DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

CLMD-RM-2023-602

September 29, 2023

Regional Memorandum
No.602 s.2023

REGIONAL TRAINING ON FILIPINO SIGN LANGUAGE (FSL)

To : **Schools Division Superintendents**

1. Complying with R.A. 11106, and DM-CI-2022-00157, the Region through the Curriculum and Learning Management Division (CLMD), shall conduct **Regional Training on Filipino Sign Language (FSL)** on November 6-10, 2023 at the venue to be announced later.
2. This activity aims to train regional, division and school personnel on Filipino Sign Language and ensure the adaptation of FSL as medium/language of instruction in the workplace as reflected on the develop action plan of FSL implementation .
3. Expected participants in this activity are regional personnel, division SNEd Focals, School Heads for elementary and high school, ALS/EPSA Focal and Guidance Counselors. They are expected to enlist the recommended participants @ https://tinyurl.com/3te2nbt9.
4. Traveling and incidental expenses of the Regional Office Personnel shall be chargeable to the downloaded FY 2022 Special Education Fund including food and accommodation of all the participants, while the division and school participants travelling expenses relative to the conduct of this activity may be charged against MOOE or local fund subject to usual accounting and auditing rules and regulations.
5. First Meal to be served is breakfast of day 1 (November 13, 2023) and last meal will be PM snacks of the last day (November 17, 2023).
6. Attached is the training matrix and terms of reference for participants reference and guidance.
7. For questions and clarifications, you may contact the Chief of the Curriculum and Learning Management Division (CLMD), **VIERNALYN M. NAMA**, CLMD Chief and/or **Normita M. Datinggaling**, Regional SNEd Focal Person at (02) 647-7487 loc. 420 or via email @ normita.datinggaling@deped.gov.ph.

8. Immediate dissemination and strict compliance with this Memorandum is expected.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

CC:02/ROC15

Enclosure 1

Training Matrix

Time	REGIONAL TRAINING AND WORKSHOP ON FILIPINO SIGN LANGUAGE (FSL) November 6-10, 2023				
	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 - 9:00	Arrival and Registration	MOL	MOL	MOL	MOL
9:00-10:00	**Opening Program**	Group Presentation	Group Presentation	Group Presentation	Group Presentation
10:00-12:00	**Levelling of Expectations** Marie Heidi Alaine V. Tahir *Division SNEd Focal*	**Basic Information on Learners with Difficulty in Hearing and Deaf** Marites Q. Balba *Division SNEd Focal*	**Types and Degree of Hearing Loss** Philip Cruz *Division SNEd Focal*	**Strategies and Teaching Learners with Hearing Impairment** Adora T. Del Mundo *Division SNEd Focal*	**Presentation of Output**
12:00-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00-3:00	**Filipino Sign Language Act # 11106 (Relevant Provisions)** Viernalyn M. Nama *CLMD Chief*	**Definition of Terms of Learners with Hearing Impairment** Enelyn T. Badillo *Division SNEd Focal*	**Accommodation to Support Hearing Impaired/Difficulty in Hearing Learners** Ruth Camacho *Division SNEd Focal*	**Crafting of FSL Implementation Plan** Normita M. Datinggaling *Regional SNEd Coordinator*	**Closing Program**
3:00-5:00	**FSL Simulation Alphabet** Maria Heidi Alaine V. Tahir	**FSL Simulation FSL Numbers, Months and Years**	**FSL Simulation National Anthem** Normita M. Datinggaling	**FSL Simulation Greetings** Adora T. Del Mundo *Division SNEd Focal*	Home Sweet Home
OOTD	RO TWG	RO TWG	RO TWG	RO TWG	

Enclosure 2

Terms of Reference

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

The **Focal Persons** 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 supplied 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;
- provide workshop templates, initial points for the refinement of the SLMS, and pointers in the development of LAS; and
- lead the team for the conduct of debriefing sessions.

The **Regional Secretariat** 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** shall:

- lead the MOL;
- introduce the guests;
- 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 **Minute Taker** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

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 **Regional Learning Area Supervisors/Coordinators** shall:

- ensure the quality of the outputs/ deliverables to be submitted relative to the objective of the activity;
- provide directions on the quality of the refined supplementary materials;
- lead the learning area participants in the development and quality assurance of the target outputs/ deliverables.