO	23	Royston F. Quidolit	CAPES
4	Solito S. Cortel	SDO	24	Rosario A. Organo	JSES
5	Edgar L. Pescador	SDO	25	Maggie P. Aytona	PIS
6	Rommel R. Rabo	SDO	26	Pablo B. Banaga Jr.	SJES
7	Felipa T. Regaspi	SDO	27	Lany Q. Corpuz	BMSE
8	Peter John A. Frial	SDO	28	Racquel A. Follante	CCES
9	Nelson A. Robinol	SDO	29	Karen A. Frando	CAMES
10	Clarito A. Siababa	SDO	30	Ana A. Castor	NES
11	Gloria P. Cabotaje	SDO	31	Eric A. Bilgera	RES
12	Susiemar M. Rapisura	SDO	32	Dina Q. Rivad	RPES
13	Princess G. Torricer	SDO	33	Anita R. Presto	VNHSE
14	Laurie M. Agati	SDO	34	Reynario T. Vilorio	VNHWS
15	Nora P. Paroligan	VCS	35	Editha C. Bagcal	ISNHS
16	Letecia A. Pugrad	BPES	36	Glenn U. Tadena	ISNHS
17	Vivian T. Del Castillo	GESMS	37	Eric L. Tapat	SDO
18	Paulino B. Aninag Jr.	MES	38	Dr. Arlyn D. Batulan	SDO
19	Avelina T. Alon	TES	39	Laurence A. Agtutubo	SDO
20	Azenith A. Ramos	SPBES	40	Aurelia F. Fieldad	SDO

PROGRAM MANAGEMENT TEAM

Consultants	VILMA D. EDA, CESO V
	ANNIE D. PAGDILAO, EdD, CESO VI
Program Manager	MARIE CHRISTINE L. NATIVIDAD
Program Proponent	ELSIE C. AMORIN
QAME	GRACE F. CASTANEDA
Resource Person	LIEZL MIQUE, EPS- QAD



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(Enclosure No. 2 to Division Memorandum No. ____ s, 2025)

Activity Matrix

Track to Impact: A Workshop on Developing Monitoring Tools for Special Needs Education and Other Curricular Programs

Day 1	Time	Activity	Facilitator
Opening Program	8:00-8:15 AM	Opening Program	PMT
		• Singing of the Philippine National Anthem	AVP
		• Prayer	AVP
		• DepEd Quality Policy Statement	
		• Acknowledgment of Participants	Elsie C. Amarin
		• Welcome Remarks	Annie D. Pagdilao, EdD, CESO VI
		• Message	Vilma D. Eda, CESO V
		• Statement of Purpose	Marie Christine L. Natividad
	8:15- 8:30	Program Orientation	Elsie C. Amarin
Session I	8:30- 9:45	Review of the Fundamentals of Monitoring and Evaluation	Resource Person
Break	9:45- 10:00	Coffee/Tea Break	
Session 2	10:00- 11:00	Elements of M&E Framework	Resource Person
	11:00-12:00	Identifying Indicators	
Lunch Break			



Session 3	1:00- 2:30 PM	Elements of Effective M&E Tools	Resource Person
Session 4	2:30-3:30	Designing M&E Tools	
Break	3:30-3:45		
Session 5	3:40- 4:45	Testing and Validation of M&E Tools	Resource Person
	4:45-5:00	Q&A	
Day 2			
MOL	8:00-8:15	Management of Learning and Attendance Check	
Session 6	8:15 -9:45	Data Collection and Management, Analysis and Utilization	Resource Person
Break	9:45-10:00		
Workshop	10:00-12:00	Workshop on Tool Development	By Group
Lunch Break			
	1:00-2:30	Continuation of workshop	
	2:30-3:30	Output Presentation and Critiquing of initial designed M&E Tools per program	
	3:30 -3:45	Coffee/Tea Break	
	3:45- 4:30	Consolidation and Packaging of Outputs	
	4:30-5:00	Closing Program	

