



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



02 June 2022

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/WillAttendPIR2022> 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



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- c. **Infographic Poster Presentation** of information/date in item 5b in 2X5 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

clmd/erfs

Enclosure 1 - **RO-CLMD-F002 - Form A "Program Profile"**(accessible and downloadable at <https://tinyurl.com/RO-CLMD-F002-FormA>)

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FORM A - PROGRAM PROFILE**INSTRUCTIONS**

This form will collect pertinent data and information about the Programs, Activities and Projects (PAP's) 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>

or scan the QR code



Schools Division Office: _____

Fiscal Year: _____

Program Title of Programs, Activities, & Projects (PAPs)	
A. Title of Program/ Sub-Program	
B. Organizational Outcome which the program addresses	
C. Program Objective Statement	



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RO-CLMD-F002			
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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)
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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 indorsement 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. Cauilan, Teaching Aids Specialist

Prepared:


EUGENE RAY F. SANTOS

Education Program Supervisor


MARVELINO M. NIEM

Education Program Supervisor

Noted:


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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Enclosure 4 – Conference of CLMD-CID-SGOD Chiefs Cum Curriculum Implementation Review for SY 2021-2022 Matrix (Tentative)

DATE / TIME	Day 1 August 15, 2022	Day 2 August 16, 2022	Day 3 August 17, 2022	Day 4 August 19, 2022	Day 5 August 20, 2022
8:00-8:15				Management of Learning	Management of Learning
8:16-10:00	Planning of Technical Working Group (TWG)/regional Personnel	Viewing of Documentary Videos	Preparation of Venue (Arrangement of Groupings per SDO)	Curriculum Implementation Review (9 - 15 SDO)	Curriculum Implementation Review Penalty Session Synthesis
10:01-10:30			Coffee Break	Coffee Break	Coffee Break
10:30-12:00			Continuation of the Preparation of Venue (Printing of Materials, etc.)	Discussion Highlights From Regional Proper Functional Division Chiefs	Dismissal and Departure (Chief Education Supervisors)
12:01-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	Continuation of Planning of Technical Working Group (TWG)/regional Personnel	Continuation of Viewing of Documentary Videos	Opening Program and Briefing of Participants	Curriculum Implementation Review (16 - 22 SDO)	House Clearing and Exit Conference TWG
2:31-3:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	Finalization of Implementation Plan	TWG Briefing	Discussion Highlights From Regional Proper Functional Division Chiefs	Discussion Highlights From Regional Proper Functional Division Chiefs Closing Program and Appreciation Ceremony (6PM onwards)	Home Sweet Home
Minute Taker/s	Eugene Ray F. Santos	Gelsic M. Garrido	Virgilio Guevarra Jr.	Philips Monterola	Elaine Balaogan
Facilitator/s	Marcelino M. Nicm	Philips Monterola	Romyr L. Lazo	Dianne Catherine Teves-Antonio	Emilia Crescini
Expected Outputs	Implementation Plan	Final Training Matrix	Presented Output per SDO	Presented Output per SDO	Evaluation Report

Secretariat:

Fe M. Ong-ongowan, Librarian
Lhovre A. Caulan, Teaching Aids Specialist



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