Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

HRDD-RM-2023-316

07 June 2023

Regional Memorandum
No. 316 s. 2023

LIST OF PARTICIPANTS IN THE REGIONAL TRAINING OF TRAINERS (RToT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY

To: **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 240, s. 2023 titled *Regional Training of Trainers for Learning Recovery Program in Literacy and Numeracy through School-based Learning Action Cell*, this Office, through the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAP R) in collaboration with Curriculum and Learning Management Division (CLMD), releases the **list of participants** in the above-mentioned activity which will be conducted on **June 9, 2023** via **Microsoft Teams** and **June 13-16, 2023** at **RELC-NEAP, Malvar, Batangas**.

2. Attached are the lists of learning facilitators, participants, and members of the Regional Program Management Team (PMT), the activity matrix, and the terms of reference for PMT. Participants are required to bring their laptops and extension cords during the face-to-face engagement on June 13-16, 2023. Meeting link for the virtual engagement will be sent to the participants' email addresses before June 9, 2023, and the opening program shall start at 10:30 a.m.

3. For the face-to-face engagement, the first meal to be served is breakfast on June 13, 2023, and the last meal is PM snacks on June 16, 2023.

4. The **Regional PMT** and the **learning facilitators** shall convene virtually for a **planning meeting** on **June 8, 2023** at **3:00 p.m. via Microsoft Teams**. Meeting link will be sent to the official group chat.

5. Expenses for board and lodging of participants and travel and incidental expenses of Regional PMT shall be charged against Regional Fund while the travel and incidental expenses of participants and learning facilitators, and other members of the PMT from Schools Division Office shall be charged against respective local funds subject to the usual accounting and auditing rules and regulations.
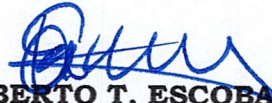
6. For queries or concerns, kindly coordinate with **Mr. Bryan A. Pobe**, Education Program Supervisor, through email at hrd.calabarzon@deped.gov.ph

7. For the information and guidance of all concerned.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

REGIONAL TRAINING OF TRAINERS (RToT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY
June 9, 2023 via Microsoft Teams
June 13-16, 2023 at RELC-NEAP, Malvar, Batangas

No.	Name	Position	SDO
1	Marife T. Morcilla	Education Program Supervisor - English	Lipa City
2	Gayle J. Malibiran	Education Program Supervisor - English	Antipolo City
3	Ma. Glecita C. Columna	Education Program Supervisor - English/ELLN	Gen. Trias City
4	Gilbert G. Joyosa	Education Program Supervisor - Filipino	Antipolo City
5	Noel D. Anciado	Education Program Supervisor - English	Dasmariñas City
6	Victoria B. Burgos	Education Program Supervisor - English	Tanauan City
7	Julieta R. De Jesus	Education Program Supervisor - English	Bacoor City
8	Girlie D. Nombres	Education Program Supervisor - Math	Antipolo City
9	Rodelia C. Frias	Education Program Supervisor - Math	Cavite City
10	Dexter M. Valle	Education Program Supervisor - Math	Lucena City
11	Anthony Zeus C. Caringal	Education Program Supervisor - Math	Bacoor City
12	Herman A. Catapang	Education Program Supervisor - Math	Batangas City
13	Laarni R. Granado	Education Program Supervisor - Math	Cavite Province
14	Wenifreda S. Diquit	Education Program Supervisor - English	
15	Zarina G. Llarena	Education Program Supervisor- Filipino	Laguna
16	Maria Dylin S. Garcia	Education Program Supervisor - ELLN	Quezon
17	Loreta V. Illao	Education Program Supervisor- Filipino	Batangas Province
18	Ma. Teresa M. Urayan	Education Program Supervisor - Filipino	Tanauan City
19	Raquel L. Azur	Education Program Supervisor - Filipino	Biñan City
20	Evelyn P. Navia	Principal III	Laguna
21	Wennie C. Gonzales	Public Schools District Supervisor	Sto. Tomas City
22	Lorna Custodio	Head Teacher II	
23	Movita O. Cruzat	Principal III	Batangas Province

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June 9, 2023 via Microsoft Teams
June 13-16, 2023 at RELC-NEAP, Malvar, Batangas

No.	Name	Position	Office
1	Eduarda M. Zapanta	Chief Education Supervisor	HRDD-NEAP R
2	Bryan A. Pobe	Education Program Supervisor	
3	Mark Anthony R. Malonzo	Senior Education Program Specialist	
4	Glenda E. Dela Torre	Education Program Specialist II	
5	Diane Catherine T. Antonio	Education Program Supervisor	CLMD
6	Marvelino M. Niem	Education Program Supervisor	
7	*To be determined*	Education Program Supervisor	QAD
8	*To be determined*	Nurse II	
9	*To be determined*	Nurse II	Batangas Province

REGIONAL TRAINING OF TRAINERS (RToT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY

June 9, 2023 via Microsoft Teams
June 13-16, 2023 at RELC-NEAP, Malvar, Batangas

No.	Name	Position/Designation	SDO
1	Emily M. Concio	Public Schools District Supervisor	Antipolo City
2	Mark B. Gabion	School Head	
3	Maricel R. Tortoza	School Head	
4	Nereus V Malinis	Education Program Supervisor	Bacoor City
5	Rhodora S. Sacramento	School Head	
6	Gemma Bedeser Nario	School Head	
7	Rowena T. Asi	Public Schools District Supervisor	Batangas City
8	Czarina Portia M Villalobos	School Head	
9	Darlene A. Eje	School Head	
10	Antonio M Ilagan	Public Schools District Supervisor	Batangas Province
11	Vicky P. De Torres	School Head	
12	Belen E Reyes	School Head	
13	Erwin P. Legasto	Public Schools District Supervisor	Biñan City
14	Nenette M. Lacuarin	School Head	
15	Cherry R. Ang	School Head	
16	Jean E Paz	Public Schools District Supervisor	Cabuyao City
17	Dezerie B. Mecija	School Head	
18	Alona M. Raton	School Head	
19	Rosemarie V. Magnaye	Public Schools District Supervisor	Calamba City
20	Noli B. Taroy	School Head	
21	Lorna T. Alcover	School Head	
22	Alma V. Lopez	Public Schools District Supervisor	Cavite Province
23	Prescilla B. Villalon	School Head	
24	Ma. Theresa F. Alano	School Head	

25	Jhonie Jeff I Marquez	Public Schools District Supervisor	Dasmarinas City
26	Elena P. Bayan	School Head	
27	Josefino P. Reyes	School Head	
28	Josenia S. Hernando	Public Schools District Supervisor	Gen. Trias City
29	Helen P Catanaoan	School Head	
30	Mary Ann B. Pascua	School Head	
31	Ma. Rosalyn M Pagtakhan	Public Schools District Supervisor	Imus City
32	Jocelyn A. Limosinero	School Head	
33	Alona O Verdad	School Head	
34	Zoila I. Badulis	Public Schools District Supervisor	Laguna
35	Michel C. Delos Santos	School Head	
36	Thea A Galema	School Head	
37	Elisa L. Surwela	Public Schools District Supervisor	Lipa City
39	Arlin C. Bravo	School Head	
39	Angelica L Enriquez	School Head	
40	Chinita A. Tolentino	Public Schools District Supervisor	Lucena City
41	Jennifer M. Oestar	School Head	
42	Xandra Leah S. Dames	School Head	
43	Maria Carla M. Caraan	Public Schools District Supervisor	Quezon
44	Grace U. Salvatus	School Head	
45	Nimpha L. L. Reyes	School Head	
46	Emilia G. Cayabyab	Public Schools District Supervisor	Rizal
47	Maricel E. Bagang	School Head	
48	Melanie J. Mesa	School Head	
49	Criselda D. Moresca	Education Program Supervisor	San Pablo City
50	Jane Gutierrez Beron	School Head	
51	Jason P. Ricaforte	School Head	

52	Rainiel Victor M. Crisologo	Public Schools District Supervisor	San Pedro City
53	Rosalie M Mabale	School Head	San Pedro City
54	Raymond D Gomez	School Head	
55	Imelda L. Lucos	Public Schools District Supervisor	Santa Rosa City
56	Cheryl C Carpena	School Head	
57	Lucily J Buquiz	School Head	
58	Liseo V. Vergara	Public Schools District Supervisor	Sto. Tomas City
59	Joy A. Ebreo	School Head	
60	Lita M. Magsalay	School Head	
61	Emelda R. Delante	Public Schools District Supervisor	Tanauan City
62	Maricel A. Malabanan	School Head	
63	Anita G Divina	School Head	
64	Luzviminda E. Saludares	Senior Education Program Specialist	Tayabas City
65	Lorynel C De Sagun	School Head	
66	Ingrid A Palad	School Head	
67	Sheila D. Lee	Education Program Supervisor	Cavite City
68	Marita A. Anson	School Head	
69	Rowena S. Caraos	School Head	

REGIONAL TRAINING OF TRAINERS (RToT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY
June 9, 2023 via Microsoft Teams
June 13-16, 2023 at RELC-NEAP, Malvar, Batangas

Day 1 (June 9, 2023) via Microsoft Teams

Time	Session/Activity	Persons Involved	Resources Needed
10:30 a.m. – 12:00 n.n.	**Opening Program** Philippine National Anthem Opening Prayer CALABARZON March DepEd Quality Policy Statement Participants Check Leveling of Expectations Presentation of Activity Matrix and Other Protocols	PMT & Participants	AVP
	Overview of the Program	Bryan A. Pobe *EPSvr*	Slide Decks
12:00 n.n – 1:00 p.m.	Lunch Break		
1:00 p.m. – 1:15 p.m.	Energizer	PMT & Participants	AVP
1:15 p.m – 2:45 p.m.	**Revisiting Salient Guidelines in the Conduct of Learning Action Cells (LACs) based on DepEd Order No. 35, s. 2016**	Bryan A. Pobe	Session Guide Slide Decks Copy of DO 35, s. 2016
2:45 p.m. – 3:00 p.m.	PM Break		
3:00 p.m – 4:30 p.m	**Personhood of a LAC Leader**	Movita O. Cruzat	Session Guide Slide Decks
4:30 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	PMT	Slide Decks

Day 2 (June 13, 2023) at RELC-NEAP, Malvar, Batangas

Time	Session/Activity	Persons Involved	Resources Needed
8:00 a.m. – 8:15 a.m	Management of Learning	Assigned Group	AVP
8:15 a.m.- 10:00 a.m.	**Literacy Module 1 *BUILDING SKILLS IN READING (Getting Main Idea & Noting Details)***	Ma. Glecita Columna, Juliet De Jesus, Loreta V. Illao	Session Guides Slide Decks
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	**Continuation of Literacy Module 1**	Ma. Glecita Columna, Juliet De Jesus, Loreta V. Illao	Session Guides Slide Decks
12:00 n.n. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 1:15 p.m.	Energizer	Assigned Group	AVP
1:15 p.m – 3:00 p.m.	**Literacy Module 2 *Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension***	Noel Anciado, Raquel Azur,	Session Guides Slide Decks
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m – 4:45 p.m.	**Continuation of Literacy Module 2**	Noel Anciado, Raquel Azur,	Session Guides Slide Decks
4:45 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	Assigned Group	AVP

Day 3 (June 14, 2023) at RELC-NEAP, Malvar, Batangas

Time	Session/Activity	Persons Involved	Resources Needed
7:45 a.m. – 8:00 a.m	Management of Learning	Assigned Group	AVP
8:00 a.m.- 10:00 a.m.	**Literacy Module 3 *Cause and Effect Artsy Attack!***	Wenifreda Diquit, Victoria Burgos, Ma. Dylin Garcia	Session Guides Slide Decks
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	**Continuation of Literacy Module 3**	Wenifreda Diquit, Victoria Burgos, Ma. Dylin Garcia	Session Guides Slide Decks
12:00 n.n. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 1:15 p.m.	Energizer	Assigned Group	AVP
1:15 p.m – 3:00 p.m.	**Literacy Module 4 *Words Worth Teaching***	Marife T. Morcilla Evelyn Navia Lorna Custodio	Session Guides Slide Decks
3:00 p.m. – 3:15 p.m.	PM Break		

Time	Session/Activity	Persons Involved	Resources Needed
3:15 p.m – 4:45 p.m.	**Continuation of Literacy Module 4**	Marife T. Morcilla Evelyn Navia Lorna Custodio	Session Guides Slide Decks
4:45 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	Assigned Group	AVP

Day 4 (June 15, 2023) at RELC-NEAP, Malvar, Batangas

Time	Session/Activity	Persons Involved	Resources Needed
7:45 a.m. – 8:00 a.m	Management of Learning	Assigned Group	AVP
8:00 a.m.- 10:00 a.m.	**Literacy Module 5** *Making Contextual Meaning*	Gayle J. Mabiliran Gilbert Joyosa Teresita Urayan	Session Guides Slide Decks
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	**Continuation of Literacy Module 5**	Gayle J. Mabiliran Gilbert Joyosa Teresita Urayan	Session Guides Slide Decks
12:00 n.n. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 1:15 p.m.	Energizer	Assigned Group	AVP
1:15 p.m – 3:00 p.m.	**Numeracy Module 1** *Learning More About Dissimilar Fractions*	Girlie Nombres Zarina G. Llarena	Session Guides Slide Decks
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m – 4:45 p.m.	**Numeracy Module 2** *Journey Through Time Conversion*	Rodelia Frias Laarni Granado	Session Guides Slide Decks
4:45 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	Assigned Group	AVP

Day 5 (June 16, 2023) at RELC-NEAP, Malvar, Batangas

Time	Session/Activity	Persons Involved	Resources Needed
7:45 a.m. – 8:00 a.m	Management of Learning	Assigned Group	AVP
8:00 a.m.- 10:00 a.m.	**Numeracy Module 3** *Becoming Smarter in Applying Strategies for Solving Routing Problems in Numeracy*	Anthony Zeus Caringal Herman Catapang	Session Guides Slide Decks
10:00 a.m. – 10:15 a.m.	AM Break		

Time	Session	Facilitator	Materials
10:15 a.m. – 12:00 n.n.	**Numeracy Module 4** ***Power Builders in Applying Appropriate Strategies in Answering Simple Word Problems***	Dexter Del Valle Wennie Gonzales	Session Guides Slide Decks
12:00 n.n. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 1:15 p.m.	Energizer	Assigned Group	AVP
1:15 p.m – 3:00 p.m.	**Numeracy Module 5** ***High-End Quality in Solving Routine Problems***	Herman Catapang Anthony Zeus Caringal	Session Guides Slide Decks
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m – 4:45 p.m.	**Integration Session**	Bryan A. Pobe	Session Guides Slide Decks
4:45 p.m. – 5:00 p.m.	Way Forward Important Reminders Closing Prayer	PMT	AVP

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TERMS OF REFERENCE

The members of the program management team indicated below shall perform the following roles and responsibilities:

Program Manager	• Oversees the implementation of the entire program; • Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards; • Orients the PMT and the resource persons/learning facilitators on their terms of reference and the details of the program design; • Conducts debriefing with the PMT resource persons/learning facilitators; • Leads in crafting the Program Completion Report; • Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations and norm-setting activities and addressing emerging learning needs; • Facilitates management of learning activities as scheduled and as needed with the help of assigned groups; • Facilitates integration session at the end of the intervention, including preparation of Workplace Application Project plan; • Ensures that Level 2 (Learning) evaluation is conducted; • Prepares and sends communication to participants' immediate heads regarding program completion and importance of implementing Workplace Application Projects.
Learning Facilitators/Resource Persons/ Contributing Writers	• Attend planning and coordination meetings with the Regional PMT; • Modify and enhance session guide and slide decks considering the suggestions of evaluators; • Deliver and facilitate the assigned session/s on the scheduled day/s and time; • Attend the debriefing sessions on the day before and during the day of the delivery of the assigned session/s; • Assist the Regional PMT in checking the participants' outputs in Google Classroom
Class Monitors/ Managers	• Attend planning and coordination meetings with the Regional PMT; • Lead the conduct of Management of Learning (MoL); • Moderate the class and introduce learning facilitators to the participants; • Remind the participants regarding management concerns; • Monitor the behavior of the participants in the entire duration of the sessions; • Attend debriefing sessions; • Check the completeness of participants' outputs in Google Classroom;

M&E Coordinator	• Implements the Monitoring and Evaluation Plan in collaboration with the PMT; • Applies process observation and prescribed tools to monitor and evaluate program delivery; • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing; • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation; and • Prepares Post-Program Delivery M&E Report and submits to the PMT for inclusion in the Program Implementation Report.
Documenter	• Documents the proceedings of the learning sessions using the prescribed documentation template; and • Takes photos of the different parts of the program delivery.