Regional Memorandum

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

To: Schools Division Superintendents

1. In reference to DMCI-2022-00063 and DMCI-2022-095 and in consistence with the region’s MADRASAHL 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 MADRASAHL EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAHL 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/OrientationAliveMadrashah

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 +63 997-2753-281 or (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

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

List of Participants

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

**Total Number of Participants** 100

Prepared by:  
EMELIA P. CRESCINI  
EPS/ Regional MEP Coordinator

Noted by:  
JOB S. ZAPE JR  
Chief, CLMD
REGIONAL ORIENTATION AND WORKSHOP ON ALIVE CURRICULUM AND ALIVE MELCS FOR MADRASAH EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAH IMPLEMENTATION PROGRAMS

MATRIX OF ACTIVITIES

<table>
<thead>
<tr>
<th>DATE / TIME</th>
<th>Day 1 June 21, 2022</th>
<th>Day 2 June 22, 2022</th>
<th>Day 3 June 23, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:15</td>
<td>Arrival of Participants Check in Orientation and Briefing of TWG</td>
<td>Management of Learning</td>
<td>Management of Learning</td>
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<tr>
<td>8:16-10:00</td>
<td></td>
<td>Workshop 1</td>
<td></td>
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<tr>
<td>10:01-10:30</td>
<td></td>
<td></td>
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<tr>
<td>10:30-12:00</td>
<td>Session 1 Synchronization of Learning Resources in ALIVE and Alignment to ALIVE MELCs</td>
<td>Presentation of Action Plan</td>
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<tr>
<td>12:01-1:00</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:01-2:30</td>
<td>Opening Program and Briefing of Participants</td>
<td>Workshop 2</td>
<td>Closing Program</td>
</tr>
<tr>
<td>2:31-3:00</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>3:01-5:00</td>
<td>Session 3 Planning Workshop on MEP Implementation</td>
<td>Session 3 Planning Workshop on MEP Implementation</td>
<td>Home Sweet Home</td>
</tr>
</tbody>
</table>

**Minute Taker/s**: Cavite Cluster, Laguna Cluster, Batangas Cluster

**Facilitator/s**: Quezon cluster, Rizal Cluster, CLMD

**Expected Outputs**: Analysis of ALIVE Curriculum and ALIVE MELCs, Compendium of ALIVE MELCs and Data base of Learning Materials, Action Plan Output/ Implementation 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
REGIONAL ORIENTATION AND WORKSHOP ON ALIVE CURRICULUM AND ALIVE MELCS FOR MADRASAH EDUCATION PROGRAM (MEP) CUM PLANNING ON MADRASAH IMPLEMENTATION PROGRAMS

TECHNICAL WORKING GROUP

Consultants:
Francis Cesar B. Bringas  Regional Director
Cherrylou D. Repia  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,  Education Program Supervisor
Dianne Catherine T. Antonio  Education Program Supervisor
Virgilio O. Guevarra, Jr.  Education Program Supervisor
Marvelino M. Niem  Education Program Supervisor
Eugene Ray F. Santos  Education Program Supervisor
Philips T. Monterola  Regional Coordinator
Gelsie M. Garrido  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