Regional Memorandum

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

To Schools Division Superintendents
NEAP Learning Facilitators

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' final schedule of E-RAISE UP program/courses rollout by cluster according to their preference.

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. Anent the subject of this memorandum, a preparation meeting by the RO and SDO PMTs on Monday, 20 September 2021, 8am to 11 am will be held via Google Meet through this link https://meet.google.com/tju-pded-tge.

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 List of Learning Facilitators and Enclosure 3 for the 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.

07 September 2021
7. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS  
Regional Director
Enclosure 1. Cluster-Wide Implementation Schedule

<table>
<thead>
<tr>
<th>Cluster</th>
<th>SDO</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Cavite Cluster</td>
<td>1. Cavite Province</td>
<td>Oct. 5-8,2021</td>
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<tr>
<td></td>
<td>2. Cavite City</td>
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<td>3. Bacoor City</td>
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<td>4. Dasmariñas City</td>
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<td>5. Imus City</td>
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<td>6. General Trias City</td>
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<td></td>
<td>8. Cabuyao City</td>
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<td>9. Calamba City</td>
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<tr>
<td></td>
<td>10. San Pablo City</td>
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</tr>
<tr>
<td>Batangas Cluster</td>
<td>11. Batangas Province</td>
<td>Oct. 5-8,2021</td>
</tr>
<tr>
<td></td>
<td>12. Batangas City</td>
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<tr>
<td></td>
<td>13. Lipa City</td>
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<td></td>
<td>14. Tanauan City</td>
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<td></td>
<td>16. Antipolo City</td>
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<tr>
<td>Quezon Cluster</td>
<td>17. Quezon Province</td>
<td>Oct. 19-22,2021</td>
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<tr>
<td></td>
<td>18. Lucena City</td>
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<tr>
<td></td>
<td>19. Tayabas City</td>
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</table>

**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. There may be flexibility in the management of learning that the synchronous session in plenary can extend until the afternoon.

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. Learning Facilitators

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Learning Facilitator</th>
<th>SDO</th>
</tr>
</thead>
</table>
| **Proficient Teachers** | Nida C. Santos  
Jeanne Elaine T. Sangalang  
Paulino S. Castro  
Vanessa R. Barcarse  
Gina B. Dulce  
Gayle J. Mabiliran  
Arlene L. Tayona  
Christian Mespher A. Hernandez  
Mary Grace Cabili  
Leslie V. Denosta  
Michael Pantaleon | Batangas Prov.  
Sta. Rosa City  
Laguna Prov.  
Dasmarias City  
Cavite Prov.  
Antipolo City  
Antipolo City  
Imus City  
Tayabas City  
Binan City  
Cabuyao City |
| **Master Teachers** | Maria Cristina F. Lim  
Xandra Lee P. Cervitillo  
Ma. Victoria Lorna S. Buenaventura  
Irene C. Domingo  
Jerome C. Hilario  
Mark Anthony P. Idang  
Sharon A. Villaverde | Cabuyao City  
Rizal Prov.  
Antipolo City.  
Antipolo City  
Antipolo City  
Antipolo City  
Laguna Prov.  
Quezon Prov. |
| **School Heads** | Erickson T. Gutierrez  
Gerlie T. Lopez  
Mervin C. Tortoza  
Magdaleno R. Lubigan  
Evelyn P. Navia  
Movita O. Cruzat  
Gemma C. De Torres  
Mena M. De Torres  
Eleazar C. Magsino  
Mary Jane M. Gonzales | Batangas Prov.  
Tanauan City  
Antipolo City  
Cavite Prov.  
Laguna Prov.  
Batangas Prov.  
Batangas City  
Batangas City  
Batangas Prov.  
Batangas Prov. |
| **Supervisors** | Marigen N. Leosalsa  
Nenita Adame  
Aileen E. Vocal  
Shiela B. Peñano  
Erma S. Valenzuela  
Henry Contemplacion  
Ronald Ramilo  
Marife T. Morcilla  
Chinita A. Tolentino  
Marlon Marquez | Sta. Rosa City  
Batangas City  
Rizal Prov.  
Rizal Prov.  
Laguna Prov.  
San Pablo City  
Tanauan City  
Lipa City  
Lucena City  
Rizal Prov. |
### Enclosure 3. Program Management Team Composition and Terms of Reference

**A. Regional Office**

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

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

**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;
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.

LFs shall:

1. make themselves available on the program implementation schedule;
2. upload the final copy of the recorded video in HRDD Google Drive;
3. utilize their own knowledge and abilities to achieve session objectives;
4. provide direction to SDO PMT on the course of their sessions;
5. coordinate with SDO PMT on the uploading of needed materials/resources to Google Classroom; and
6. answer the questions and respond to queries during Q and A session.