



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



Regional Memorandum

**WORKSHOP ON THE FINALIZATION OF TOOLS FOR MANAGING LEARNING DELIVERY
ACROSS CURRICULA**

To **All Schools Division Superintendents**

1. Consistent with the region's move towards ensuring quality of teaching and learning process as contained in the Basic Education Learning Continuity Plan, this Office through the Curriculum and Learning Management Division (CLMD) shall conduct **Workshop on the Finalization of Tools for Managing Learning Delivery across Curricula** on December 1-4, 2021.
2. This activity aims to finalize the tools for managing learning delivery across curricula.
3. Participants to this activity are select Master Teachers, Principals, Public Schools District Supervisors, and Education Program Supervisors. They will be identified and announced in a separate memorandum.
4. Matrix of the activity is indicated in Enclosure 1 and Terms of Reference is indicated in Enclosure 2.
5. For clarifications and queries, contact **PHILIPS T. MONTEROLA**, Regional Coordinator and Focal Person of KRA 1 and 2 at (02) 8681-7249 local 420.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

clmd /ptm



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Trunkline: 02-8682-5773/8684-4914/8647-7487 local 420

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WORKSHOP ON THE FINALIZATION OF TOOLS FOR MANAGING LEARNING DELIVERY ACROSS CURRICULA

MATRIX OF ACTIVITIES

DATE / TIME	Day 1 December 1, 2021	Day 2 December 2, 2021	Day 3 December 3, 2021	Day 4 December 4, 2021
8:00-8:15	Arrival of Participants	Management of Learning Workshop 1	Management of Learning Workshop 3	Management of Learning
8:16-10:00				
10:01-10:30				
10:30-12:00		Session 2 Finalization of Tools for Managing Learning Delivery across Curricula in PMDL	Session 4 Finalization of Tools for Managing Learning Delivery across Curricula in ODL	Closing Program and Debriefing of Participants
12:01-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	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
3:01-5:00	Session 1 Introduction to the Finalization of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL	Session 3 Finalization of Tools for Managing Learning Delivery across Curricula in DMDL	Session 5 Posting, Critiquing, Revision and Editing Accomplished Outputs	Home Sweet Home
Minute Taker/s	Leonardo Cargullo	Philips T. Monterola	Elena Lopez	Leonardo Cargullo
Facilitator/s	Philips T. Monterola	Elena Lopez	Leonardo Cargullo	Elena Lopez
Expected Outputs	Analysis of Pre-final draft of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL	Final draft of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL	Final draft of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL	

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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 and pointers in the Final draft of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL; 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:

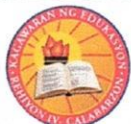
- document agreements, issues, concerns, and important activities, that happened during the workshop.

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 final draft of Tools for Managing Learning Delivery across Curricula in PMDL, DMDL and ODL;
- lead the learning area participants in the development and quality assurance of the target outputs/ deliverables.



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