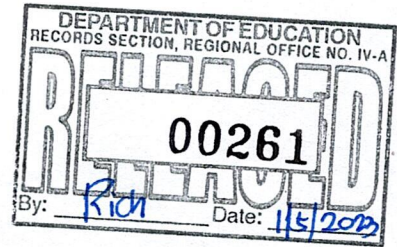




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



16 December 2022

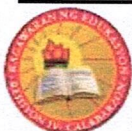
Regional Memorandum
No.814 s.2022

**TRAINING WORKSHOP ON LANGUAGE ENHANCEMENT AND
PEDAGOGY (LeaP) FOR NEWLY HIRED ASATIDZ**

To **Schools Division Superintendents**

(Antipolo City, Batangas Province, Biñan City, Cabuyao City, Calamba City, Cavite City, Cavite Province, Dasmariñas City, General Trias City, Laguna Province, Lipa City, Lucena City, Quezon Province, Rizal Province, Sta. Rosa City, San Pablo City and Tanauan City)

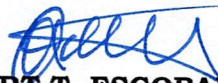

1. In line with the implementation of the Madrasah Education Program (MEP) and in conformance with **DM-OUIC-2021**- this Office, through the Curriculum and Learning Management Division (CLMD) shall conduct a 5-day TRAINING WORKSHOP ON LANGUAGE ENHANCEMENT AND PEDAGOGY (LeaP) FOR NEWLY HIRED ASATIDZ on January 9-13, 2023, at Development Academy of the Philippines (DAP), Tagaytay City.
2. The ultimate goal of this activity is to train the newly hired teachers/Asatids in the region. After the training they are expected to:
 - a. demonstrate and enhance English **listening and speaking skills** through the use of varied stimuli and platforms.
 - b. enhance approaches in teaching English **reading and writing skills** through the use of varied stimuli and platforms
 - c. acquire Knowledge, Skills, Abilities, and Values (KSAV) in Brain Development and Child Psychology, to be applied in lesson planning and teaching strategies.
 - d. familiarize themselves with the DepEd's organizational structure, communication system, and standards on test construction, grading system and classroom management.
3. Participants in this training are ALIVE teachers/Asatidz who were newly hired in public schools (see Enclosure 1 for the List of Participants, Enclosure 2 for the program Matrix and Enclosure 3 for TWG and Terms of Reference)
4. Participants are advised to register online using this link <https://tinyurl.com/LEAP-Training-Reg>



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



5. They are expected to arrive at the venue on January 9, 2023, before 8:00 am. The first meal to be served is breakfast on Day 1 and the last meal will be pm snack on DAY 5, January 13, 2023.
6. Accommodation of participants shall be charged to downloaded funds to Sta. Rosa City (RO-4A-22-2766), while traveling and other incidental expenses shall be charged to SDO-MEP Funds FY 2022 and Local Funds (in case the downloaded are insufficient) subject to the usual government accounting and auditing rules and regulations.
7. For questions and clarifications, you may contact **EMELIA P. CRESCINI**, EPS-AP/ MEP Regional Coordinator and/or **JOB S. ZAPE JR**, CLMD Chief, at +63 997-2753-281or (02) 647-7487 loc. 420.
8. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERT T. ESCOBARTE, CESO II
Regional Director 

Cc:clmd/epc

Enclosure 1

**TRAINING WORKSHOP ON LANGUAGE ENHANCEMENT AND
PEDAGOGY (LeaP) FOR NEWLY HIRED ASATIDZ**

List of Participants

SDO	Name
1.Santa Rosa City	Mahed B. Dimaampao
2.Santa Rosa City	Aisha Solaiman
3.Santa Rosa City	Niharah Dimaampao
4.Calamba City	Monera A. Sanday
5.Calamba City	Abdulmalic M.Macasalong
6.Calamba City	Norhaya B.Macud
7.Batangas Province	Alimosa M. Cosain
8.Batangas Province	Noraisah M. Piti-Ilan
9.Batangas Province	Jonaimah T. H. Yasser
10.Dasmariñas City	Yusoph B. Dimaampao
11.Dasmariñas City	Noraidah A. Baud
12.Dasmariñas City	Calil R. Guinungco
13.Rizal Province	Rombaraan, Ahmad S.
14.Rizal Province	Pangandaman, Aslia G.
15.Rizal Province	Maranda, Ominsalam T.
16.Rizal Province	Maruhom, Salabe P.
17.Rizal Province	Lauto, Samsinor M.
18.Rizal Province	Acon, Nohaina, M.
19.Rizal Province	Mamasao, Junaid D.
20.Rizal Province	Lucman , Baimona G.
21.Rizal Province	Mohammad S. Imam Mando
22.Rizal Province	Malik, Albasar J.
23.Rizal Province	Hadi Rakim, Mohaimen A.
24.Rizal Province	Esmail, Nashif Macapangcat H.
25.Rizal Province	Abdul Azis, Yasser B.
26.Laguna Province	Norzain D. Muha
27.Laguna Province	Yasser B. Gumambao
28.Laguna Province	Saim Caris Mabatao
29.Cabuyao City	Jabar P. Bagowan
30.Cabuyao City	Samanoden A. Tanggote
31.Cavite City	Hakimah P. Sarip
32.Gen. Trias City	Sherwida Jawali
33.Gen. Trias. City	Aclimah B. Abdulrauf
34.Gen. Trias City	Monaim M. Mohammad
35.Gen. Trias City	Alimoden Dimakuta
36.Gen. Trias City	Abdul Rahman M. Macaampao
37.Gen. Trias City	Sitti Aina Cosain

38.Gen.Trias City	Salma Dimakuta
39.Quezon Province	Rodrigo R. Barreno
40.Quezon Province	Najiba M. Hashim
41.Antipolo City	Abdulwahid Tando
42.Lipa City	Norolain B. Randy
43.Lipa City	Habib S. Ditongcopun
44.Antipolo City	Albanie Balia
45.Antipolo City	Sohayllah M. Edris
46.Antipolo City	Tahir D. Piang
47.Antipolo City	Norjannah H. Mamupun
48.Cavite Provice	Faizah P. Unda
49.Antipolo City	Naim M. Acmad
50.Antipolo City	Norkisah D. Mambuay
51.Tanauan City	Jamaloden B Hadji Edris
52.Tanauan City	Noraida H. Abdullah
53.Tanauan City	Hania H. Yunos Abdullah
54.Tanauan City	Jalaloden M. Casim
55.Tanauan City	Sittie D. H. Basher
56.Batangas Province	Mohammad Husnie M.Hadramie
57. Lipa City- TRAINER	JOHNEL A. AGUILERA
58. Rizal province- TRAINER	VAN RUSSEL A. ROBLES
59. Gen. Trias- TWG	YOLANDA DL LUMANOG
60.Cavite City-TWG	RICARDO P. MAKABENTA
61.Laguna- TWG	LUCIA F. PAGALANAN
62.Sta. Rosa City- Vice Chairperson	NOEL NATIVIDAD
63. RO-CLMD- Vice Chairperson	EMELIA P. CRESCINI

Enclosure 2

MATRIX OF ACTIVITIES

TIME	Day 1 Jan 9, 2023	Day 2 Jan 10, 2023	Day 3 Jan 11, 2023	Day 4 Jan 12, 2023	Day 5 Jan 13, 2023
8:00-8:15	Arrival of Participants Check in/Registration Opening Program and Briefing of Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:16-10:00					
10:01-10:30					
10:30-12:00	MODULE 1: TOPIC English listening and speaking skills through the use of varied stimuli and Platforms (Lesson 1-6)	MODULE 2 – English reading and writing skills through the use of varied stimuli and platforms (Lesson 1-10)	Module 3- Lesson Planning (Lesson 1-5)	Module 4- Immersion into the Public School System <i>DepEd's organizational structure, communication system, and standards on test construction, grading system and classroom management.</i> (Lesson 1-6)	Demo Teaching
12:01-1:00	Lunch Break	Lunch Break	Lunch Break		
1:01-2:30	Workshop 1: Output preparation <ul style="list-style-type: none"> Sequencing of events in a story 	Workshop 2 Output preparation <ul style="list-style-type: none"> Reorganization of original text or selection 	Workshop 3 Output preparation <ul style="list-style-type: none"> Introduction to Lesson Planning 	Workshop 4 Output preparation <ul style="list-style-type: none"> The Legal Bases of Philippine Education and DepEd Structure 	Critiquing

3:01-5:00	Output Presentation/ Guided Discussions (Lesson 1-6)	Output Preparation/ Guided Discussions (Lesson 1-10)	Output Preparation/ Guided Discussions (Lesson 1-5)	Output Preparation/ Guided Discussions (Lesson 1-6)	Closing Program
MOL	Batangas Cluster	Quezon Cluster	Rizal Cluster	Cavite Cluster	Laguna Cluster
Facilitators	Van Russel Robles	Van Russel Robles	Johnnel Aguilera	Johnnel Aguilera	LeaP Trainers
Documenter	Batangas Cluster	Quezon Cluster	Rizal Cluster	Cavite Cluster	Laguna Cluster

Enclosure 3

TRAINING WORKSHOP ON LANGUAGE ENHANCEMENT AND PEDAGOGY (LeaP) FOR NEWLY HIRED ASATIDZ

TECHNICAL WORKING GROUP

Overall Chairperson:**Job S. Zape Jr.**

CLMD Chief Education Supervisor

Vice Chairpersons:**Emelia P. Crescini**

RO Education Program Supervisor

Noel H. Natividad

SDO Education Program Supervisor

Members:

Name	SDO	TOR
Gloria A. Benedicto	Antipolo City	TWG for Attendance and Accommodation
Rolando S. Casanova	Batangas Province	
Joel S. Valenzuela	Biñan City	
Marivic R. Calderon	Calamba City	TWG for MOL/ Facilitations
Ricardo P. Makabenta	Cavite City	
Emily R. Quintos	Cavite Province	
Alejo S. Filio	Dasmariñas City	
Yolanda DC. Lumanog	General Trias City	TWG for Documentation
Lucia F. Pagalanan	Laguna Province	
Myla K. Mendiola	Lucena City	
Asuncion C. Ilao	Quezon Province	
Minerva C. David	Rizal Province	TWG for Closing Program and Clearing of the House
Teodoro B. Lualhati	Tanauan City	
Romeo B. Fule	San Pablo City	
Maribeth M. Herrero	Cabuyao City	

Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from the venue to the logistics needed:

The **Regional Vice-Chairpersons** 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 supplies 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 in the conduct of debriefing sessions.

The **EPS/TWG** 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/TWG** 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 **TWG/Documenter** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.
- Prepare the Activity Completion Report

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 for 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 outputs for each module
- lead the Asatidz/ participants in the delivery of quality outputs/demonstration teaching