



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



17 March 2022

**Regional Memorandum**

**ORIENTATION ON THE DEVELOPED REGIONAL GUIDELINES ON ELLN IMPLEMENTATION ON THE NEW NORMAL**

To **All Schools Division Superintendents**

1. In the pursuit of harmonizing the programs for learners through the 3Bs Initiative and Early Language Literacy and Numeracy (ELLN). This office, through the Curriculum and Learning Management Division (CLMD), will conduct the **Orientation on the Developed Regional Guidelines on ELLN Implementation on the new Normal** on the following schedule:

Cluster	Date	Venue
Batch 1	April 25-27, 2022	NEAP Malvar, Batangas
Batch 2	April 27-29, 2022	

2. The primary aim of this activity is to finalize the developed regional guidelines for the 3Rs program implementation through the 3Bs initiative and ELLN in the new normal setting. Further, this may serve as a venue for all the participants to engage with other field implementers.
3. Participants in this activity are the Education Program Supervisor in charge of ELLN/Kinder/Math/ Filipino, select School Heads, and K-3 Teachers. Please see Enclosure 1 for the list of participants per Schools Division Office.
4. Participants who are only fully vaccinated will be allowed to attend the activity and must bring their vaccination cards. Since this is 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.
5. Transportation and incidental allowances of the participants shall be charged against school MOOE or local funds, whichever is available. In addition, 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.
6. For clarifications and queries, contact **DIANNE CATHERINE TEVES-ANTONIO**, Education Program Supervisor, and **JOB S. ZAPE, JR.**, CLMD Chief at (02) 8681-7249 local 420.
7. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

clmd /dcta/jsz



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**  
Trunkline: 02-8682-5773/8684-4914/8647-7487 local 420  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Document Inquiry: <https://r4a-teadoc.com/inquire>  
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**ORIENTATION ON THE DEVELOPED REGIONAL GUIDELINES ON ELLN IMPLEMENTATION ON THE NEW NORMAL**

April 25-27, 2022  
NEAP Malvar, Batangas

DATE / TIME	Day 1 April 25, 2022	Day 2 April 26, 2022	Day 3 April 27, 2022
7:00-8:00 AM		Breakfast	
8:00-9:00 AM		Management of Learning	Management of Learning
9:00-10:00 AM	<p align="center"><b>Planning of the TWGs</b></p>	Workshop Orientation / Groupings <b>Dianne Catherine Teves-Antonio</b> Education Program Supervisor	<b>Presentation of Agreement</b>
10:00-11:00 AM		<b>Workshop</b>	<b>Closing Program</b>
11:00 -12:00 PM		Lunch Break	Lunch Break
12:00 -1:00 PM			
1:00 - 2:00 PM			
2:00 - 3:00 PM	<b>Opening Program</b>	<b>Presentation and Critiquing of Outputs</b>	<b>Home Sweet Home</b>
3:00 - 4:00 PM	Overview of the Regional Memorandum on Developed Regional Guidelines for Read-Rise Programs (3Rs) <b>Job S. Zape Jr.</b> CLMD Chief	<b>Finalization of Outputs</b>	
4:00 – 5:00 PM			
<b>Facilitator/s</b>	<b>Dianne Catherine Teves-Antonio/ Elaine T. Balaogan</b>	<b>Dianne Catherine Teves-Antonio / Eugene Ray Santos</b>	<b>Dianne Catherine Teves-Antonio / Marvelino M. Niem</b>
<b>Expected Outputs</b>	Understanding and knowledge of the Developed Regional Guidelines for Read-Rise Programs (3Rs)	Consolidated data corrections and recommendations on the Developed Regional Guidelines for Read-Rise Programs (3Rs)	Common understanding among on the Developed Regional Guidelines for Read-Rise Programs (3Rs) Education Program Supervisors, Selected Schools and K-3 Teachers

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**ORIENTATION ON THE DEVELOPED REGIONAL GUIDELINES ON ELLN IMPLEMENTATION ON THE NEW NORMAL**  
 April 27-29, 2022  
 NEAP Malvar, Batangas

DATE / TIME	Day 1 April 27, 2022	Day 2 April 28, 2022	Day 3 April 29, 2022
7:00-8:00 AM		Breakfast	
8:00-9:00 AM		Management of Learning	Management of Learning
9:00-10:00 AM	<b>Planning of the TWGs</b>  Overview of the Regional Memorandum on Developed Regional Guidelines for Read-Rise Programs (3Rs) <b>Job S. Tape Jr.</b> CLMD Chief	Workshop Orientation / Groupings <b>Dianne Catherine Teves-Antonio</b> Education Program Supervisor	<b>Presentation of Agreement</b>
10:00-11:00 AM		<b>Workshop</b>	<b>Closing Program</b>
11:00 -12:00 PM			
12:00 -1:00 PM		Lunch Break	Lunch Break
1:00 - 2:00 PM		Lunch Break	
2:00 - 3:00 PM	<b>Opening Program</b>	<b>Presentation and Critiquing of Outputs</b>	<b>Home Sweet Home</b>
3:00 - 4:00 PM			
4:00 – 5:00 PM			
<b>Facilitator/s</b>	<b>Dianne Catherine Teves-Antonio/ Elaine T. Balaogan</b>	<b>Dianne Catherine Teves-Antonio / Eugene Ray Santos</b>	<b>Dianne Catherine Teves-Antonio / Marvelino M. Niem</b>
<b>Expected Outputs</b>	Understanding and knowledge of the Developed Regional Guidelines for Read-Rise Programs (3Rs)	Consolidated data corrections and recommendations on the Developed Regional Guidelines for Read-Rise Programs (3Rs)	Common understanding among Education Program Supervisors, Selected Schools and K-3 Teachers on the Developed Regional Guidelines for Read-Rise Programs (3Rs)



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## 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 facilitators;
- lead the review and evaluation of the presentation to be used for the activity;
- check the target output per day;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team in 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 **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 for the outputs to be submitted.

The **Division Education Program Supervisor in charge of the ELLN Program** shall:

- serve as class manager and process observers during the conference.
- help the RTWG in the Implementation of the program by serving as emcees,
- facilitate the conduct of debriefing after the day's session.



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