



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



**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-OUCI-2021-253, Quality Assurance and Uploading of DepEd Developed SLM's for Q1 and Q2I, 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

cimd/erfs/ptm



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# REGIONAL WORKSHOP ON LEARNERS' PACKET (LEAP) AND LEARNERS INSTRUCTIONAL KIT (LINK) PHASES 2

## MATRIX OF ACTIVITIES

DATE / TIME	Day 0 October 23, 2021	Day 1 October 24, 2021	Day 2 October 25, 2021	Day 3 October 26, 2021	Day 4 October 27, 2021
8:00-8:15	Arrival of Technical Working Group (TWG)/regional Personnel Coffee Break	Arrival of Participants	Management of Learning	Management of Learning	Management of Learning
8:16-10:00			Workshop 1	Workshop 3	
10:01-10:30					
10:30-12:00			Session 2 Harmonization of Curriculum Maps and Learning Delivery	Session 4 Learning Assurance for Monitoring and Progress: Clarifications on Assessment Outcomes	Closing Program and Debriefing of Participants
12:01-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	Finalization of Implementation Plan	Opening Program and Briefing of Participants	Workshop 2	Workshop 4	Exit Conference of TWG
2:31-3:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	TWG Briefing	Session 1 Introduction to the Curriculum Maps in all Learning Areas	Session 3 Alignment of Curriculum Maps, Learning Delivery and Learning Resources	Session 5 Connecting Curriculum Maps, Learning Delivery and Assessment Outcomes	Home Sweet Home
Minute Taker/s	Eugene Ray F. Santos	Phillips T. Monterola	Eugene Ray F. Santos	Elaine T. Balaogan	Eugene Ray F. Santos
Facilitator/s	Phillips 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.



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