

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

25 July 2023

Regional Memorandum

No.443 s.2023

**REGIONAL CAPACITY BUILDING OF PROGRAM
IMPLEMENTERS ON THE IMPLEMENTATION
OF MADRASAH EDUCATION PROGRAM (MEP)**

To **Schools Division Superintendents**

1. In reference to the approved **AR-2023-CO-00031**, released by the Bureau of Learning Delivery- Student Inclusion Division (BLD-SID) under the Activity Code AC-23-BLD-SID-MEP-023, this Office through the Curriculum and Learning Management Division (CLMD) will conduct **REGIONAL CAPACITY BUILDING OF PROGRAM IMPLEMENTERS ON THE IMPLEMENTATION OF MADRASAH EDUCATION PROGRAM (MEP)** on September 11-15, 2023 at Development Academy of The Philippines (DAP), Tagaytay City.
2. The main objective of the activity is to enhance the leadership skills and competencies of the program implementers for the effective and efficient delivery and implementation of Madrasah Education Program. The expected output is an Action Plan for FY 2024 of the 17 Schools Division Offices and 69 Implementing Schools.
3. The participants of the aforesaid activity are the Chief of Curriculum and Learning Management Division (CLMD), Curriculum Implementation Division (CID) Chiefs, Regional and Schools Division MEP Focal Persons, and School Heads of MEP Implementing Schools. They are advised to pre-register online not later than August 30, 2023, thru this link <https://tinyurl.com/Regional-Capacity-REG>.
4. Participants are expected to bring the following:
 - a) Latest enrollment data on MEP
 - b) Updated data of Asatidz
 - c) Signed Action Plan (prepared by SDO Focal and School Head)
 - d) Laptop
 - e) Extension Cord
 - f) Pocket Wi-Fi

Cc:02/ROC4






Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114, loc.420
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

5. Participants are expected to be at the venue on the first day of activity. The first meal to be served will be **breakfast of Day 1**-September 11, 2023, while the last meal will be **lunch of Day 5**- September 15, 2023.
6. See Enclosure 1 for the List of Participants, Enclosure 2 for the Program Matrix and Enclosure 3 for Program Management Team and Terms of Reference.
7. Food, accommodation, and transportation (back and forth) of all participants shall be charged to **OSCE-4A-23-1755 MEP Program Support Funds (PSF) and to Local Funds** (in case that the downloaded funds are insufficient), subject to the usual government accounting and auditing rules and regulations.
8. For inquiries or concerns, contact **EMELIA P. CRESCINI**, Education Program Supervisor in AP and Regional MEP Focal through emelia.crescini@deped.gov.ph.
9. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1

**REGIONAL CAPACITY BUILDING OF PROGRAM IMPLEMENTERS ON THE
IMPLEMENTATION OF MADRASAH EDUCATION PROGRAM (MEP)**

List of Participants

Regional Office Proper	Viernalyn M. Nama-Chief ES		IMPLEMENTING SCHOOL	SCHOOL HEAD
	Emelia P. Crescini- EPS / MEP Focal			
SDO	CID CHIEF	SDO SUPERVISOR/ FOCAL		
Antipolo City	Cristina C. Salazar	Gloria A. Benedicto	Juan Sumulong ES	Romeo G. Rodriguez Jr.
			Sta Cruz ES	Flora D. Cahapay
Batangas Province	David M. Nuay	Rolando S. Casanova	Balayan East CS	Vicky De Torres
			Balayan West CS	Pedro Delos Reyes
Binan City	Nenette M. Lacuarin	Joel J. Valenzuela	Binan Elementary Sch.	Pilar I. De Castro
			Dr. Marcelino Z. Batista ES	Grace P. Hufalar
			Dela Paz West E S	Digna D. Falculan
Calamba City	Mariliza T. Espada	Marivic R. Calderon	Jose Rizal Mem. Sch.	Gervacio B. De Guzman
			Crossing Elem. Sch.	Noli B. Taroy
			Parian Elementary Sch.	Eder I. Gallego
			Looc Elementary Sch.	Alicia N. Manaig
Cavite City	Regin Rex P. Tosco	Ricardo P. Makabenta	Manuel S. Rojas E S	Revilla D. Francisco
			Ladislao Diwa E S	Abegail O. Artos
Cavite Province	Elpidia B. Bergado	Emily R. Quintos	Villa Apolonia ES	Lerma Angue
Dasmariñas City	Gemma G. Cortez	Alejo S. Filio	Sultan Esmael E/S	Anecita D. Taneo
			Dr.Jose Rizal E/S	Margarita A. Sapida
			San Miguel E/S	Delia P. Cerbito
			Salawag E/S	Florence M. Laureles
			Dasmariñas Int. HS	Francis Kenneth D. Hernandez
Gen. Trias	Laura O. Garcia	Yolanda DC Lumanog	Tropical Village NHS	Mark Airon Creus
			Tejero E S	Leana Marie C. Pineda
			Tropical Village E S	Albin Cadimas
Laguna	Orlando T. Valverde	Lucia F. Pagalanan	Santisima Cruz ES	Czarina S. Rasco
			Siniloan CES	Thea A. Galema
			Angela Ong Javier MES	Mary Ann Rhoda R.Fadrigalan
			Siniloan INHS	Cecilia B. Castillo- OIC
			Buhay ES	Solomon B. Kahulugan - PSDS- OIC Principal
			Lopez ES	Rogel E. Barcenias
Lipa City	Lorna R. Medrano	Edwin O. Surwela	Teodoro M. Kalaw Mem Sch	Melanie An P. Carandang
Lucena City	Josephine T. Natividad	Myla K. Mendiola	Barra Elementary Sch.	Gloria S. Bobadilla
			Lucena East 3 E S	Paulina P. Labitigan
			Lucena East 5 E S	Lorelie A. Jasul
Quezon	Lorena S. Walangsumbat	Asuncion C. Ilao	Gumaca NHS	Teodoso F. Lakian
			Lopez West ES	Lorenza Hazel T. Ruiz
			Atimonan Central ES	Gerry A. Grimaldo
			Calauag East Central ES	Elena D. Lizano
Rizal Province	Rosemarie C. Blando	Van Russel A. Robles	Angono Es	Edith Mato
			San Vicente Es	Imelda Policarpio
			Binangonan Es	Maricel Latina
			Cainta Es	Aurora D. Flores
			Karangalan Es	Marilou M. Ventura

			Marick Es	Melchor T. Tagudando
			San Isidro Es	Anamarie Jabat
			San Jose Es	Melchor G. Reves
			Sto Nino Es	Karen Delica
			Rosario Ocampo Es	Melanie Mesa
			Wawa Es	Emely Fernandez
			Angono Nhs	Reynante Flandez
			Fp Felix Nhs	Edna Villamayor
			Margarito A. Duavit Is	Jayson Antazo
			Kasiglahan Village Nhs	Maria Cristina Marasigan
			San Isidro Nhs	Clarita Nocon
			San Jose Nhs	Ricardo C. Vergara
Tanauan City	Edna U. Mendoza	Teodoro B. Lualhati	Tanauan North Central Sch.	Maricel A. Malabanan
			Tanauan South Central Sch.	Milanie V. De Castro
			Tapia Elementary School	Rodel G. Bejarin
			Sambat Elementary School	Cesar C. Natanauan
			Tanauan City Integrated HS	Josefine J. Magpantay
San Pablo City	Vincent I. Ilagan	Eileen A. Roda	San Anton E S	Jane G. Beron
Sta Rosa City	Luhinia M. Ofren	Noel H. Natividad	Balibago Elementary School	Dr. Jona L. Castrillo
			Santa Rosa Elementary School Central II	Marichu Z. Vidal
Cabuyao City	Edna F. Hemedez	Maribeth G. Herrero	Cabuyao Central School	Dezerie Mecija
			Cabuyao INHS	Yolly D. Valiente
			Pulo Elementary School	Audifer R. Vista
			Pulo National HS	Myrna E. Basco
San Pedro City		Asher H. Pasco		
Batangas City		Ricky M. Realingo		
Bacoor City		Nereus V. Malinis		
Santo Tomas City			Doña Tiburcia Carpio Malvar ES	Emelda H. Malolos
TOTAL	19	20		66
GRAND TOTAL				105

Enclosure 2 Program Matrix**REGIONAL CAPACITY BUILDING OF PROGRAM IMPLEMENTERS ON THE IMPLEMENTATION OF MADRASAH EDUCATION PROGRAM (MEP)**

Time	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
6:00 – 7:45	Travel time	B R E A K F A S T			
7:45 – 8:00	Registration	MANAGEMENT OF LEARNING			
8:00 – 9:00	Opening Program	Session 1: Redefining the Landscape of Instructional Supervision	Session 3: Looking beyond Various MEP DepEd data through Data Analysis	Plenary session 1:Philippine Professional Standards For Supervisors in the context of MEP (DO 25,s.2020	Presentation of Outputs
10:00-12:00	Introduction about Madrasah Education Program			Plenary session 2: Pedagogical approaches in the Delivery of Instruction for MEP	Closing Program
12:00-1:00	L U N C H				
1:00-3:00	Sharing of Best practices in MEP Implementation	Session 2: Ensuring efficient and Sustainable Curriculum Implementation: Principles and Strategies	Session 4: Employing Inclusive and Strategic Giving Feedback Practices	Plenary session 3: Program implementation Review: -Enrollment data -Latest Number of Asatidz -Current Utilization of Funds -Status of activities Conducted and to be conducted -Issues, challenges, and resolutions made on the implementation of MEP	Home Sweet Home
3:00-5:00					
5:00- 6:00	Debriefing of Program Management Team				
6:00-7:00	D I N N E R				

Enclosure 3

Program Management Team

Consultants:

Atty. Alberto T. Escobarte, CESO II	Regional Director
Loida N. Nidea	OIC-Assistant Regional Director

Overall Chairperson:

Viernalyn M. Nama	CLMD Chief Education Supervisor
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Vice Chairperson:

Emelia P. Crescini	Education Program Supervisor
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Members of TWG

Ricardo P. Makabenta	Education Program Supervisor
Noel H. Natividad	Education Program Supervisor
Yolanda DC Lumanog	Education Program Supervisor
Alejo S. Filio	Education Program Supervisor
Rolando S. Casanova	Education Program Supervisor

Minute Taker and Documenter

Lucia F. Pagalanan	Public School District Supervisor
Gloria A. Benedicto	Public School District Supervisor

Terms of Reference

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Chairperson and Vice-Chairpersons shall:

- Craft the proposal, memorandum, and RBA.
- Coordinate with the training venue management and prepare the contract for the event.
- Coordinate with the Supplies Officer for the supplies needed.
- Conduct meetings with the facilitators.
- Lead the review and evaluation of the presentation to be used for the activity.
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

The Members of the TWG shall:

- Prepare the completion report.
- Prepare the contract and supplies.
- Prepare the rooming list.
- Coordinate with the Resource Speakers regarding the materials, presentations needed for each session (Will also serve as Resource Speakers when needed)
- Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily.
- Prepare the documents needed for liquidation (Reg. Form, Meal Attendance, Daily Attendance)
- 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 Minute Taker and Documenter shall:

- Document agreements, Capture photos, issues and concerns, and important activities that happened during the workshop (Day 1 to day 5) and upload it in a google drive

The Participants

- Register and submit necessary information needed in the training.
- Always observe punctuality and efficiency.
- Follow house rules and regulations of the venue.
- Attend and participate actively in all engagements and activities.
- Report any significant event related to the activity.
- Submit all the target outputs on time.