Regional Memorandum

REGIONAL WORKSHOP ON LEARNERS’ PACKET (LEAP) AND LEARNERS INSTRUCTIONAL KIT (LINK) - PHASE 2

To All Schools Division Superintendents

1. With reference to DM-OUCl-2021-253, Quality Assurance and Uploading of DepEd Developed SLM’s for Q1 and Q2, DepEd Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD) will conduct the Regional Workshop on Learners’ Packet (LeaP) and Learners Instructional Kit (Link) - Phase 2 on October 23-27, 2021.

2. Participants to this activity are select Master Teachers, Principals, Public Schools District Supervisors, and Education Program Supervisors in various learning areas who will be identified and announced in a separate memorandum together with the venue.

3. Matrix of the activity is indicated in Enclosure 1. Meanwhile, Terms of Reference is indicated in Enclosure 2.

4. For clarifications and queries, contact PHILIPS T. MONTEROLA, Regional Coordinator and Focal Person of KRA 1 and 2 and EUGENE RAY F. SANTOS, Education Program Supervisor, Focal Person of KRA 3 and 4 at (02) 8681-7249 local 420.

5. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

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<table>
<thead>
<tr>
<th>DATE / TIME</th>
<th>Day 0</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
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</thead>
<tbody>
<tr>
<td>8:00-8:15</td>
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<td>8:16-10:00</td>
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<tr>
<td>10:01-10:30</td>
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<td>Arrival of Participants</td>
<td>Management of Learning</td>
<td>Management of Learning</td>
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<tr>
<td>10:30-12:00</td>
<td>Arrival of Technical Working Group (TWG)/regional Personnel Coffee Break</td>
<td></td>
<td>Workshop 1</td>
<td>Workshop 3</td>
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<tr>
<td>12:01-1:00</td>
<td>Lunch Break</td>
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<tr>
<td>1:01-2:30</td>
<td>Finalization of Implementation Plan</td>
<td>Opening Program and Briefing of Participants</td>
<td>Workshop 2</td>
<td>Workshop 4</td>
<td>Exit Conference of TWG</td>
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<td>2:31-3:00</td>
<td>Coffee Break</td>
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<tr>
<td>3:01-5:00</td>
<td>TWG Briefing</td>
<td>Session 1 Introduction to the Curriculum Maps in all Learning Areas</td>
<td>Session 3 Alignment of Curriculum Maps, Learning Delivery and Learning Resources</td>
<td>Session 4 Connecting Curriculum Maps, Learning Delivery and Learning Resources and Assessment Outcomes</td>
<td>Home Sweet Home</td>
</tr>
</tbody>
</table>

**Minute Taker/s**
- Eugene Ray F. Santos
- Philips T. Monterola
- Eugene Ray F. Santos
- Elaine T. Balaogan
- Eugene Ray F. Santos

**Facilitator/s**
- Philips T. Monterola
- Elena Lopez
- Virgilio O. Guevarra, Jr.
- Lhovi A. Caulian
- Fe M. Ong-ongowan

**Expected Outputs**
- Final Training Matrix
- Analysis of C-Maps
- C-Maps Primers Video Explainers
- LAMP Online and Book 3

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Enclosure 2

**Terms of Reference**

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

**The 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 supplementary materials;
- lead the learning area participants in the development and quality assurance of the target outputs/deliverables.