

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




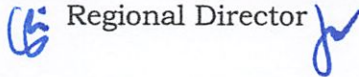
04 July 2023

**Unnumbered Memorandum**

**WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS**

To **Schools Division Superintendents**  
San Pedro City, Cavite City, Cavite Province, Tanauan City

1. In reference to **DM-CT-2023-139**, this Office announces the participants to the WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS on July 11-14, 2023, at the venue in National Capital Region, and July 25-28, 2023, at the venue in Region VII, respectively.
2. The writeshops aim to review, revise, and finalize the standard monitoring tools that will be used to gather evidence-based information on the status of the field implementation of various Inclusion programs such as special Needs Education (SNEd), Madrasah Education Program (MEP) and Special Curricular Program (SCP).
3. See Enclosure 1 for the list of identified participants and DMCT-2023-139 for the details of the workshop.
4. Accommodation, traveling and other incidental expenses will be charged to 2023 Madrasah Education Program (MEP) Funds and to Local Funds in case that the downloaded funds are insufficient, subject to the usual government accounting and auditing rules and regulations.
5. For inquiries or concerns, contact **Mr. Nicanor M. San Gabriel Jr.**, Supervising Education Program Specialist, through [nicamor.sangabriel@deped.gov.ph](mailto:nicamor.sangabriel@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

Cc:02/ROC4



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Certificate No. PHP QMS  
22 93 0085

Enclosure 1

**WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF  
MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS**

**List of Participants**


Activity	Date	Name	Inclusion Program	SDO
Writeshop on the Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs	July 11-14, 2023 NCR	Regina N. Ramirez	SPED	San Pedro City
		Ricardo P. Makabenta	MEP	Cavite City
		Victoria B. Burgos	SCP-SPFL	Tanauan City
		Michael Andrew T. Gamba	SCP-SPTVE	Cavite Province
Writeshop on the Finalization of Monitoring Tools for the Implementation of Inclusion Programs	July 25-28, 2023 Region VII	Regina N. Ramirez	SPED	San Pedro City
		Ricardo P. Makabenta	MEP	Cavite City



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**MEMORANDUM**  
**DM-CT-2023-139**

**TO :** REGIONAL DIRECTORS

**FROM :**   
**GINA O. GONONG**  
 Undersecretary for Curriculum and Teaching

**SUBJECT :** **WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS**

**DATE :** June 2, 2023

The Bureau of Learning Delivery-Student Inclusion Division (BLD- SID) announces the conduct of the following writeshops:

Writeshop	Target Participant	Date and Venue (Specific venues to be announced)
Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs	four (4) participants per region	July 11-14, 2023 National Capital Region
Finalization of Monitoring Tools for the Implementation of Inclusion Programs	two (2) participants per region	July 25-28, 2023 Region VII

The writeshops aim to review, revise, and finalize the standard monitoring tools that will be used to gather evidence-based information on the status of field implementation of various inclusion programs such as Special Needs Education (SNEd), Madrasah Education Program (MEP), and Special Curricular Programs (SCP).

Participants must pre-register on or before June 27, 2023 through <https://rebrand.ly/OnlineReg-MandETools> and are expected to bring their own laptop.

Enclosed in **Annex A** is the list of identified participants per region while **Annex B** contains the indicative program of activities.

Accommodation, traveling and other incidental expenses will be charged to **2023 Madrasah Education Program (MEP) Funds** and to **Local Funds** in case that the downloaded funds are insufficient, subject to the usual government accounting and auditing rules and regulations.

For inquiries or concerns, contact **Mr. Nicanor M. San Gabriel Jr.**, Supervising Education Program Specialist, through email at [nicanor.sangabriel@deped.gov.ph](mailto:nicanor.sangabriel@deped.gov.ph).

For immediate dissemination and compliance.

Copy furnished: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations

## Annex A

**DISTRIBUTION OF PARTICIPANTS****Workshop on the Review and Revision of Monitoring Tools for the  
Implementation of Inclusion Programs**July 11-14, 2023  
NCR

Regions	SPED	MEP	SCPs					SCPs	Total	
			SPA	SPS	SPJ	STE	SPFL			SPTVE
I	1	1	1	1					2	4
II	2	1			1				1	4
III	1	2				1			1	4
CALABARZON	1	1					1	1	2	4
MIMAROPA	2	1	1						1	4
V	1	2		1					1	4
VI	1	1			1	1			2	4
VII	2	1					1		1	4
VIII	1	2						1	1	4
IX	1	1	1	1					2	4
X	2	1			1				1	4
XI	1	2				1			1	4
XII	2	1					1		1	4
CARAGA	1	1						2	2	4
CAR	2	1	1						1	4
NCR	1	2		1					1	4
<b>Total</b>	<b>22</b>	<b>21</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>21</b>	<b>64</b>

**DISTRIBUTION OF PARTICIPANTS****Writeshop on the Finalization of Monitoring Tools for the  
Implementation of Inclusion Programs**July 25-28, 2023  
Region VII

Regions	SPED	MEP	SCPs						SCPs	Total
			SPA	SPS	SPJ	STE	SPFL	SPTVE		
I	1	1							0	2
II		1	1						1	2
III	1			1					1	2
CALABARZON	1	1							0	2
MIMAROPA		1			1				1	2
V	1					1			1	2
VI	1	1							0	2
VII		1					1		1	2
VIII	1							1	1	2
IX	1	1							0	2
X		1			1				1	2
XI	1					1			1	2
XII	1	1							0	2
CARAGA		1					1		1	2
CAR	1							1	1	2
NCR	1	1							0	2
<b>Total</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>32</b>



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**ANNEX B**

**INDICATIVE PROGRAM OF ACTIVITIES**  
 Writeshop on the Review and Revision of Monitoring Tools for the  
 Implementation of Inclusion Programs  
 July 10-14, 2023, NCR

TIME	Day 0 July 9, 2023 (Sunday)	DAY 1 July 10, 2023 (Monday)	DAY 2 July 11, 2023 (Tuesday)	DAY 3 July 12, 2023 (Wednesday)	DAY 4 July 13, 2023 (Thursday)	DAY 5 July 14, 2023 (Friday)	
6:00 – 7:00	Travel Time	BREAKFAST					
7:00 – 8:00		MANAGEMENT OF LEARNING					
8:00 – 9:00		Opening Program	Breakout Session 1: Writing of LogFrame (per Inclusion Program)	Plenary Session 4: Monitoring and Evaluation (M and E) Standard Process Q and A	Breakout Session 3: Presentation of the Comments and Suggestions on the existing M and E Tools (per Inclusion Programs)	Plenary Session: <ul style="list-style-type: none"> <li>• Synthesis of the Activity/Final Comments of the Consultants</li> <li>• Other Agreements</li> <li>• Submission of Final Revised Monitoring Tools per Inclusion Programs</li> </ul>	
9:00 – 10:00		Plenary Session 1: Presentation and Discussion of DepEd Order No. 029 s. 2022 entitled Adoption of Basic Education Monitoring and Evaluation Framework (BEMEF) Q and A	↓	Breakout Session 3: Accomplishment of Template for M and E Standard Process (per Inclusion Program)			
10:00 – 11:00		AM BREAK					
11:00 – 12:00		Plenary Session 2: The Logical Framework (Log Frame)	↓	↓	Breakout Session 4: Revision of the Existing M and E Tools for Inclusion Programs	Closing Program	
12:00 – 1:00		LUNCH BREAK					
1:00 – 2:00		Arrival and Billing	Cont. of Plenary Session 2: Analytical Tools needed in LogFrame Formulation and M and E Planning	Plenary Session 3: Presentation and Critiquing of LogFrame (per Inclusion Program)	Plenary Session 4 Presentation of output per group M and E Standard Process	Cont. of Breakout Session 4 <ul style="list-style-type: none"> <li>• Presentation of the Draft Revised M and E Tools (per Inclusion Programs)</li> <li>• Incorporate Other Suggestions</li> </ul>	Home Sweet Home
2:00 – 3:00				Breakout Session 2: Revision of LogFrame (per Inclusion Program)			
3:00 – 4:00			PM BREAK				
4:00 – 5:00	Cont. Plenary 2 Q and A		Cont. Breakout Session 2	Breakout Session 3: Review of the Existing Monitoring Tools (per Inclusion Programs)			
5:00 – 6:00	DEBRIEFING						
6:00 – 8:00	DINNER						
Officer of the Day	SID Staff	PEPITO C. VENTURA Senior EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	ARMI S. VICTOR Supervising EPS	MARITES P. ROMEN Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	
Daily Output	<ul style="list-style-type: none"> <li>• List of Registered/Directory of Participants</li> </ul>	<ul style="list-style-type: none"> <li>• List of Questions/Queries about the discussed Topics</li> </ul>	LogFrame of each Inclusion Program	Accomplished M and E Standards Template	Draft Revised Monitoring Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program	

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**INDICATIVE PROGRAM OF ACTIVITIES**  
 Writeshop on the Finalization of Monitoring Tools for the  
 Implementation of Inclusion Programs  
 July 24-28, 2023, Region VII

TIME	Day 0 July 23, 2023 (Sunday)	DAY 1 July 24, 2023 (Monday)	DAY 2 July 25, 2023 (Tuesday)	DAY 3 July 26, 2023 (Wednesday)	DAY 4 July 27, 2023 (Thursday)	DAY 5 July 28, 2023 (Friday)
6:00 - 7:00	<b>BREAKFAST</b>					
7:00 - 8:00	<b>MANAGEMENT OF LEARNING</b>					
8:00 - 9:00	Travel Time	Opening Program	Breakout Session 2: Cross Validation of the First Draft of the Finalized M and E Tools (First Round)	Breakout Session 5: Presentation of Comments and Suggestions based on Cross Validation (Second Round)	Breakout Session 7: Presentation of the First Draft M and E Tools (per Inclusion Programs)	Plenary Session: <ul style="list-style-type: none"> <li>• Synthesis of the Activity/Final Comments of the Consultants</li> <li>• Other Agreements</li> <li>• Submission of Final Revised Monitoring Tools per Inclusion Programs</li> </ul>
9:00 - 10:00		Plenary Session 1: Presentation of the First Draft of the Revised M and E Tools for Inclusion Programs  Q and A	↓	↓		
10:00 - 11:00		<b>AM BREAK</b>				
11:00 - 12:00		Breakout Session 1: Group Discussion of each Inclusion Program and drafting the first draft of the Finalized M and E Tools	Breakout Session 3: Presentation of Comments and Suggestions based on Cross Validation (First Round)	↓	↓	Closing Program
12:00 - 1:00	<b>LUNCH BREAK</b>					
1:00 - 2:00	Arrival and Billfeting	Cont. of Breakout Session 1:	↓	Breakout Session 6: Finalization of the 2 <sup>nd</sup> Draft of M and E Tools for Inclusion Programs	Breakout Session 8: Finalization of the Last Draft of M and E Tools for Inclusion Programs	Home Sweet Home
2:00 - 3:00		↓	Breakout Session 4: Cross Validation of the First Draft of the Finalized M and E Tools (Second Round)			
3:00 - 4:00		<b>PM BREAK</b>				
4:00 - 5:00		↓	↓	↓	Closing Program	
5:00 - 6:00	<b>DEBRIEFING</b>					
6:00 - 8:00	<b>DINNER</b>					
Officer of the Day	SID Staff	<b>DENY MARC P. ALAYON</b> Supervising EPS	<b>NICANDR M. SAN GABRIEL, JR.</b> Supervising EPS	<b>MARITES P. ROMEN</b> Supervising EPS	<b>ARMIS. VICTOR</b> Supervising EPS	<b>NICANDR M. SAN GABRIEL, JR.</b> Supervising EPS
Daily Output	<ul style="list-style-type: none"> <li>• List of Registered / Directory of Participants</li> </ul>	First Draft of the Finalized M and E Tools	Comments and Suggestions of the Cross Validation (First and Second Round)	Finalized 2 <sup>nd</sup> Draft of M and E Tools per Inclusion Programs	Finalized of the Last Draft of M and E Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program

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