



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



25 November 2021

**Regional Memorandum**

**ADDENDUM TO REGIONAL MEMORANDUM NO. 517**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 517, s. 2021, re: **Workshop on the Finalization of Tools for Managing Learning Delivery across Curricula** on December 1-4, 2021, this Office, through the Curriculum and Learning Management Division (CLMD), informs the field that the venue is at M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province, Philippines.
2. First meal to be served is breakfast on December 1, 2021 and the last meal to be served is lunch on December 4, 2021.
3. This shall be participated by the CLMD personnel and select Education Program Supervisors, Public Schools District Supervisors, School Heads and Master Teachers. See Enclosure 1 for the list of participants.
4. The matrix of the workshop to be conducted is indicated in Enclosure 2 and the Terms of Reference is provided in Enclosure 3. Other details from the previous memorandum shall remain in effect.
5. Due to the IATF Quarantine Protocols in the region, this Office will be executing a waiver (see Enclosure 4) and Health Declaration Form to put in place all preventative measures to reduce the spread of the Coronavirus/COVID-19. Participants must be fully vaccinated and are required to submit the picture or scanned Vaccination Card and the filled out waiver upon registration @ [https://bit.ly/RO\\_LD\\_Workshop-F2F](https://bit.ly/RO_LD_Workshop-F2F).
6. Participants of this activity are entitled to service credits or Compensatory Time Off (CTO) as per DepEd Order No. 53, S. 2003 and CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. Travel expenses of the participants relative to the conduct of this activity may be charged against MOOE or local fund subject to usual accounting and auditing rules and regulations.



8. For clarifications and queries, contact the Chief of the Curriculum and Learning Management Division (CLMD), **JOB S. ZAPE JR.**, CLMD Chief and/or **PHILIPS T. MONTEROLA**, Regional Coordinator in-charge of Learning Delivery at (02) 8681-7249 local 420 / learningdeliverykr2@gmail.com.
9. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

clmd /ptm



## Enclosure 1

## PARTICIPANTS

	NAME	STATION
1.	Job S. Zape, Jr.	Regional Office
2.	Elaine T. Balaogan	Regional Office
3.	Eugene Ray F. Santos	Regional Office
4.	Virgilio O. Guevarra	Regional Office
5.	Marvelino M. Niem	Regional Office
6.	Emelia P. Crescini	Regional Office
7.	Leonardo C. Cargullo	Regional Office
8.	Philips T. Monterola	Regional Office
9.	Maria Letecia Jose Basilan	Batangas Province
10.	Florentina C. Rancap	Laguna Province
11.	Alan A. Parungao	Laguna Province
12.	Bernadette A. Condes	Quezon Province
13.	Reicon C. Condes	Quezon Province
14.	Ramonito O. Elumbaring	Quezon Province
15.	Eric V. Mornaol	Quezon Province
16.	Melanie J. Mesa	Rizal Province
17.	Oscar Duma	Quezon Province
18.	Menandro C. Sunico	Santa Rosa City
19.	Nida C. Tagalag	Santa Rosa City
20.	Mellodine A. Antonio	Rizal Province
21.	Eden C. Berdusco	Rizal Province
22.	Adelia R. Germones	Rizal Province
23.	Joey Orijuela	Quezon Province
24.	Yolly D. Valiente	Cabuyao City
25.	Jean E. Paz	Cabuyao City
26.	Yolanda DC. Lumanog	General Trias City
27.	Josephine Monzaga	Cavite Province
28.	Rochelle S. Balete	Imus City
29.	Lynette P. Rue	General Trias City
30.	Rodrigo M. Rodriguez Jr.	Biñan City
31.	Arvie Celeste M. Rubio	Cabuyao City
32.	Walter F. Galarosa	Quezon Province
33.	Ana Reblora	Laguna Province
34.	Gilbert Alva	Quezon Province
35.	Sylvia Bulfane	Quezon Province
36.	Leonora Mopera	Quezon Province
37.	Emerson B. Dalangin	Batangas Province
38.	Rosemarie A. Encarnacion	Batangas Province
39.	Marven Porte	Quezon Province
40.	Rizal M. Vidallo	General Trias City

41.	Janette Cabangon	Quezon Province
42.	Lilibeth Torres	Quezon Province
43.	Nicanor A. Limjuico	San Pedro City
44.	Frederick G. Byrd Jr.	San Pedro City
45.	Francia C. Silva	Lipa City
46.	Edita T. Olan	Lipa City
47.	Ireen Aveno	Quezon Province





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## Enclosure 2

### 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	TWG Preparation and Briefing	Management of Learning	Management of Learning	Management of Learning
8:16-10:00		Plenary Session 3 Practices in Blended Learning, Modular and Limited Face to Face Classes	Write shop 2 Regional Guidelines on Limited Face to Face Classes	Finalization of Regional Guidelines on Limited Face to Face Classes
10:01-10:30				
10:30-12:00		Plenary Session 4 Sharing Firsthand Experience of Limited Face to Face Classes from Selected Schools	Workshop 2 Contextualize Regional Guidelines on Limited Face to Face Classes	Debriefing of Participants
12:01-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00-1:30	Opening Program	Write shop 1 Process Flow for the Limited Face to Face Classes	Contextualize Regional Guidelines on Limited Face to Face Classes	Exit Conference of TWG
1:30-3:30	Plenary Session 1 Revisiting the DepEd Orders, Memorandum, Policies and Guidelines on Limited Face to Face Classes (FTAD)			
3:30-3:45	Coffee Break	Coffee Break	Coffee Break	Coffee Break



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3:45-5:15	<b>Plenary Session 2</b> Revisiting the DepEd Orders, Memorandum, Policies and Guidelines on Limited Face to Face Classes (ESSD)	<b>Presentation of Process Flow on Limited Face to Face Classes</b>	<b>Posting, Critiquing, Revision and Editing Accomplished Outputs</b>	<b>Home Sweet Home</b>
<b>Minute Taker/s</b>	Lhovie A. Caulian	Fe M. Ong-ongowan	Lhovie A. Caulian	Fe M. Ong-ongowan
<b>Facilitator/s</b>	Philips T. Monterola	Elena Lopez	Eugene Ray F. Santos	Philips T. Monterola
<b>Expected Outputs</b>	<b>Consolidated Regional Issues/Challenges/Responses on Limited Face to Face Classes</b>	<b>First Draft of Process Flow for the Limited Face to Face Classes</b>	<b>Regional Guidelines on Limited Face to Face Classes</b>	<b>Regional Memorandum</b>





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**Enclosure 3**

**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 supplied 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;
- check the final output and prepare and release a Regional Memorandum; 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:



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- 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.



## Enclosure 4

 	<p style="text-align: center;"><b>Department of Education</b>  <b>Region IV - A CALABARZON</b></p> <p style="text-align: center;"><b>Curriculum and Learning Management Division</b></p> <p style="text-align: center;"><b>CLMD COVID-19 WAIVER FORM</b></p>	 DEPED-4A-FF022009-21 Effectivity Date: April 28, 2021 Revision No.: 2 Page No.: 1 of 10
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### LEARNING DELIVERY WORKSHOP PARTICIPANTS COVID-19 WAIVER OF ASSUMPTION OF RISK, RELEASE AND LIABILITY AGREEMENT

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the IATF and DOH still recommend practicing social distancing. I further acknowledge that **DepEd Region IV-A - CLMD** has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. I further acknowledge that **DepEd Region IV-A - CLMD** cannot guarantee that I will not become infected with the Coronavirus/Covid-19.

I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, and participants of the **Workshop on the Finalization of Tools for Managing Learning Delivery across Curricula**.

I voluntarily attending the training workshop provided by DepEd Region IV-A - CLMD and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending the training workshop.

I attest that:

- I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not traveled internationally/locally within the last 14 days.
- I have not traveled to a highly impacted area within the Philippines in the last 14 days.
- I have not been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by the DOH or local public health authorities.
- I am following all IATF recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

Furthermore, I represent and warrant that I do not suffer from any medical condition or disease that might in any way hinder or prevent me from attending the training workshop, including, to my knowledge, COVID-19. This COVID-19 Assumption of Risk, Release, and Waiver of Liability Agreement ("Agreement") shall be binding on my heirs, executors, administrators, successors, and assigns. I expressly agree that this Agreement is intended to be as broad and inclusive as is permitted by applicable laws, and that if any portion of this Agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

This Agreement contains the entire understanding of the parties relating to the subject matter, and shall not be altered, modified, amended, waived or supplemented in any manner whatsoever except by a written agreement signed by both parties hereto or their duly authorized representatives. This Agreement may be executed, made and delivered electronically. To the maximum extent permitted by applicable law, I (a) covenant and agree not to elect a trial by jury with respect to any issue arising out of this Agreement or the Services that is triable of right by a jury, and (b) waive any right to trial by jury with respect to such issue to the extent that any such right exists now or in the future. This waiver of right to trial by jury is given knowingly and voluntarily. I have read and understood this Agreement and enter into it voluntarily in consideration of the opportunity to participate in the training workshop. I acknowledge I am giving up legal rights and/or remedies which may be available to me.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature above printed name

Witnessed by:

\_\_\_\_\_  
Signature above printed name  
(CID Chief/ Office Head)