MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

SEMINAR ON MONITORING AND EVALUATION (M&E) PHASE OF PROJECT ASSIST AND ITS LINK TO THE TECHNICAL ASSISTANCE OF SCHOOL LEADERS IN SDO MARIKINA CITY

1. Please be informed that the Schools Division Office will conduct a Seminar on the Monitoring and Evaluation Phase of Project Assist and its Link to the Technical Assistance of School Leaders in SDO Marikina City on January 15-17, 2020, 8:00-5:00 P.M. at Gabaldon Building, Marikina Elementary School.

2. This aims to review Project Assist and acquire knowledge and skills on the utilization of Monitoring and Evaluation Tool for Project Assist as basis for providing technical assistance to teachers.

3. Attached herewith is the list of participants for your reference.

4. Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education-Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

January 8, 2020
Project ASSIST: M & E Phase link to Technical Assistance
List of Participants

<table>
<thead>
<tr>
<th>Elementary Schools</th>
<th>Secondary Schools</th>
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</thead>
<tbody>
<tr>
<td>17 School Heads</td>
<td>16 School Heads</td>
</tr>
<tr>
<td>2 Master Teachers per school</td>
<td>1 MT per school (16 MTs)</td>
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<tr>
<td>(34 MTs)</td>
<td>10 Asst. Principals</td>
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<td>1 Head Teacher per school (15 HTs)</td>
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Division Office:

OIC, Asst. Schools Division Superintendent
Chief Education Program Supervisors, SGOD
Public Schools District Supervisors
Education Program Supervisors
SGOD Supervisor
3 SEPS
1 HRDS EPS 2