



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

LEARNING AND DEVELOPMENT TOOL FOR PRE-IMPLEMENTATION PHASE

<i>Purpose of the tool</i>	To check pre-implementation of an identified learning and development program
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Directions: Evaluate the L&D program/intervention in all standards applicable to the L&D modality. Tick the box corresponding to the assessment rating of each standard:

- (4) Full compliance -if indicator has been completely met with no errors
- (3) Near compliance – if the indicator has few incomplete parts with some errors
- (2) Partial compliance- if indicator has only been partially complied with several errors
- (1) Non-compliance- if indicator has not been met

Note down specific comments for items that did not fully meet standards. Overall comments and recommendations are also highly encouraged and should be written in the appropriate spaces found at the end of the tool.

Standards	4	3	2	1
Team Management				
1.Program Management Team (PMT) structure and composition are adequate in number and competency mix to perform roles.				
2.Roles and expectations from PMT members are clearly defined, documented in the Terms of Reference (TOR) and agreed upon.				
3.PMT members possess the required competencies to perform assigned roles.				
4.Learning service providers (e.g., learning facilitators, resource persons, etc.) are adequate in number and meet competency requirements for assigned roles based on NEAP's screening and accreditation process.				
5.TOR and contracts (including honorarium) of external learning service providers are approved and				



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signed by both parties (DepEd and external service providers) before actual conduct of the program/intervention.				
1.Planned program/intervention implementation is officially communicated to concerned offices/units and learners in electronic and print media.				
2.Target learners identified in the design are the ones invited.				
3.The number of invited learners is appropriate to L&D modality.				
4.Substitution of learners is communicated to LDD Program Management Team in electronic or print media.				
5.Attendance is confirmed by learners and their supervisors in a timely manner.				
6.Registration forms are sent out to confirmed learners and accomplished forms received in a timely manner.				
7.Confirmation of attendance notices are sent out to learners containing pertinent program details and logistical arrangements (e.g., transportation, per diem, accommodation, etc.) in a timely manner.				
8.Identified guests are invited and attendance is confirmed in a timely manner.				
9.Arrangements for program documentation completed.				
1.Welfare and administrative arrangements for lodging, venues for learning sessions, meals, per diem, transportation, and technology support are made in a timely manner based on L&D program requirements.				
2.Contracting is done according to DepEd guidelines, Republic Act				



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9184 (Government Procurement Reform Act), and COA rules.				
3.Venue is accessible to all including individuals with special needs. ▪ provides reasonable accommodation to individuals with special needs o in a safe, secure, and peaceful location ▪ has facilities for individuals with disabilities or special needs (e.g., ramps, signposts, parking, elevator, etc.) session rooms well-lighted, well-ventilated, spacious, and appropriately set-up for learning sessions ▪ breakout and open spaces available for small group activities and informal interactions o has clean and accessible hygiene and sanitary facilities				
4.Accommodation is appropriate for the participants. ▪ clean, well-lighted, and ventilated ▪ spacious for maximum of four occupants to a room with at least one toilet and bathroom ▪ has facilities and amenities for individuals with disabilities				
5.Meals are carefully selected. ▪ proposed menu has a variety of healthy and nutritious food ▪ proposed menu considers dietary requirements and restrictions of learners, learning service providers, and PMT				
6.Equipment, tools, supplies, and technology are sufficient.				



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▪ arrangements for the availability of equipment and tools completed ▪ arrangements for the availability of wi-fi connection and other technology support completed ▪ all supplies and learning aids are prepared at the right quality and quantity of learners' kit assembled and ready for distribution				
7.Learning resource packages at the right quality and quantity are prepared ahead of time.				
8.Emergency plan and first-aid kits are ready.				
1.Tools and materials that will support learning management are prepared.				
2.Team members who will monitor learning management and handle management of learning activities are clear about their roles.				

Overall Comments:	Recommendations:
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LEARNING AND DEVELOPMENT TOOL DURING IMPLEMENTATION PHASE

Purpose of the tool	• During-implementation Monitoring and Evaluation Form is to be accomplished by External QAME Associate to validate whether the L&D intervention is implemented as planned. • Data will be used by the External QAME Associate to provide feedback to the L&D Program Management Team and learning service providers on issues that need to be addressed.
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BASIC INFORMATION	
Region	
Division	
Learning Service Provider	
Activity/Event Monitored	
Address	

Inclusive Dates	
Date Monitored	

Number of Participants				
Class	Level:		Level:	
	Participants	Trainers	Participants	Trainers
1				



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2				
3				

Directions: After a careful evaluation, rate the conduct of the Learning and Development program delivery by ticking the appropriate boxes: **Agree** if indicator has been fully observed, and **Disagree** if not observed.

Activities
A. Conduct of the Program Delivery (Daily Monitoring)

Activities	4	3	2	1
1. Operational concerns				
▪Activities start and end according to schedule.				
▪Attendance is systematically monitored and reflects gender/sex.				
▪Modifications in activities and schedule are consulted with the participants and are given ahead of time.				
▪Provision of the following consistently follows agreed standards :				
-Food				
-Training Venue				
-Accommodation				
▪Medical personnel and medical provisions for emergencies e.g. common medicines, first aid kit, are available				
▪Training/Learning materials are available and adequate.				
▪Support materials and equipment are available and serviceable.				
▪Issues and possible courses of action are identified in the briefing and debriefing sessions.				
▪Ground rules are clear and compliance is also monitored.				

Activities	4	3	2	1
2. Sessions and Trainers				
▪The trainers have utilized the approved resource package (session guide, PowerPoint presentation, video presentations, etc.)				



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▪Trainers and sessions are evaluated using standardized tools.				
▪Participants are given competency assessment before and after the session/s, if applicable.				
▪The expected outputs are gathered and properly accounted for.				
▪Accomplished evaluation tools are collected from participants immediately for processing and feedback				
▪Feedback is given as may be needed.				
1. Certification of Participants				
▪Certification is conferred upon completion of the program and upon satisfaction of requirements.				
▪Certification is issued at the end of the program				
2. Program Evaluation				
▪Program evaluation is administered immediately after the last session.				
▪Results of the evaluation is used and incorporated in the End of the Program Report				
▪The participants are assessed as to determine learning through Rapid Competency Assessment.				

Comments and Suggestions:

Name and Signature of Monitor	
Date	

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)

Title of Training: _____

Date	Situation/Task	Action	Result



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