



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



Regional Memorandum

**INTEGRATION WORKSHOP ON THE REFINEMENT OF QUARTERS 1 AND 2
KEY STAGE 1 SELF-LEARNING MATERIALS**

To **All Schools Division Superintendents**

1. To ensure quality of learning materials for Key Stage 1 Quarters 1 and 2 in the region and as part of the LRMDs Guidelines and Quality Assurance Process, DepEd Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD) Learning Resources Section will conduct an **Integration Workshop on the Refinement of Quarters 1 and 2 Key Stage 1 Self-Learning Materials** on **July 12-16, 2021** at **NEAP CALABARZON, Malvar, Batangas**.
2. Matrix of the activity is indicated in Enclosure 1. Participants to this activity are listed in Enclosure 2. Participants to this activity shall bring laptop, extension cord, and a copy of printed SLM of assigned learning area.
3. Transportation expenses shall be charged to MOOE/local funds while board and lodging shall be covered by the Regional Fund subject to usual auditing and accounting rules and regulations.
4. All standing protocols for the health and safety of participants are placed. All participants are **required to accomplish the waiver** (<https://tinyurl.com/IntegWorkshop>) **and health declaration and confirmation form** (<https://tinyurl.com/IntegWork-KS1-Q1-Q2>) **prior to the activity**.
5. For clarifications and queries, contact the **RAMONITO O. ELUMBARING** and **REICON C. CONDES**, LR Regional Coordinators at (02) 8681-7249 local 420.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

clmd/rcc/roe



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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MATRIX OF ACTIVITIES

Time	Day 0* July 11	Day 1 July 12	Day 2 July 13	Day 3 July 14	Day 4 July 15	Day 5 July 16
7:00-8:00		Arrival and Registration of Participants	Breakfast	Breakfast	Breakfast	Breakfast
8:00-8:15		Opening Program	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:16-10:00		Plenary Session 1 LRM Cautions and the Learning Activity Sheet JOB S. ZAPE JR. CLMD Chief	Continuation of Workshop 1	Continuation of Workshop 2	Plenary Session 4 Review of LAS RAMONITO EUMBARING/ REICON C. CONDES LRMDS Coordinator	Continuation of Workshop 3
10:01-10:30		Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
10:30-12:00		Plenary Session 2 Review of Guidelines for SLM Evaluation RAMONITO EUMBARING/ REICON C. CONDES LRMDS Coordinator	Plenary Session 3 Development and Quality Assurance of Learning Activity Sheets RAMONITO EUMBARING/ REICON C. CONDES LRMDS Coordinator	Continuation of Workshop 2	Workshop 3 Review of LAS for DepEd CALABARZON KS1 Q1 and Q2 SLMS	Continuation of Workshop 3
12:01-1:00		Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	Arrival of Members of the Regional Technical Working Group	Workshop 1 Review and Refinement of DepEd CALABARZON KS1 Q1 and Q2 SLMS	Workshop 2 Development of LAS for DepEd CALABARZON KS1 Q1 and Q2 SLMS	Continuation of Workshop 2	Continuation of Workshop 3	Submission of Outputs
2:31-3:00		Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	Setting of Directions Preparation of Templates and Finalization of Workshop Materials and Tools	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 2	Continuation of Workshop 3	Closing Ceremony
5:01-6:00	Dinner Jhonathan Cadavido	Dinner Bernadette Condes	Dinner Philippis Monterola	Dinner Eugene Ray Santos	Dinner Eric Mornal	Dinner Virgilio Guevara
Minute Takers	Elaine Balaoagan	Jhonathan Cadavido	Bernadette Condes	Philippis Monterola	Eugene Ray Santos	Eric Mornal
Expected Outputs		Reviewed and Refinement Points for DepEd CALABARZON KS1 Q1 and Q2 SLMS	LAS for DepEd CALABARZON KS1 Q1 and Q2 SLMS	LAS for DepEd CALABARZON KS1 Q1 and Q2 SLMS	Reviewed and Finalized DepEd CALABARZON KS1 Q1 and Q2 SLMS	Reviewed and Finalized DepEd CALABARZON KS1 Q1 and Q2 SLMS

*Day 0 is for CLMD Personnel Only

LIST OF PARTICIPANTS

CLMD Personnel	
Name	Position
1. Job S. Zape, Jr.	Chief
2. Elaine T. Balaogan	Education Program Supervisor
3. Jhonathan S. Cadavido	Education Program Supervisor
4. Eugene Ray F. Santos	Education Program Supervisor
5. Virgilio O. Guevarra, Jr.	Education Program Supervisor
6. Philips T. Monterola	Regional Coordinator- ESP
7. Ramonito O. Elumbaring	Regional Coordinator
8. Eric V. Mornaol	Regional Coordinator
9. Bernadette A. Condes	Regional Coordinator
10. Reicon C. Condes	Regional Coordinator
11. Fe M. Ong-ongowan	Regional Librarian
12. Lhovie A. Cauilan	Teaching Aid Specialist
13. Ephraim L. Gibas	Computer Maintenance Technologist

Learning Area	Name	SDO
Kindergarten	14. Maria Fe Bautista	Lipa City
	15. Enelyn T. Badillo	Calamba City
MTB-MLE	16. Raquel L. Azur	Binan City
	17. Sharon A. Villaverde	Quezon Province
English	18. Thelma G. Calatin	Calamba City
	19. Erma Valenzuela	Laguna Province
Filipino	20. Lawrence Icasiano	Tanauan City
	21. Renante Soriano	Laguna Province
Mathematics	22. Fernando Enriquez	Lipa City
	23. Wennie C. Gonzales	Batangas Province
Science	24. Evelyn E. Solomon	Cavite Province
	25. Maximino M. Garcia Jr.	Lucena City
AP	26. Jennifer M. Rojo	Cavite Province
	27. Nereus V. Malinis	Bacoor City
MAPEH	28. Emily Quinto	Cavite Province
	29. Sarah San Jose (Music)	Rizal Province
	30. Mykee Concepcion (Music)	Rizal Province
	31. Jose Roy Julian (Music)	Rizal Province
	32. Jerly Cula (Arts)	Rizal Province
	33. Maricris Francisco (Arts)	Rizal Province
	34. Ma. Aiza Sebastian (Arts)	Rizal Province
	35. Cristina Candelaria (PE)	Rizal Province
	36. Lutchina Tabuso (PE)	Rizal Province
	37. Jefferson Francisco (Health)	Rizal Province
	38. Sheila Marie Borela (Health)	Rizal Province
	EsP	39. Beverly D. Sastrillo
40. Myrasol D. Beltran		Batangas Province
EPP	41. Andrea C. Villaraza (HE)	Cabuyao City
	42. Maria Eda C. Lapidez (HE)	Cabuyao City
	43. Jeffrey C. Erni (IA)	Rizal Province
	44. Ricky Nor C. Pagarigan (IA)	Rizal Province
	45. Jenrie M. Rivera (AFA)	Laguna Province
	46. Michelle R. Samia (AFA)	Laguna Province
	47. Vien Lester L. Flores (ICT)	Quezon Province
	48. Joel D. Salazar (ICT)	Dasmaringas City
	49. Danson M. Iagar (Caregiving)	Batangas City
	50. Janice Arpon (Dressmaking)	Binan City

	51. Ma. Cristina P. Alcaraz (Cookery)	Dasmaringas
	52. Geraldine M. Constantino (Nail Care)	Tayabas City
	53. Raquel Tuliao (Handicraft)	Lipa City
	54. Jackie Lou M. Perena (Front Office)	Cavite Province
	55. Merlyn Cuevas Am-is (Food Processing)	Dasmaringas City
	56. Alex G. Yarzo (Carpentry)	Cavite Province
	57. Wilson D. Creencia (EPAS)	Sta. Rosa City

Enclosure 3**Terms of Reference**

The Learning Resource Management Team shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The **Integration Workshop Focal Persons** shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates, initial points for the refinement of the SLMS, and pointers in the development of LAS; and
- lead the team for the conduct of debriefing sessions.

The **Regional Secretariat** shall:

- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed 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 **Facilitator** shall:

- lead the MOL;
- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.).

The **Minute Taker** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

The **Participants** shall:

- participate actively during the activity;
- produce the needed outputs/ deliverables relative to the objective of the activity;
- submit all the target outputs on time; and
- be responsible and accountable on the outputs to be submitted.

The **Regional Learning Area Supervisors/Coordinators** shall:

- ensure the quality of the outputs/ deliverables to be submitted relative to the objective of the activity;
- facilitate the FGD among the participants in their respective learning area;
- provide directions on the quality of the refined SLMs and developed LAS;
- lead the learning area participants in the development and quality assurance of the target outputs/ deliverables; and
- ensure that the outputs are camera-ready for printing; and