



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



06 November 2020

**Regional Memorandum**

**VIRTUAL PLANNING CONFERENCE OF CONTRIBUTING WRITERS & LEARNING FACILITATORS ON ENGAGING SCHOOL LEADERS AND TEACHERS IN NAVIGATING COMPUTER APPLICATIONS/COMMUNICATION PLATFORMS AND ITS UTILIZATION FOR THE IMPROVEMENT OF SCHOOL OPERATIONS AND LEARNING MANAGEMENT**

**To Schools Division Superintendents**

1. The DepEd CALABARZON, through the Human Resources Development Division and National Educators' Academy of the Philippines (NEAP) in the Region will conduct a virtual planning conference on Tuesday, 10 November 2020 from 2:00 up to 5:00 pm. The meeting link is <https://meet.google.com/psh-qnov-tkw>.
2. Participants for this online meeting are the HRDD-NEAP-R personnel, SGOD Chiefs, HRD SEPS, and Learning Facilitators/Contributing Writers (names attached hereto).
3. Agenda to be discussed are as follows:
  - 3.1 Conduct of the activity *ENGAGING SCHOOL LEADERS AND TEACHERS ON NAVIGATING COMPUTER APPLICATIONS/COMMUNICATION PLATFORMS AND ITS UTILIZATION FOR THE IMPROVEMENT OF SCHOOL OPERATIONS AND LEARNING MANAGEMENT*;
  - 3.2 Implementation guidelines; and
  - 3.3 Other matters.
4. For clarifications, confirmation and other logistical concerns, please contact Jerome A. Chavez, EPS, HRDD-NEAP RO at 09178885833 or email at [neap.calabarzon@deped.gov.ph](mailto:neap.calabarzon@deped.gov.ph).
5. For immediate and wide dissemination

  
**WILFREDO E. CABRAL**  
Regional Director



**"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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**List of Learning Facilitators and Contributing Writers**

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