



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



6 January 2021

Regional Memorandum

**IMPLEMENTATION REVIEW AND PLANNING MEETING WITH PROGRAM MANAGEMENT
TEAMS AND LEARNING FACILITATORS**

To **Schools Division Superintendents
of concerned SDOs**

1. Relative to the SDO implementation of Course 2 on **CB Program for Teachers and School Leaders focus on Engaging Teachers and School Leaders in Navigating Computer Applications/Communication Platforms and Its Utilization for the Improvement of School Operations and Learning Management**, the National Educators Academy of the Philippines (NEAP)- CALABARZON through the Human Resource Development Division (HRDD) will hold a Review and Planning Meeting with PMTs and Learning Facilitators on January 12, 2021, 2:00 pm via Google Meet.
2. Participants to this meeting are the Program Management Teams of identified SDOs who will conduct this intervention program during the first Quarter (January to March 2021) of this year together with the Learning Facilitators whose names are attached herewith. They are expected to confirm their attendance through bit.ly/06DTIPCOURSE2.
3. Immediate dissemination of this memorandum to all concerned is expected.


WILFREDO E. CABRAL
Regional Director

hrdd/neap/marm



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Attachment

COMPOSITION OF PROGRAM MANAGEMENT TEAM (PMT) PER SDO

POSITION	FUNCTION/ ROLE
HRD SEPS	- Leads in organizing Google Classroom per learning area, per grade level. - Facilitates the accomplishment of Activity Completion Report.
HRD EPS II	Leads in the issuance of e-certificates, online attendance checking and feedback using Google Form (CREST).
DIVISION ITO	- Leads in facilitating online platforms such as Google Classroom, StreamYard, YouTube and Google Drive. - Ensures strong and reliable internet connection all throughout the conduct of classes.
M&E SEPS/ EPS II	- Leads in preparing QAME forms using Google Form, in tabulating and analyzing data using Google Sheets and presenting QAME Results using Google Slides and submitting QAME Reports using Google Docs. - Supplies M&E report to the HRD SEPS in accomplishing Activity Completion Report (ACR).
CID LEARNING AREA SUPERVISORS	Lead in providing Technical Assistance to school heads and if possible to teachers that concern learning area specialization.

LIST OF LEARNING FACILITATORS

SDO	Names	Position
Bacoor City	Julie Boy Valeroso	ITO
Batangas	Eleazar C. Magsino	Principal II
	Erickson T. Gutierrez	Principal II
	Movita O. Cruzat	Principal II
	Nenita A. Adame	PSDS
	Rey Alexis L. Malabanan	ITO
Biñan City	Leslie D. Valeña	Assistant Principal II
	Marilyn E. Macababbad	PDO II
Calamba City	Rodel E. Sulsona	ITO
Imus City	June Bence L. Adelan	ITO I
Lipa City	Jun Patrick Balita	ITO
Quezon	Hernando C. Cortez	MT II
Rizal	Bernadette R. Bulawan	MT I
	Christopher A. Olaya	MT I
	Cris F. Dinozo	Teacher III
	Marlon S. Marquez	EPS
Tanauan City	Ronald V. Ramilo	EPS
Tayabas City	Edmar G. Rada	Teacher II
	Mary Grace M. Cabili	Principal I
San Pablo City	Henry P. Contemplacion	EPS
Santa Rosa City	Marigen N. Leosala	EPS

SDO IMPLEMENTATION SCHEDULE

Date	Participants	SDO
January 11-15, 2021	School Heads and Supervisors	Lucena City
January 18-22, 2021	School Heads and Supervisors	Sta. Rosa City
January 25-29, 2021	Teachers	
February 1-5, 2021	Teachers	Lucena City
February 8-12, 2021	Teachers, School Heads, and Supervisors	Antipolo City
	Teachers, School Heads, and Supervisors	General Trias City
February 15-19, 2021	Teachers, School Heads, and Supervisors	Binan City
	Newly Hired Teachers	Calamba City
February 22-26, 2021	Teachers, School Heads, and Supervisors	Cavite Province
February 2021 (exact date is for Top Management's Approval)	Teachers, School Heads, and Supervisors	Batangas City
	Teachers	Lipa City and Tanauan City
	School Heads and Supervisors	San Pablo City
March 1-5, 2021	Supervisors	Quezon Province
March 8-12, 2021	School Heads	
March 2021	School Heads and Supervisors	Tanauan City
May 4-6, 2021	Supervisors	Imus City & Laguna
May 11-13, 2021	School Heads	(for approval)
July 19-21, 2021	Teachers	