

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



23 June 2022

Regional Memorandum

**WORKSHOP ON THE DEVELOPMENT
OF TECHNICAL REPORT PER KEY RESULTS AREA**

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 **Workshop on the Development of Technical Report per Key Results Area** on **July 11-15, 2022** at a venue that will be announced through a separate issuance.
2. The activity aims to develop a technical report presenting the results of the various PAPs of the CLM vis-à-vis the PAPs in the SDOs with emphasis on learning outcomes (curricular and co-curricular) from January to June of FY 2022 and highlight best practices, challenges and innovations in the course of the implementation of the PAPs. This also serves as the major preparation for the upcoming **CLMD-CID-SGOD Curricular and Co-Curricular PIR for SY 2021-2022** which will be held on **July 18-22, 2022**.
3. The following enclosures present essential information and details about this activity.
 - a. *Enclosure 1* - Technical Working Group and Participants
 - b. *Enclosure 2* - Matrix of the Activity
 - c. *Enclosure 3* - Terms of References
4. Expenses of the SDO Participants relative to the conduct of this activity may be charged against Division MOOE including transportation and incidental allowances, meanwhile expenses of the Regional Personnel may be charged against Regional Fund subject to usual accounting and auditing rules and regulations.
5. 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.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

clmd/erfs



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Enclosure 1

The Regional Technical Working Group and Participants

Consultants: **Francis Cesar B. Bringas**, Regional Director
Cherrylou D. Repia, Assistant Regional Director

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:

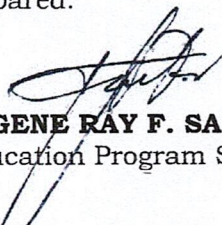
Virgilio O. Guevarra, Jr., Education Program Supervisor
Elaine T. Balaogan, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Dianne Catherine Teves-Antinio, Education Program Supervisor
Philips T. Monterola, Regional Coordinator
Gelsie M. Garrido, Regional Coordinator


Secretariat:

Fe M. Ong-ongowan, Librarian
Lhovie A. Cauilan, Teaching Aids Specialist

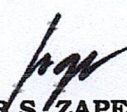
Participants: Host Cluster (TBA)

Prepared:


EUGENE RAY F. SANTOS
Education Program Supervisor


MARVELINO M. NIEM
Education Program Supervisor

Noted:


JOE S. ZAPE, JR.
Chief Education Program Supervisor

Enclosure 2 - Matrix - Workshop on the Development of Technical Report Per

DATE / TIME	Day 1 July 11, 2022	Day 2 July 12, 2022	Day 3 July 13, 2022	Day 4 July 14, 2022	Day 5 July 15, 2022
8:00-8:15	Planning of Technical Working Group (TWG)/regional Personnel	Presentation of Accomplishments Per KRA	Preparation of Technical Report per KRA	Management of Learning	House Clearing
8:16-10:00				Enhancement of Technical Report per KRA	
10:01-10:30			Coffee Break	Coffee Break	
10:30-12:00			Continuation of the Preparation of Technical Report	Continuation of the Enhancement of Technical Report per KRA	
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	The Chief's Hour	Continuation of the Preparation of Technical Report	Continuation of the Enhancement of Technical Report per KRA	Exit Conference of TWG
2:31-3:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	Finalization of Implementation Plan	Break Out Session per KRA	Presentation and Feedback Session	Presentation and Finalization of Continuation of the Technical Report per KRA	Home Sweet Home
Minute Taker/s	Eugene Ray F. Santos	Gelsie M. Garrido	Virgilio Guevarra Jr.	Philips Monterola	Elaine Balaogan
Facilitator/s	Marvelino M. Niem	Philips Monterola	Marvelino M. Niem	Dianne Catherine Teves-Antonio	Emilia Crescini
Expected Outputs	Implementation Plan	Presentation per KRA	Technical Report (Draft)	Technical Report (Enhanced)	Technical Report (Finalized and Approved) Evaluation Report

Key Results Area**Secretariat:**

Fe M. Ong-ongowan, Librarian

Lhovie A. Caulan, Teaching Aids Specialist

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 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

d. 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.