



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



28 October 2021

Regional Memorandum

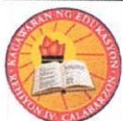
PLANNING WORKSHOP ON THE DEVELOPMENT OF REGIONAL GUIDELINES ON EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) PROGRAM IMPLEMENTATION IN THE NEW NORMAL SETTING

To Schools Division Superintendents

1. This Office through the Curriculum and Learning Management Division (CLMD) announces the Conduct of Planning Workshop on the Development of Regional Guidelines on Early Language Literacy and Numeracy (ELLN) Program Implementation in the New Normal Setting on November 22-24, 2021, at the specified venue that shall be announced in a separate memorandum.
2. This workshop aims to have a planning workshop in the development of the regional guidelines on Early Language Literacy and Numeracy (ELLN) Program in the New Normal Setting. Further, the guidelines will give assistance to teachers, school heads, education supervisors and ELLN advocates to implement ELLN programs and its related activities effectively and efficiently.
3. Participants to this activity are the Education Program Supervisor in-charge of ELLN, select Public School District Supervisors, School Heads and K-3 Teachers. Please see attached enclosure 1 for the number of participants per schools division office.
4. Participants who are fully vaccinated must bring their vaccination cards.
5. Transportation and incidental allowances of the participants shall be charged against school MOOE or local fund, whichever is available.
6. Since this is a face-to-face engagement, the Regional Training Management Team shall ensure that the conduct of this workshop must strictly adhere to the health protocols set by the Region and the IATF.
7. Expenses relative to this activity shall be charged to GAA Fund and ELLN Program Support Funds for FY 2021 subject to usual accounting and auditing rules and regulations.
8. Strict compliance to this Memorandum is earnestly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

clmd/ell



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Enclosure 1

**PLANNING WORKSHOP ON THE DEVELOPMENT OF REGIONAL GUIDELINES ON EARLY
LANGUAGE LITERACY AND NUMERACY (ELLN) PROGRAM IMPLEMENTATION IN THE
NEW NORMAL SETTING**

PARTICIPANTS ALLOTMENT PER SCHOOLS DIVISION OFFICE (SDO)

November 22-24, 2021

VENUE: TBA

No.	Schools Division Office (SDO)	EPS In-Charge of ELLN	Select		
			PSDSs	SHs	K-3 Teachers
1	Antipolo City	1	1	1	1
2	Bacoor City	1	0	1	1
3	Batangas City	1	1	1	1
4	Batangas Province	1	1	1	2
5	Binan City	1	1	1	1
6	Cabuyao City	1	0	1	1
7	Calamba City	1	1	1	1
8	Cavite City	1	1	1	1
9	Cavite Province	1	1	1	2
10	Dasmariñas City	1	1	1	1
11	Gen. Trias City	1	1	1	1
12	Imus City	1	0	1	1
13	Laguna Province	1	1	1	1
14	Lipa City	1	1	1	1
15	Lucena City	1	1	1	1
16	Quezon Province	1	1	1	2
17	Rizal Province	1	1	1	2
18	San Pablo City	1	1	1	1
19	San Pedro City	1	0	1	1
20	Sta. Rosa City	1	1	1	1
21	Tayabas City	1	0	1	1
22	Tanauan City	1	1	1	1

Terms of Reference

A. Regional Technical Working Group (RTWG)

The RTWG shall:

1. Serve as the overall decision and policy making body;
2. Issue memorandum and related issuances regarding the conduct of the training;
3. Coordinate with the division EPSs in-charge of English regarding the schedule and other related information to ensure the smooth implementation of the project;
4. Coordinate with the division supervisors on their best practices, research projects, innovations and demonstration teachers;
5. Provide technical assistance to the working committees and other individuals as needed; and
6. Facilitate the conduct of debriefing after the day's session.

B. Speakers/Training Volunteers

The training volunteers shall:

1. Prepare their presentations in a comprehensive manner;
2. Coordinate with the RTWG on the needed materials for their respective sessions;
3. Ensure that the participants participate and are engaged during their respective sessions; and
4. Attend the debriefing session at the end of each day.

C. Division Education Program Supervisors in-charge of the English Language Program

The Division EPSs shall:

1. Serve as class managers and process observers during the conference;
2. Serve as observers during the demonstration teaching of teacher-participants;
3. Help the RTWG in the implementation of the program by serving as emcees,
4. Facilitate the conduct of debriefing after the day's session.

D. Participants

The Participants shall:

1. Attend all the required training sessions; and
2. Prepare and submit all the needed outputs as prescribed by the speakers and/or the program management team.