



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



Regional Memorandum

IMPLEMENTATION SCHEDULE OF E-RAISE UP PROGRAM/COURSES BY CLUSTER (BATCH 1)

To **Schools Division Superintendents**

1. Relative to the implementation of Employees Reskilling Advocacy, Initiatives, Support for Excellence and Upskilling Program (**E-RAISE UP**), which strongly supports the *Sulong Edukalidad* program of the Department of Education, this Office through the HRDD and NEAP-R announces the SDOs' preferred implementation schedule of E-RAISE UP program/courses by cluster.
2. The program aims at producing caring, committed, and competent:
 - a. teachers who are able to respond to diverse needs of learners by making the curriculum effective and instructional plans work efficiently;
 - b. school heads who are equipped with competencies to effectively manage school operations and human resources; and
 - c. supervisors who are equipped with competencies to respond to the professional needs of school heads and teachers effectively and efficiently.
3. Attendance of teachers to this training which falls on a school year break entitles them for service credits in accordance with and in compliance to Sec. 1d of administrative order (AO) No. 103 dated August 31, 2004, CSC and DBM JCs No. 2, s. 2004, "Non-monetary Renumeration for Overtime Services Rendered".
4. Eligible expenses relative to the conduct of this course are chargeable to HRD Funds subject to usual accounting and auditing rules and regulations of the government. Please see attached DO 30, s. 2021 for your guidance and compliance.
5. Kindly refer to Enclosure 1 for the Cluster-Wide Implementation Schedule and Enclosure 2 for Program Management Teams' Composition and Terms of Reference.
6. Should there be queries or other related concerns pertaining to this matter, feel free to e-mail us at neap.calabarzon@deped.gov.ph and look for **Mr. Mark Anthony R. Malonzo** or **Mr. Alvin P. Metrillo**.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

neapr/alvin/marm



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Enclosure 1. Cluster-Wide Implementation Schedule

Cluster	SDO	Schedule
Laguna Cluster	1. Laguna Province 2. Sta. Rosa City	August 24-27, 2021
Cavite Cluster	3. Cavite Province 4. Cavite City 5. Bacoor City 6. Dasmariñas City 7. Imus City 8. General Trias City	August 31 - Sept. 3, 2021
Rizal Cluster	9. Rizal Province 10. Antipolo City	August 31 - Sept. 3, 2021
Batangas Cluster	11. Batangas Province 12. Batangas City 13. Lipa City 14. Tanauan City	Oct. 5 -8,2021
Quezon Cluster	15. Quezon Province 16. Lucena City 17. Tayabas City	Oct. 5 -8,2021
Laguna Sub-Cluster	18. Biñan City 19. Cabuyao City 20. Calamba City 21. San Pablo City	Oct. 5 -8,2021

Important Note: These dates were in consultation with the SDO counterparts of NEAPR-HRDD.

Synchronous sessions in the morning start at 8:00AM and end at 12:00 Noon via online platforms. Asynchronous sessions in the afternoon start at 1:00PM and end at 4:00PM through the instruction of class manager in the Google Classroom to provide the participants time to complete and submit their outputs in the Google Classroom.

SDO Program Focal Persons shall determine the 50% of the target participants to schedule this year, and another 50% next year. They shall be limited to the list of participants that the Regional Office will provide in determining the proportions.

Enclosure 2. Program Management Team Composition and Terms of Reference**A. Regional Office**

NAME	DESIGNATION	DIVISION	ROLE
FRANCIS CESAR B. BRINGAS	Regional Director	ORD	Chair
CHERRYLOU D. REPIA	OIC-Assistant Regional Director	OARD	Co-Chair
LUZ E. OSMEÑA	Chief Education Supervisor In-Charge of NEAP-CALABARZON	HRDD- NEAP	Co-Chair Overall Team Lead
JISELA N. ULPINA	EPS, In-Charge of NEAPR PDDT	HRDD	Member - Team Lead (Supervisors Group)
NADINA G. GATON	EPS, In-Charge of NEAPR LET	HRDD	Member -Team Lead (SH Group)
MARK ANTHONY R. MALONZO	SEPS	NEAPR	Member - Team Lead (HP Group and SDO PMTs)
ALVIN P. METRILLO	EPS-II	NEAPR	Member - Team Lead (PT Group)
JOSEPH C. DAMIAN	ADAS III	HRDD	Member - Team Lead (Technical Works)

B. Schools Division Office

POSITION	OFFICE	ROLE
Schools Division Superintendent	OSDS	Chair
Assistant Schools Division Superintendent	OSDS	Co-Chair
Chief Supervisor	SGOD	Co-Chair
HRD SEPS	SGOD	Member-Team Lead for PMT, Classroom Organization and Coordination, Completion Reporting
HRD EPS-II		Member-Team Lead for Classroom Management and Certification
SMME SEPS	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 3 and 4)
SMME EPS-II	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 1 and 2)
School Leaders (Supervisors or School Heads) - <i>Non-attendees of the batch</i>	Schools/ Districts	Class Managers

General Terms of Reference of the PMTs

NEAPR – CALABARZON shall:

1. ensure overall implementation of the courses in the given timeframe and according to quality standards;
2. lead in data capture and provide the SDOs guidance in issuing Certificates of Participation and Completion;
3. monitor and evaluate the progress of program implementation;
4. facilitate a consolidated completion report based on submitted ACRs of SDOs;
5. coordinate with NEAP-CO and SDOs the implementation schedules; and
6. submit to NEAPCO the consolidated completion report using R.6.

SDOs shall:

1. ensure that only the target participants will be the ones to register in the courses;

SDOs shall:

1. ensure that only the target participants will be the ones to register in the courses;
2. check outputs using the rubrics embedded in the Google Classrooms and consolidate the lists of completers using the prescribed template in the MS Excel (Office 365);
3. determine viable schedules for the implementation of the 4 courses considering the timeframe of the program;
4. set up Learning Management System (LMS) using Google Classrooms;
5. provide all the learning materials and assessment tools in the Google Classroom;
6. coordinate with the Regional PMT before, during and after the implementation of the program;
7. submit to NEAPR the Activity Completion Report (R.6) by the Division PMT;
8. include in the DFTAT's Plan mentoring and coaching sessions for the teachers and school leaders to guide them in implementing their Workplace Application Plan; and
9. schedule a Division-wide Workplace Application Evaluation Session through a virtual conference.