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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Email Address: region4a@deped.gov.ph
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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. Caullan, Teaching Aids Specialist

**Participants:** Host Cluster (TBA)

Prepared:

![Signature EUGENE RAY F. SANTOS](signature)
EUGENE RAY F. SANTOS
Education Program Supervisor

![Signature MARVELINO M. NIEM](signature)
MARVELINO M. NIEM
Education Program Supervisor

Noted:

![Signature JOE S. ZAPE, JR.](signature)
JOE S. ZAPE, JR.
Chief Education Program Supervisor
Enclosure 2 - Matrix - Workshop on the Development of Technical Report Per

<table>
<thead>
<tr>
<th>DATE / TIME</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 11, 2022</td>
<td>July 12, 2022</td>
<td>July 13, 2022</td>
<td>July 14, 2022</td>
<td>July 15, 2022</td>
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<tr>
<td>8:00-8:15</td>
<td>Planning of Technical Working Group (TWG)/regional Personnel</td>
<td>Preparation of Accomplishments Per KRA</td>
<td>Preparation of Technical Report per KRA</td>
<td>Management of Learning</td>
<td>Management of Learning</td>
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<tr>
<td>10:30-12:00</td>
<td>Lunch Break</td>
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<tr>
<td>2:31-3:00</td>
<td>Coffee Break</td>
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<td>Coffee Break</td>
</tr>
<tr>
<td>3:01-5:00</td>
<td>Finalization of Implementation Plan</td>
<td>Break Out Session per KRA</td>
<td>Break Out Session per KRA</td>
<td>Presentation and Feedback Session</td>
<td>Presentation and Finalization of Continuation of the Technical Report per KRA</td>
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<tr>
<td>Facilitator/s</td>
<td>Marvelino M. Niem</td>
<td>Philips Monterola</td>
<td>Marvelino M. Niem</td>
<td>Dianne Catherine Teves-Antonio</td>
<td>Emilia Crescini</td>
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Key Results Area

Secretariat:
Fe M. Ong-ongowan, Librarian
Lhovie A. Cauilan, 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.