



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON




**Regional Memorandum**

**REGIONAL ORIENTATION AND WORKSHOP ON ALIVE CURRICULUM AND ALIVE MELCS FOR MADRASAH EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAH IMPLEMENTATION PROGRAMS**

To **Schools Division Superintendents**

1. In reference to DMCI-2022-00063 and DMCI-2022-095 and in consistence with the region's MADRASAH EDUCATION PROGRAM, this Office through the Curriculum and Learning Management Division (CLMD) shall conduct REGIONAL ORIENTATION AND WORKSHOP ON ALIVE CURRICULUM AND ALIVE MELCS FOR MADRASAH EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAH IMPLEMENTATION PROGRAMS on June 21-23, 2022 at a venue to be announced on a separate memorandum.
2. The objectives of the abovementioned activity are:
  - a) orient the MEP Implementers on the Alive Curriculum and ALIVE MELCS for Madrasah Education Program (MEP); and
  - b) revisit and consolidate existing Learning Materials in the 15 SDO Implementers and align it to ALIVE Curriculum and ALIVE MELCs and to improve the existing Implementation Plans on MEP.
3. Refer to Enclosure 1 for the list of Participants and Enclosure 2 for the Program Matrix and Terms of Reference. Participants are advised to register online using this link <https://tinyurl.com/OrientationAliveMadrasah>
4. Accommodation, traveling and other incidental expenses shall be charged to MEP Continuing Funds FY 2022, subject to usual government accounting and auditing rules and regulations.
5. For questions and clarifications, you may contact **EMELIA P. CRESCINI**, EPS-AP/ MEP Regional Coordinator, and/or **JOB S. ZAPE JR**, CLMD Chief, at +63 997-2753-281or (02) 647-7487 loc. 420.
6. Immediate and widest dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

Cc:clmd/epc



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Enclosure

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CURRICULUM AND ALIVE MELCS FOR MADRASAH  
EDUCATION PROGRAM (MEP) CUM PLANNING ON  
MADRASAH IMPLEMENTATION PROGRAMS**

**List of Participants**

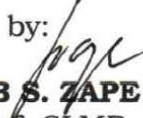
<b>Name of Division MEP Coordinators/ EPS</b>	<b>Schools Division Office (SDO)</b>	<b>Number of Asatidz</b>
Gloria A. Benedicto	Antipolo City	2
Rolando S. Casanova	Batangas Province	3
Joel S. Valenzuela	Biñan City	4
Marivic R. Calderon	Calamba City	3
Ricardo P. Makabenta	Cavite City	2
Emily R. Quintos	Cavite Province	1
Alejo S. Filio	Dasmariñas City	6
Yolanda DC. Lumanog	General Trias City	3
Lucia F. Pagalanan	Laguna Province	4
Editha M. Malihan	Lipa City	3
Myla K. Mendiola	Lucena City	4
Asuncion C. Ilao	Quezon Province	2
Minerva C. David	Rizal Province	19
Noel H. Natividad	Sta. Rosa City	2
Teodoro B. Lualhati	Tanauan City	11
Romeo B. Fule	San Pablo City	0
Arvie Celeste Rubio	Cabuyao city	0
Nereus V. Malinis	Bacoor City	0
Leah G. Guillang	Imus City	0
Sancho C. Calatrava	Tayabas City	0
Total	<b>20</b>	<b>69</b>
CLMD	<b>11</b>	
<b>Total Number of Participants</b>		<b>100</b>

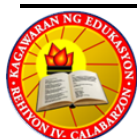
Prepared by:

  
**EMELIA P. CRESCINI**

EPS/ Regional MEP Coordinator

Noted by:

  
**JOB S. ZAPE JR**  
Chief, CLMD



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Enclosure 2

**REGIONAL ORIENTATION AND WORKSHOP ON ALIVE CURRICULUM AND ALIVE MELCS FOR MADRASAH EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAH IMPLEMENTATION PROGRAMS**

**MATRIX OF ACTIVITIES**

<b>DATE / TIME</b>	<b>Day 1 June 21,2022</b>	<b>Day 2 June 22,2022</b>	<b>Day 3 June 23,2022</b>
8:00-8:15	<b>Arrival of Participants Check in</b>	Management of Learning	Management of Learning
8:16-10:00		Workshop 1	<b>Presentation of Action Plan</b>
10:01-10:30		<b>Session 2 Synchronizatio n of Learning Resources in ALIVE and Alignment to ALIVE MELCs</b>	
10:30-12:00	<b>Orientation and Briefing of TWG</b>		
12:01-1:00	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	<b>Opening Program and Briefing of Participants</b>	Workshop 2	<b>Closing Program</b>
2:31-3:00	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	<b>Session 1 Introduction of ALIVE CURRICULU M AND ALIVE MELCS</b>	<b>Session 3 Planning Workshop on MEP Implementation</b>	<b>Home Sweet Home</b>
<b>Minute Taker/s</b>	Cavite Cluster	Laguna Cluster	Batangas Cluster
<b>Facilitator/s</b>	Quezon cluster	Rizal Cluster	CLMD
<b>Expected Outputs</b>	Analysis of ALIVE Curriculum and ALIVE MELCs	Compendium of ALIVE MELCs and Data base of Learning Materials	Action Plan Output/ Implementatio n Plan (for asatidz/ for MEP SDO Coordinators

## 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;
- 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 **SDO MEP 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 SDO Clusters.
- provide directions on the quality of the action plans/implementation plans
- lead the Asatidz/ participants in the delivery of target outputs

Enclosure 3

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MADRASAH IMPLEMENTATION PROGRAMS**

**TECHNICAL WORKING GROUP**

**Consultants:**

**Francis Cesar B. Bringas**  
**Cherrylou D. Repia**

Regional Director  
Assistant Regional Director

**Overall Chairperson:**

**Job S. Zape Jr.**

CLMD Chief Education Supervisor

**Vice Chairperson:**

**Emelia P. Crescini**

Education Program Supervisor

**Members:**

**Elaine T. Balaogan,**  
**Dianne Catherine T. Antonio**  
**Virgilio O. Guevarra, Jr.**  
**Marvelino M. Niem**  
**Eugene Ray F. Santos**  
**Philips T. Monterola**  
**Gelsie M. Garrido**

Education Program Supervisor  
Education Program Supervisor  
Education Program Supervisor  
Education Program Supervisor  
Education Program Supervisor  
Regional Coordinator  
Regional Coordinator

**Technical Support:**

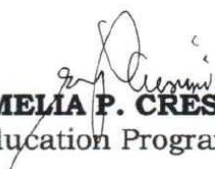
**Lhovie C. Cauilan**

Teaching Aid Specialist/Regional Secretariat Focal

**Neal C. Protacio**

Logistics/ICT

Prepared:

  
**EMELIA P. CRESCINI**  
Education Program Supervisor

Noted:

  
**JOB S. ZAPE, JR.**  
Chief Education Program Supervisor