Regional Memorandum

CONFERENCE OF CLMD-CID-SGOD CHIEFS 
CUM CURRICULUM IMPLEMENTATION REVIEW 
FOR SY 2021-2022 

To Schools Division Superintendents

1. The Department of Education (DepEd) Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD), shall hold the Conference of CLMD-CID-SGOD Chiefs Cum Curriculum Implementation Review for SY 2021-2022 on August 15-19, 2022 at a venue that will be announced through a separate issuance.

2. The activity aims to step forward in strategizing the various curricular and co-curricular Projects, Activities and Programs in the 22 Schools Division offices (SDOs) in harmony towards achievement of critical learning outcomes for the next school year through sharing results, best practices, and insights from experiences and feedback.

3. Participants in this activity are CLMD personnel, Chief Education Supervisors of the Functional Divisions of the Regional Office Proper (ROP), the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) of the 22 Schools Division Offices (SDOs).

4. Chief Education Supervisors shall arrive at the venue on the third day, August 17, 2022 and stay at the venue until August 19, 2022. The first meal to be served is AM Snacks, while PM Snacks on the last day of the activity. Please confirm attendance through this link: https://tinyurl.com/WillAttendPISR2022 until August 12, 2022.

5. Each SDO shall prepare and submit the following to the Regional Technical Working Group via email at eugeneray.santos@deped.gov.ph with subject line: “CLMD-CID-SGOD CIR <SDO>” until August 10, 2022 at 5:00 PM.
   a. RO-CLMD-F002 - Form A “Program Profile” for Reading Programs, Special Curricular Programs and indicated in Enclosure 1 accessible and downloadable at: https://tinyurl.com/RO-CLMD-F002-FormA
   b. Five-minute short documentary video (in MP4 file format) highlighting the learning outcomes as results of PAPs, best practices, challenges, adjustments and innovations and future directions or way forward

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
c. **Infographic Poster Presentation** of information/date in item 5b in 2x3 square feet *tarpaulin material*. (may be submitted to the Regional Office until August 9, 2022 at 5:00 PM)

6. The attire for this activity during the presentation proper is **smart casual** while **Filipiniana and Barong Tagalog** or any **Filipino costume** during the Closing Program and Appreciation Ceremony. Participants who have received COVID-19 vaccine shall bring their vaccination card.

7. Expenses relative to the conduct of this activity including transportation and incidental allowances of the Regional Personnel may be charged against Regional Fund subject to usual accounting and auditing rules and regulations.

8. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS** and **MARVELINO M. NIEM**, Education Program Supervisors in-charge of Key Results Area 4 – Management of Contextualized Assessment and **JOB S. ZAPE, JR.**, CLMD Chief Education Supervisor at (02) 647-7487 loc. 420.

9. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS  
Regional Director

cmnd/erfs
# FORM A – PROGRAM PROFILE

**INSTRUCTIONS**

This form will collect pertinent data and information about the Programs, Activities and Projects (PAPs) being implemented in your respective Schools Division Office (SDO).

Using the dropdown list, select the SDO you belong to and the Fiscal Year (FY) this form is intended for.

Moreover, provide specific details as indicated in the subheadings. Further, affix the full name and e-signature of the intended office personnel and the date signed.

Save the document as PDF with file name:

- **Format:** SDO Program_Fiscal Year
- **Sample:** SDO ELLN FY2022

Submit the same to: [https://tinyurl.com/ProgramProfile-FormA](https://tinyurl.com/ProgramProfile-FormA) or scan the QR code.

**Schools Division Office:**

**Fiscal Year:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Title of Programs, Activities, &amp; Projects (PAPs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Title of Program/ Sub-Program</td>
<td></td>
</tr>
<tr>
<td>B. Organizational Outcome which the program addresses</td>
<td></td>
</tr>
<tr>
<td>C. Program Objective Statement</td>
<td></td>
</tr>
</tbody>
</table>

**Address:** Gate 2, Karangalan Village, Cainta, Rizal
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487
**Email Address:** region4a@deped.gov.ph
**Website:** depedcalabarzon.ph
D. Program Description, narrative of the program strategy, monitoring and evaluation arrangement/plan, and risk management strategies.

E. Output indicators (at most 3)
1. 
2. 
3. 

F. Outcome Indicators (at most 3)
1. 
2. 
3. 

Prepared by:

Education Program Supervisor ___________________________ Date: ____________________

Checked:

Chief Education Supervisor ___________________________ Date: ____________________

Noted:

Schools Division Superintendent ___________________________ Date: ____________________

DATA PRIVACY NOTICE: Data and information in this form are intended exclusively as reference of endorsement made. This will be kept by the process owner. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects consented the process owner to serve its purpose.
Enclosure 2 – The Regional Technical Working Group

**Overall Chairperson:** Job S. Zape Jr., CLMD Chief Education Supervisor  
**Vice Chairpersons:**  
Eugene Ray F. Santos, Education Program Supervisor  
Marvelino M. Niem, Education Program Supervisor

**Members:**  
Virgilio O. Guevarra, Jr., Education Program Supervisor  
Elaine T. Balaogan, Education Program Supervisor  
Emelia P. Crescini, Education Program Supervisor  
Dianne Catherine Teves-Antinio, Education Program Supervisor  
Romyr L. Lazo, Education Program Supervisor  
Philips T. Monterola, Regional Coordinator  
Gelsie M. Garrido, Regional Coordinator

**Secretariat:**  
Fe M. Ong-ongowan, Librarian  
Lhovie A. Caulian, Teaching Aids Specialist

Prepared:

[Signature]

**EUGENE RAY F. SANTOS**  
Education Program Supervisor

**MARVELINO M. NIEM**  
Education Program Supervisor

Noted:

[Signature]

**JOB S. ZAPE, JR.**  
Chief Education Program Supervisor
Enclosure 3 - Terms of Reference

a. The Technical Working Group and The Facilitators
   • craft the proposal, memorandum, and RBA (for the focal person)
   • coordinate with the workshop venue management and prepare the contract for the event, if and only if necessary
   • attend and conduct meetings with the facilitator
   • manage and supervise the preparation, implementation and evaluation of the activity
   • join the team in the conduct of debriefing sessions

b. The Secretariat
   • prepare the completion report
   • request preparation of contract (if and only if necessary) and supplies
   • prepare the virtual room listing
   • coordinate with the focal persons (SDOs and schools) regarding the materials needed for the activity and the documents that needed to be accomplished daily;
   • prepare the documents needed for liquidation;
   • prepare and print certificates of recognition, participation, and appearance
   • submit the needed requirements to respective functional divisions after the conduct of the activity.

c. The Functional Division Chiefs from the Regional Office
   • Serve as panel of reactors during the discussion highlights in the presentation of the CID Chiefs
   • Provide inputs and recommendations in the implementation of the PPAs as to the mandates of their respective functional division
   • confirm participation/attendance on the specified date and time through the provided registration link
   • attend coordination/consultative meeting related to the activity
   • participate actively in the activities and submit intended outputs

d. The Chief Education Supervisors from SDOs
   • prepare and submit the intended enclosures and materials as specified in this issuance
   • ensure accuracy of details and information of documents and materials
   • confirm participation/attendance on the specified date and time through the provided registration link
   • attend coordination/consultative meeting related to the activity
   • participate actively in the activities and submit intended outputs

e. The Education Program Supervisors
   • secure that participants will be provided with the assistance they will need, especially in terms of materials, gadgets and equipment to be used in the activity
   • attend coordination/consultative meeting related to the activity
   • disseminate accurate and up to date information about the conference
   • report to the RTWG any concern that may arise before, during and after the conduct of the activity

f. Participants (in General)
   • Observe punctuality and efficiency at all times.
   • Follow house rules and regulations of the venue.
   • Attend and participate actively in all engagements and activities
   • Secure and Submit vaccination card, health declaration forms and other documents necessary.
   • Report any significant event related to the activity.
   • Submit all the target outputs on time.
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<thead>
<tr>
<th>Date / Time</th>
<th>Event 1</th>
<th>Event 2</th>
<th>Event 3</th>
<th>Event 4</th>
<th>Event 5</th>
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<td>VIDEO 2</td>
<td>VIDEO 3</td>
<td>VIDEO 4</td>
<td>VIDEO 5</td>
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<tr>
<td>Date 7</td>
<td>Day 31</td>
<td>Day 1</td>
<td>Day 2</td>
<td>Day 3</td>
<td>Day 4</td>
</tr>
</tbody>
</table>

*Enclose 4 - Conference of CIMP CID-SCD2 Teacher/Classroom Implementation Review for SY 2021-2022 (Final Draft)*