



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



19 August 2021

Regional Memorandum

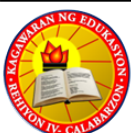
UPSKILLING AND RESKILLING PROGRAM FOR TEACHERS AND SCHOOL LEADERS

To **Schools Division Superintendents**

1. The THAMES International School, a NEAP authorized external learning service provider with **Authorization nos.LSP-2020-0020-1020**, in collaboration with Region IV-CALABARZON shall conduct the upskilling and re-skilling programs for teachers and school leaders via flexible learning.
2. The following are the recognized FLEX programs with the specified target participants, registration fees, and dates:

FLEX programs	Objective/s	Target Participants	Registration Fee	Inclusive Dates
FLEX2EDUCATE (PD-2021-003-0312)	To provide the Master Teachers with the opportunity to dive deeper into the different flexible learning modalities and create interactive and well-designed learning packages which can be deployed across the different flexible learning modalities.	Master Teachers 1-IV (Highly Proficient Teachers) Minimum nos. of pax=1,000	Php5,000.00	Aug. 23-Sept. 10,2021 (15 days)
FLEX2LEARN (PD-2021-003-0312)	To introduce and orient teacher on flexible learning, It's major modalities and components, and possible ways of implementing these different flexible learning modalities in various	Teacher 1-III (Proficient Teachers handling K-3 Grade Levels) Minimum nos. of pax=3,000	Php 1,500.00	Sept. 6-8, 2021 (3 days)

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

	contexts and environment.			
FLEX2LEAD (PD-2021-003-0312)	To develop the skills of education leaders in the process of digital transformation in schools that go beyond the understanding of innovation and technology to matters of culture and mindset development in the context of disruptive environment	School heads, RO & SDO supervisors, and Deped officials	Php 6,000.00	October 11-22, 2021 (10 days)

3. The program implementation schemes are as follows:

3.1 **FLEX2EDUCATE**

- ❖ This program is intended for **Highly proficient Teachers (MT 1-IV)** and will run for 15 days, with a total of (36) hours.
- ❖ The learning modality is blended with synchronous and asynchronous sessions, with digital modular learning supplemented with TV, video lessons

3.2 **FLEX2LEARN**

- ❖ This program is intended for Proficient Teachers (T 1-III) handling **Kindergarten, Grades 1-3** levels and will run for 3 days, 8 hrs. per day for a total of 24 hours.
- ❖ The modality is blended with synchronous and asynchronous sessions with TV, radio and modular based content.

3.3 **FLEX2LEAD**

- ❖ This program is intended for School Heads, RO & SDO Supervisors.
- ❖ It will run for ten (10) days for a total of thirty two (32) hours.
- ❖ The modality is blended with synchronous and asynchronous sessions

4. All Master Teachers participants are required to submit Re-entry Plan to their respective SDOs copy furnished HRDD-NEAP R using LAC learning modality upon completion of the course.
5. Attached herewith is the number of Teachers I – III (K-3 Teachers) and Master Teachers I- III per SDO to participate on the programs mentioned above.
6. All nominees must not be beneficiaries of other training/scholarship programs provided by DepEd and other External Learning Service providers (ELSPs).

7. Registration fees and other expenses relative to participation on the above listed programs shall be charged against HRD downloaded funds and other available local funds subject to COA rules and regulations. **Please refer to the FLEX training for Region IV-A, Registration and Payment process and suggested number of participants per SDO attached hereto.**
8. Immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

hrdd/leo

SUGGESTED NUMBER OF PARTICIPANTS PER SDO

No.	SCHOOLS DIVISION OFFICE	No. of T1 – T 3 teachers (Kindergarten-Grades 1-3)	No. of Master Teachers (I – III)
1	Antipolo	148	62
2	Bacoor	81	31
3	Batangas City	65	23
4	Batangas Province	440	170
5	Binan City	62	19
6	Cabuyao	40	11
7	Calamba	97	32
8	Cavite City	20	15
9	Cavite Province	327	108
10	Dasmariñas	111	40
11	General Trias	56	19
12	Imus	66	24
13	Laguna	372	127
14	Lipa	73	20
15	Lucena	62	5
16	Quezon	415	85
17	Rizal	393	142
18	San Pablo	61	24
19	Sta Rosa	51	17
20	Tanauan	37	17
21	Tayabas	22	10
	TOTAL	3000	1000

FLEX TRAINING FOR REGION IV-A CALABARZON REGISTRATION AND PAYMENT PROCESS

I. REGISTRATION PROCESS

The School will identify their participants who would be joining the FLEX2EDUCATE, FLEX2LEARN or FLEX2LEAD program.

1. School Representative will populate the participants' list and should have the following details:

FLEX2EDUCATE

Participants' Information for FLEX2EDUCATE

No.	Last Name	First Name	Middle Initial	Position / Title	Grade Level Taught	Subject/s Taught	DepEd Email Address	Contact Number	SDO	School Name
1										
2										
3										
4										
5										

Or download this sample template - <https://bit.ly/ParticipantsList-EDUCATE>

FLEX2LEARN

Participants' Information for FLEX2LEARN: Kinder to Grade 3

No.	Last Name	First Name	Middle Initial	Position / Title	Grade Level Taught	Coverage of Subjects Handled	Subjects Taught	DepEd Email Address	Contact Number	SDO	School Name
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Or download this sample template - <http://bit.ly/ParticipantsList-LEARN>

FLEX2LEAD

Participants' Information for FLEX2LEAD

No.	Last Name	First Name	Middle Initial	Position / Title	DepEd Email Address	Contact Number	SDO	School Name
1								
2								
3								
4								
5								

Or download this sample template - <https://bit.ly/ParticipantsList-LEAD>

2. The School must upload the participants list and the payment slip/s (IF already available) through the respective Google Form registration links:

Program	Registration Link	Deadline of Registration	Program Dates	Payments Accepted Until
Flex2Educate	Short Link: bit.ly/FLEX2EDUCATECALABARZON	August 20	August 23 - September 10	August 30

	Long Link: https://docs.google.com/forms/d/e/1FAIpQLSfM_I81IYvRQUakkOaldFMdqTEwvRut4YqPEF00tylOW0A4yw/viewform			
Flex2Learn (K to G3)	Short Link: bit.ly/FLEX2LEARNK-G3CALABARZONB1 Long Link: https://docs.google.com/forms/d/e/1FAIpQLSdSOtu_nkfz0yA9VuSslaRxvTDDCfGU23grRdRO9Ms_9LeU1g/viewform	Batch 1: Cut-off on August 24 Batch 2: Cut-off on August 31	August 30 - September 1 September 6-8	August 30 September 6
Flex2Lead	Short Link: bit.ly/FLEX2LEADCALABARZON Long Link: https://docs.google.com/forms/d/e/1FAIpQLScwM9sYqilR3uaxKMBpD4kdJ-5k1UEFFmA3FzXx-u9HZIXgIA/viewform	Cut-off on October 5	October 11-22	October 11

4. Thames International will verify the participants list in preparation for onboarding.
5. Participants will receive an onboarding email and an invitation to the Learning Management System through their DepEd email address. Please ensure provided emails are correct and active.

II. PAYMENT PROCESS:

1. The SDO / School / Participant may opt to process the fees for all their participants or allow the School to process their respective registration fees based on the available sources of funding. Fees can be processed on the following over-the-counter or online banking facilities:

METROBANK (OTC or Online Deposit)

Account Name : Entrepreneurs School Of Asia Philippines Inc
 Account Number : 504-3-504-50084-6

PNB (Online Deposit)

Account Name : Entrepreneurs School Of Asia Philippines Inc
 Account Number : 1111-7002-9697

PNB (OTC Bills Payment)

** Use the Payment Slip and fill-out the form*

Company Name : Entrepreneurs School Of Asia Philippines Inc
Payor's Name : Indicate the Name which we will indicate in the Official Receipt
Reference Number : (Leave blank)

UNIONBANK (OTC or Online Deposit)

Account Name : Thames International School Inc
Account No : 0014-9000-5502

2. Upload the copy of the payment slip or a screenshot of the transaction in the Google Form.

For still in-process payments, just go back to the emailed copy of your submitted Google Form response, click 'Edit Response', and upload a clear copy there once the deposit slip or transaction slip is available.

III. REMINDERS

Registered Email Address

- Please ensure that the format and spelling of the DepEd email address is correct and active in order to receive our email correspondences and the link to the LMS.

Payments:

- Payments may follow after registration. To submit a copy of the deposit slip or transaction slip:
 1. Check the copy of your registration response sent by Google Forms to your email.
 2. Click 'Edit Response'
 3. Upload the copy of the deposit slip
 4. Submit
- Individual or Group payment is accepted through cash, check, or ADA. The school can process the one-off payment of all their participants who registered in the different programs.

Official Receipt:

- Please indicate in the registration form the details of the OR: if it will be named after the SDO / School / Participant. Incomplete details may delay the preparation of the OR.
- Upon receipt of the payment slip, e-copy of the Official Receipt will be issued via email after ten (10) working days. Kindly ensure that the payment slip provided is clear, readable, and with bank validation in order for Finance to process the OR.
- All participants will receive an e-copy of the OR. Instructions on how to claim the physical copy will be provided in the said email.
- For those requiring signature for BIR Forms, please indicate below details and email the completed form to flextraining@thames.edu.ph

Thames International School Inc

TIN: 207-611-383-000

Address: 27 Calle Industria Barangay Bagumbayan QC 1100

Support Channels:

- For any questions on the registration process, email or or message us via Google Chat: flextraining@thames.edu.ph