Regional Memorandum

WORKSHOP ON CURRICULUM MAPS FOR ALL LEARNING AREAS
IN ALL KEY STAGES (PHASE 3)

To Schools Division Superintendents

1. DepEd CALABARZON, through the Curriculum and Learning Management Division (CLMD), announces the conduct of the Workshop on Curriculum Maps for All Learning Areas in All Key Stages on July 26-30, 2021 at the National Educators Academy of the Philippines (NEAP) CALABARZON in Malvar, Batangas.

2. In response to Sulong Edukaldidad’s KRA 1: K to 12 Curriculum Review and Update, this activity aims to map the curriculum in all areas across key stages. Specifically, this seeks to:
   a. map learning competencies in all learning areas in all key stages; and
   b. integrate relevant learning competencies across learning areas.

3. Participants to this activity include all CLMD Education Program Supervisors and Regional Coordinators, and select Division Education Program Supervisors (EPSS), Public Schools District Supervisors, school heads, and head teachers and master teachers. Complete list of onsite and online participants shall be released in a separate memorandum.

4. Participants are expected to prepare the following: soft copies of the pre-work activity (Templates 1-5), K to 12 Curriculum Guides, K to 12 Most Essential Learning Competencies, PIVOT Budget of Work (Version 2.0), laptops, and USBs.

5. Google Meet link and Google Class code shall be sent to the email addresses of the online participants.

6. Field participants are expected to be at the venue on July 26, 2020 at 10:00 in the morning while Regional Office participants are expected to come on July 25, 2021 at 8:00 in the morning.

<table>
<thead>
<tr>
<th>Participants</th>
<th>First Meal</th>
<th>Last Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Meal</td>
</tr>
<tr>
<td>CLMD/RTWG</td>
<td>July 25, 2021</td>
<td>PM Snacks</td>
</tr>
<tr>
<td>Division and Field Participants</td>
<td>July 26, 2021</td>
<td>AM Snacks</td>
</tr>
</tbody>
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"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773
Website: depedcalabarzon.ph
Document Inquiry: https://r4-teadmoc.com/inquire
Facebook: Deped R-4A Calabarzon
7. Onsite participants are expected to accomplish the Waiver of Assumption of Risk, Release and Liability Agreement in PDF format on or before July 20, 2021 via email at kcal.curriculummanagement@gmail.com. Said document will be sent to their respective email addresses. They are also expected to practice the maximum health standards by wearing face masks and face shields and observing physical distancing. Enclosure 3 presents the agreement form.

8. Board and lodging of the participants shall be charged against the Regional Funds. Travel allowance, per diem, load allowance, incidental expenses, and other related expenses of the onsite and online participants shall be charged against their respective MOOE’s and/or local funds subject to the usual accounting and auditing rules and regulations. Enclosure 1 shows the matrix of activities.

9. In lieu of the services rendered on a weekend or holiday by all concerned, they shall be entitled for service credits and/or compensatory time-off whichever is applicable. Certificate of Participation shall be used as a proof and attachment in availing the service credits and/or CTOs.

10. For clarifications and confirmation of participants, contact Focal Persons for Curriculum Management, JHONATHAN S. CADAVIDO, ELAINE T. BALOOGAN and ERIC V. MORNAOL of the Curriculum and Learning Management Division at (02) 8681-7249 local 420.

11. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

CIMD/jc
MATRIX OF ACTIVITY
July 26-30, 2021

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 0</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td>Arrival of Members of the Regional Technical Working Group</td>
<td>Registration</td>
<td>Breakfast</td>
<td>Breakfast</td>
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<tr>
<td>8:00-8:15</td>
<td>Opening Program and Setting Directions</td>
<td>Arrival of Participants (8:00-10:00)</td>
<td>Management of Learning</td>
<td>Management of Learning</td>
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<tr>
<td>10:00-10:30</td>
<td>Coffee Break</td>
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<td>Coffee Break</td>
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<tr>
<td>12:00-1:00</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
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<tr>
<td>2:30-3:00</td>
<td>Coffee Break</td>
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<tr>
<td>5:00-6:00</td>
<td>Dinner</td>
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<td>Dinner</td>
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<td>Dinner</td>
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</tbody>
</table>

**Day 0 is for the CMEU Personnel and RIWG only.**
Enclosure 2

TERMS OF REFERENCE

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Focal Persons shall:
- Craft the proposal, memorandum and RBA;
- Coordinate with the training venue management and prepare the contract for the event;
- Coordinate with the Supplies Officer for the supplies needed;
- Conduct meetings with the facilitators;
- Lead the review and evaluation of the presentation to be used for the activity;
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

The Regional Secretariat shall:
- Prepare the completion report;
- Prepare the contract and supplies;
- Prepare the rooming list;
- Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily;
- Prepare the documents needed for liquidation;
- Prepare and print certificates of recognition, participation and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

The Resource Speaker shall run the sessions. They are expected to:
- Coordinate with the training management team on the sessions to be conducted and the methodology to be used;
- Prepare session guides and PowerPoint presentation of the assigned topic and submit them to the training management team for comments and suggestions;
- Evaluate outputs and their alignment to the target objectives.

The Moderator shall:
- Lead the MOL;
- Introduce the guests;
- Lead the FGD;
- Provide instructions and inputs during the workshop;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;
- Ensure maximum participation of the participants; and
- Address all concerns for the day like health, food restrictions, accommodation and others.

The Minute Taker and Data Gatherer shall:
- Document agreements, issues and concerns and important activities that happened during the workshop.
The Participants shall:
- Participate actively during the workshop;
- Develop curriculum maps and integrate learning competencies;
- Submit all the target outputs on time.
7. Onsite participants are expected to accomplish the **Waiver of Assumption of Risk, Release and Liability Agreement** in PDF format on or before July 20, 2021 via email at karl.curriculummanagement@gmail.com. Said document will be sent to their respective email addresses. They are also expected to practice the maximum health standards by wearing face masks and face shields and observing physical distancing. Enclosure 3 presents the agreement form.

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