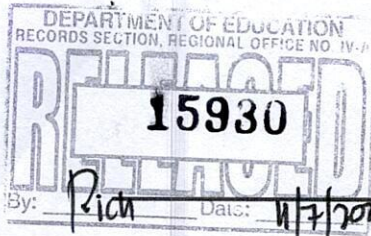




HRDD-RM-2023-670

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



06 November 2023

**Regional Memorandum**  
No. 670 s. 2023

**LISTS OF PARTICIPANTS AND PROGRAM MANAGEMENT  
TEAM MEMBERS FOR THE REGIONAL TRAINING OF  
TRAINERS FOR LEARNING RECOVERY PROGRAM IN  
LITERACY AND NUMERACY THROUGH SCHOOL-BASED  
LEARNING ACTION CELL - BATCH 2**

To: **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 615, s. 2023 titled *Regional Training of Trainers for Learning Recovery Program in Literacy and Numeracy through School-based Learning Action Cell - Batch 2*, 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 attached **lists of participants, learning facilitators, and other program management team (PMT) members** in the above-mentioned activity which will be conducted on **November 14-17, 2023** at **Red Hotel, EDSA, Cubao, Quezon City**.
2. Participants and learning facilitators are required to bring their laptops, extension cords, pocket WiFi, and maintenance medicine (if applicable). They shall also activate their Google Classroom for the worksheets and modules to be used.
3. First meal to be served is breakfast on November 14, 2023 (Tuesday), and the last meal is lunch with packed snacks on November 17, 2023 (Friday). Opening program shall start at 8:45 a.m.
4. Attached also are the activity matrix and the terms of reference for the members of the PMT.
5. The **Regional PMT** and the **learning facilitators** shall convene virtually for a **planning meeting** on **November 8, 2023** at **1:30 p.m. via Google Meet**. Attendance in the meeting is a must. Meeting link will be sent to the official group chat.



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



Certificate No. PHP QMS  
22 93 0085



6. Expenses for board and lodging of participants and travel and incidental expenses of Regional PMT shall be charged against Regional HRD 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.
7. For inquiries and clarifications, please contact Dr. Eduarda M. Zapanta, Chief Education Supervisor or Mr. Bryan A. Pobe, Education Program Supervisor of HRDD-NEAP R through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph)
8. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

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



**REGIONAL TRAINING OF TRAINERS (RTotT) FOR LEARNING RECOVERY PROGRAM IN  
LITERACY AND NUMERACY - BATCH 2**

November 14-17, 2023/ Red Hotel, EDSA, Cubao, Quezon City

No.	Name	Position	Office/SDO
1	Bryan A. Pobe	Education Program Supervisor	RO
2	Gayle J. Malibiran	Education Program Supervisor - English	Antipolo City
3	Ma. Glecita C. Columna	Education Program Supervisor - English/ELLN	General 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. Llaraena	Education Program Supervisor- Filipino	Laguna
16	Maria Dylin S. Garcia	Education Program Supervisor - ELLN	Quezon
17	Ma. Teresa M. Urayan	Education Program Supervisor - Filipino	Tanauan City
18	Raquel L. Azur	Education Program Supervisor - Filipino	Biñan City
19	Evelyn P. Navia	Principal IV	Laguna
20	Wennie C. Gonzales	Public Schools District Supervisor	Sto. Tomas City
21	Lorna Custodio	Head Teacher II	
22	Movita O. Cruzat	Principal III/Division ELLN Coordinator	Batangas Province



Attachment to RM No. 670, s. 2023: *List of Regional Program Management Team*

**REGIONAL TRAINING OF TRAINERS (RToT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY - BATCH 2**

November 14-17, 2023/ Red Hotel, EDSA, Cubao, Quezon City

No.	Name	Position	Office
1	Eduarda M. Zapanta	Chief Education Supervisor	HRDD-NEAP R
2	Bryan A. Pobe	Education Program Supervisor	
3	Jisela N. Ulpina	Education Program Supervisor	
4	Donna L. Lago	Education Program Supervisor	
5	Glenda E. Dela Torre	Education Program Specialist II	
6	Maricris R. Tadioan	Education Program Specialist II	
7	Jonalyn B. Pattalitan	Education Program Specialist II	
8	Joseph C. Damian	Administrative Assistant III	
9	<i>To be determined</i>	Education Program Supervisor	CLMD
10	<i>To be determined</i>	Education Program Supervisor	QAD
11	<i>To be determined</i>	Nurse II	Rizal
12	<i>To be determined</i>	Nurse II	Rizal



Attachment to RM No. 670, s. 2023: List of Participants

**REGIONAL TRAINING OF TRAINERS (RTOT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY - BATCH 2**  
November 14-17, 2023 / Red Hotel, EDSA, Cubao, Quezon City

**Literacy Group**

No.	Last Name	First Name	Middle Initial	Sex	Position/Designation	SDO
1	Caraang	Jayson	O.	Male	Principal/School Head	Antipolo City
2	Tapales	Luningning	C	Female	Principal/School Head	
3	Sayago	Merlita	O.	Female	Education Program Supervisor	
4	Casagan	Paz	T.	Female	Principal/School Head	Bacoor City
5	Ruiz	Emmalyn	T	Female	Principal/School Head	
6	Velasquez	Jean	S.	Female	Principal/School Head	
7	Medina	Leonora	M.	Female	Education Program Supervisor	Batangas City
8	Eclarinal	Nancy	M.	Female	Principal/School Head	
9	Arguelles	Julius	D.	Male	Principal/School Head	
10	Bautista	Demetrio	B.	Male	Education Program Supervisor	Batangas City
11	Asi	Lorna	M	Female	Public Schools District Supervisor	
12	Napili	Nancy	C	Female	Principal/School Head	



13	De Torres	Mildred	M	Female	Principal/School Head	Batangas Province
14	Bagnes	Chiela	A.	Female	Principal/School Head	
15	Macaraig	Ginalyn	U	Female	Public Schools District Supervisor	
16	Ariola	Maria Melissa	M.	Female	Public Schools District Supervisor	
17	Dirain	Agrifina	A	Female	Public Schools District Supervisor	
18	VALDERAMA	ROSALYN	C	Female	Principal/School Head	Biñan City
19	Ledesma	Jael Faith	T.	Female	Principal/School Head	
20	Llantos	Mary Grace	B	Female	Public Schools District Supervisor	
21	Ramos	Rowena	K	Female	Public Schools District Supervisor	
22	CERDA	EMMANUEL	B	Male	Principal/School Head	
23	RATON	ALONA	M.	Female	Principal/School Head	Cebu City
24	Ramos	Ma. Theresa	S	Female	Public Schools District Supervisor	
25	Marquez	Jonathan	H.	Male	Education Program Supervisor	
26	Sanchez	Lino	T	Male	Education Program Supervisor	
27	Aala	Arlene	M	Female	Head Teacher	
28	Platon	Lorna	N.	Female	Principal/School Head	Calamba City
29	CALATIN	THELMA	G	Female	Public Schools District Supervisor	



30	Topacio	Rea	H.	Female	Principal/School Head	Cavite City
31	FACTURANAN	JASMIN	V	Female	Education Program Supervisor	
32	Mangahas	Aloha	H	Female	Principal/School Head	
33	ALCANTARA	ALISSA VICTORIA	M	Female	Principal/School Head	
34	Lopez	Alma	V	Female	Public Schools District Supervisor	Cavite Province
35	Rieta	Maribeth	C	Female	Education Program Supervisor	
36	Dolatre	Esterlita	M	Female	Principal/School Head	
37	CONTRERAS	JOCELYN	M	Female	Public Schools District Supervisor	
38	Macam	April	L	Female	Principal/School Head	Dasmariñas City
39	Francisco	Alicia	P.	Female	Public Schools District Supervisor	
40	PACATANG	ROCHELLE	L.	Female	Principal/School Head	
41	Belanio	Emily	L.	Female	Public Schools District Supervisor	
42	TULLAO	CRISTINO	M	Male	Principal/School Head	Gen. Trias City
43	Rafael	Fragilyn	B.	Female	Education Program Supervisor	
44	TAHIR	MARIA HEIDI ALAINÉ	V	Female	Education Program Supervisor	
45	Recto	Glenda	A.	Female	Public Schools District Supervisor	
46	Vedan	Ma. Fe	V	Female	Principal/School Head	



47	Taccad	Virgie	T	Female	Principal/School Head	Imus City
48	David III	Ricardo	R.	Male	Education Program Supervisor	
49	ROGACION	LETICIA	A	Female	Education Program Supervisor	
50	Reyes	Gina	U.	Female	Principal/School Head	
51	Unay	Angelo	A.	Male	Principal/School Head	
52	PINGAD	GISELA	I.	Female	Public Schools District Supervisor	Laguna
53	RANA	EDITHA	V	Female	Public Schools District Supervisor	
54	FREO	GINALYN	B.	Female	Public Schools District Supervisor	
55	Suerte	Angelita	U	Female	Principal/School Head	
56	OREJOLA	ROSELYN	A.	Female	Principal/School Head	
57	TERRENAL	GLICELLE GEE-JAY	A.	Female	Principal/School Head	Lipa City
58	SANCHIA	MERLEN	B.	Female	Head Teacher	
59	JAVIER	MELITA	B	Female	Principal/School Head	
60	SAMSON	JAYSON	M.	Male	Principal/School Head	
61	DELA ROSA	CECIL	V	Female	Public Schools District Supervisor	
62	MENDOZA	ANGELO	M	Male	Principal/School Head	



63	Jaurigue	Modesta	R.	Female	Education Program Supervisor	Lucena City
64	RUBIO	MARIA CORAZON	A.	Female	Principal/School Head	
65	LINDAIN	MILAGROS	R	Female	Public Schools District Supervisor	
66	GIMENEZ	CYNTHIA	R.	Female	Principal/School Head	
67	Anda	Rexter	J	Male	Principal/School Head	Quezon
68	DIMAYACYAC	ELIZABETH	D	Female	Head Teacher	
69	MARCIANO	REBIE	A.	Female	Public Schools District Supervisor	
70	ZABALLERO	ROSALYN	L	Female	Principal/School Head	
71	Aregado	Ma. Portia	R	Female	Principal/School Head	Rizal
72	Adan	Meilani	L	Female	Public Schools District Supervisor	
73	Laguistan	Nedia	E	Female	Education Program Supervisor	
74	Marquez	Melinda	F.	Female	Education Program Supervisor	
75	Lanuza	Eloisa May	B	Female	Head Teacher	Rizal
76	De Leon	Lolita	D	Female	Principal/School Head	
77	Ramos	Evangeline	P.	Female	Principal/School Head	
78	Faltado III	Ruben	E.	Male	Public Schools District Supervisor	
79	Casala	Charisel Jeanne	H.	Female	Principal/School Head	



80	SANTOS	MA. BELLA	A.	Female	Public Schools District Supervisor	San Pablo City
81	Dorado	Michelle	M.	Female	Principal/School Head	
82	ESEO	ROSETTE	H	Female	Principal/School Head	
83	Vinzon	Lailyn	C.	Female	Education Program Supervisor	San Pedro City
84	DECLAR	LETICIA	C	Female	Head Teacher	
85	Daguro	Berlyn	S.	Female	Principal/School Head	
86	Ramirez	Regina		Female	Public Schools District Supervisor	Santa Rosa City
87	Nabor	Cherrilyn	T.	Female	Education Program Supervisor	
88	Cruz	Rowena	N	Female	Public Schools District Supervisor	
89	Delos Reyes	Robina	B	Female	Education Program Supervisor	Sto. Tomas City
90	ONGTECO	BENJAMIN	P.	Male	Principal/School Head	
91	Batunan	Rowena	G.	Female	Public Schools District Supervisor	
92	MALOLOS	EMELDA	H.	Female	Principal/School Head	Tanauan City
93	Viray	Merissa	A.	Female	Education Program Supervisor	
94	Regalado	Bonifacio Jr.	DC.	Male	Head Teacher	
95	FANO	EVELYN	A	Female	Education Program Supervisor	Tanauan City
96	MACALINTAL	IRENE	L.	Female	Public Schools District Supervisor	



97	DE CASTRO	TERESITA	D	Female	Head Teacher	Tayabas City
98	CAMISO	MAYLENE	C.	Female	Head Teacher	
99	PAGANA	ARLENE	D	Female	Other Position	
100	OLANDES	BABY LYN	T	Female	Head Teacher	
101	PASACSAC	Waldymar	E	Male	Principal/School Head	
102	LABRADA	LARVIN	O.	Female	Head Teacher	



Attachment to RM No. 670, s. 2023: List of Participants (continuation)

**REGIONAL TRAINING OF TRAINERS (RTOT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY - BATCH 2**  
November 14-17, 2023 / Red Hotel, EDSA, Cubao, Quezon City

**Numeracy Group**

No.	Last Name	First Name	Middle Initial	Sex	Position/Designation	SDO
1	Villaster	Elfen	N	Male	Public Schools District Supervisor	Antipolo City
2	Bagunw	Celso	R	Male	Principal/School Head	
3	Lagarde	Margie	R	Female	Principal/School Head	
4	PEREZ	JOCELYN	A	Female	Public Schools District Supervisor	Bacoor City
5	SAUQUILLO	LEONORA	L.	Female	Principal/School Head	
6	VINLUAN	MILAGROS	E.	Female	Principal/School Head	
7	Cacacho	Petzaida	B	Female	Principal/School Head	Batangas City
8	Oriel	ROCHELLE	L	Female	Principal/School Head	
9	BRIONES	RETCHE	R.	Female		
10	TOLENTINO	ELIZABETH	R	Female	Education Program Supervisor	Batangas Province
11	Rodriguez	Liberty	D	Female	Principal/School Head	
12	LUBIS	NANCY	D.	Female	Public Schools District Supervisor	



13	ESCUVANIA	ALBERT	D	Male	Principal/School Head	Biñan City
14	UMEL	VIOLETA	M	Female	Education Program Supervisor	
15	CASIPIT	ROMULO	D	Male	Public Schools District Supervisor	
16	PALMA	MYRNA	G	Female	Principal/School Head	
17	HERNANDEZ	CYNTHIA LYN	F	Female	Principal/School Head	
18	LAMANO	GRACE	C	Female	Principal/School Head	Cabayao City
19	Labigan	Alberto	P.	Male	Education Program Supervisor	
20	HARO	JENNETTEE	F.	Female	Public Schools District Supervisor	
21	TOMAS	FLOR	I	Female	Public Schools District Supervisor	Calamba City
22	Capinpin	Rodel	B.	Male	Principal/School Head	
23	Legaspi	Mary Grace	M.	Female	Principal/School Head	
24	Magnaye	Rosemarie	V.	Female	Public Schools District Supervisor	
25	Almoradie	Ednel	A	Female	Education Program Supervisor	Cavite City
26	Callueng	Ferdinand	T	Male	Education Program Supervisor	
27	Abulog	Marjeta	R.	Female	Principal/School Head	
28	COSINO	Alma	D	Female	Principal/School Head	
29	Solomon	Evelyn	E	Female	Public Schools District Supervisor	



30	VILLANUEVA	ONELIA	M	Female	Principal/School Head	Cavite Province
31	Arvisu	Ofelia	B	Female	Public Schools District Supervisor	
32	Capistrano	Marissa	E	Female	Principal/School Head	
33	PERIDO	ROSEMARIE	R	Female	Principal/School Head	
34	Uy	Angelo	D	Male	Public Schools District Supervisor	Dasmariñas City
35	Cariaga	Rowena	R	Female	Education Program Supervisor	
36	Tuliao	Cristino	M	Male	Principal/School Head	
37	Paleracio	Loreville	I	Female	Principal/School Head	
38	Rue	Lynette	P	Female	Education Program Supervisor	Gen. Trias City
39	Rezarc	Katherine	D	Female	Head Teacher	
40	Deseo	Lorraine	B.	Female	Principal/School Head	
41	Manalo	Ma. Cherina	D.	Female	Public Schools District Supervisor	
42	Reyes	Eden	P	Female	Principal/School Head	Imus City
43	Hernandez	Christian Mespher	A	Male	Principal/School Head	
44	ALEGRO	MARLYN	C	Female	Head Teacher	
45	AGCO	MARISSA	D.O.	Female	Principal/School Head	
46	Linga	Mirza	J	Female	Education Program Supervisor	



47	AGUJA	MA. RONA	I	Female	Public Schools District Supervisor	Laguna
48	CRUZ	ANNA LIZA	T.	Female	Principal/School Head	
49	GUTIERREZ	Mylene	M	Female	Principal/School Head	
50	ENCABO	SYLVIA	M	Female	Principal/School Head	
51	Sarmiento	Julie	C	Female	Public Schools District Supervisor	
52	EXCONDE	THERESA	G.	Female	Education Program Supervisor	Lipa City
53	Poral	Raymundo	S.	Male	Public Schools District Supervisor	
54	BALITAAN	JENNIFER	E	Female	Principal/School Head	
55	Sabile	Patia	M.	Female	Principal/School Head	
56	Ibarrola	Dennis	E.	Male	Principal/School Head	
57	Villaster	Carlos	V	Male	Principal/School Head	Lucena City
58	MENDIOLA	RONALD	V	Male	Public Schools District Supervisor	
59	Queaño	Rey Mark	R	Male	Public Schools District Supervisor	
60	HERNANDEZ	RESTITUTO	M	Male	Public Schools District Supervisor	
61	Umali, Jr	Mario Pablo	V	Male	Public Schools District Supervisor	
62	GRIMALDO	MA. VENIA	L	Female	Principal/School Head	Quezon
63	UY	MECHELLE	P.	Female	Principal/School Head	



64	ALBA	CELESTINA	M.	Female	Education Program Supervisor	Rizal
65	Olpindo	Jerie		Male	Principal/School Head	
66	Arroyo	Al Jesse	M	Male	Principal/School Head	
67	LOSITO	MARIA ELLEN	M	Female	Principal/School Head	
68	TIBAY	MA. JUNELIA	M.	Female	Principal/School Head	
69	HALILI	PERCIVAL	F	Male	Education Program Supervisor	San Pablo City
70	Deocareza	Diana	D	Female	Public Schools District Supervisor	
71	DOBLADA	VIVENCIO JR.	M	Male	Public Schools District Supervisor	
72	ACUIN	ROLDAN	T	Male	Public Schools District Supervisor	
73	PAGKALIWAGAN	DEXTER	F	Male	Principal/School Head	
74	Estrellado	Clifford	G.	Male	Principal/School Head	San Pedro City
75	Drio	Ma. Filipina	M.	Female	Education Program Supervisor	
76	de Castro	Robert Matthew	J.	Male	Principal/School Head	
77	Obligar	Jojemar	M	Male	Education Program Supervisor	
78	Alvero	Sonia		Female	Public Schools District Supervisor	
79	Constantino	Rolly		Male	Principal/School Head	
80	MERANO	CHRISTIE	B	Female	Public Schools District Supervisor	



81	SALAMAT	SEVERA	C.	Female	Education Program Supervisor	Santa Rosa City
82	BUTIZON	STARSKY	M.	Male	Principal/School Head	
83	AGUSTIN	LIBERTY	D	Female	Principal/School Head	
84	EBREO	JOY	A	Female	Principal/School Head	
85	Mercedal	Noime	T.	Female	Public Schools District Supervisor	Sto. Tomas City
86	Padilla	Maila	M.	Female	Principal/School Head	
87	Niem	Marvelino		Male	Education Program Supervisor	
88	San Jose	Dolores	M	Female	Principal/School Head	Tanauan City
89	BALBIN	ADELIO	B.	Male	Education Program Supervisor	
90	VILLANUEVA	ROMEL	G.	Male	Public Schools District Supervisor	
91	PANGANIBAN	NELLEY	R	Female	Head Teacher	Tayabas City
92	Abaricia	Girlie	G.	Female	Head Teacher	
93	Ranillo	Ronan	R	Male	Principal/School Head	
94	ANDAYA	TERESA	E.	Female	Principal/School Head	
95	Capistrano	Aldwin	V.	Male	Head Teacher	







**REGIONAL TRAINING OF TRAINERS (RTotT) FOR LEARNING RECOVERY PROGRAM IN  
LITERACY AND NUMERACY - BATCH 2**

November 14-17, 2023/ Red Hotel, EDSA, Cubao, Quezon City

**Day 1 (November 14, 2023)**

Time	Session/Activity	In-charge	Resources Needed
7:00 a.m. - 8:45 a.m.	Arrival and Registration	PMT	Registration Forms
8:45 a.m. - 10:00 a.m.	<b>Opening Program</b> <ul style="list-style-type: none"> <li>- Philippine National Anthem</li> <li>- Opening Prayer</li> <li>- CALABARZON March</li> <li>- Quality Policy Statement</li> <li>- Participants Check</li> <li>- Overview of the Program</li> <li>- Activity Matrix and Other Protocols</li> </ul>	PMT	AVP, Slide Deck
10:00 a.m. - 10:20 a.m.	<b>AM Break</b> <i>(Participants shall proceed to their respective breakout rooms)</i>		
10:20 a.m. - 11:00 a.m.	<ul style="list-style-type: none"> <li>- Getting to Know You</li> <li>- Leveling of Expectations</li> </ul>	Assigned Learning Facilitator	Session Guide, Slide Deck
11:00 a.m. - 12:00 n.n.	Pre-Test	Participants	Google Form
12:00 n.n. - 1:00 p.m.	Lunch Break		
1:00 p.m. - 1:15 p.m.	Energizer	PMT	AVP
1:15 p.m. - 2:45 p.m.	<b>Revisiting Salient Guidelines in the Conduct of Learning Action Cells (LACs)</b>	Assigned Learning Facilitator	Session Guide Slide Deck Copy of DO 35, s. 2016
2:45 p.m. - 3:00 p.m.	PM Break		
3:00 p.m. - 4:30 p.m.	<b>Personhood of a LAC Leader</b>	Assigned Learning Facilitator	Session Guide Slide Deck
4:30 p.m. - 5:00 p.m.	Important Reminders Closing Prayer	PMT	Slide Deck AVP



**Day 2 (November 15, 2023)**

<b>Time</b>	<b>Session/Activity</b>	<b>Persons Involved</b>	<b>Resources Needed</b>
8:00 a.m. – 8:15 a.m.	Management of Learning	Assigned Group	AVP
8:15 a.m.- 10:00 a.m.	<b>Class A &amp; B: Literacy Session 1 - BUILDING SKILLS IN READING (Getting Main Idea &amp; Noting Details)</b>  <b>Class C &amp; D: Numeracy Session 1- Learning More About Dissimilar Fractions</b>	Ma. Glecita Columna Juliet De Jesus  Girlie Nombres Dexter Valle	Session Guides Slide Decks Modules
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	<b>Continuation of Literacy Session 1 &amp; Numeracy Session 1</b>	Ma. Glecita Columna Juliet De Jesus  Girlie Nombres Dexter Valle	Session Guides Slide Decks Modules
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.	<b>Class A &amp; B: Literacy Session 2 - Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension</b>  <b>Class C &amp; D: Numeracy Session 2- Journey Through Time Conversion</b>	Noel Anciado Raquel Azur  Rodelia Frias Laarni Granado	Session Guides Slide Deck Modules
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m – 4:45 p.m.	<b>Continuation of Literacy Session 2 &amp; Numeracy Session 2</b>	Noel Anciado Raquel Azur  Rodelia Frias Laarni Granado	Session Guides Slide Deck Module 2
4:45 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	Assigned Group	AVP



**Day 3 (November 16, 2023)**

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.	<b>Class A &amp; B: Literacy Session 3 - Cause and Effect Artsy Attack!</b>  <b>Class C &amp; D: Numeracy Session 3- Becoming Smarter in Applying Strategies for Solving Routing Problems in Numeracy</b>	Wenifreda Diquit, Victoria Burgos, Ma. Dylin Garcia  Anthony Zeus Caringal Herman Catapang	Session Guides Slide Deck Module 3
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	<b>Continuation of Literacy Session 3 &amp; Numeracy Session 3</b>	Wenifreda Diquit, Victoria Burgos, Ma. Dylin Garcia  Anthony Zeus Caringal Herman Catapang	Session Guide Slide Deck Module 3
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.	<b>Class A &amp; B: Literacy Session 4 - Words Worth Teaching</b>  <b>Class C &amp; D: Numeracy Session 4 - Power Builders in Applying Appropriate Strategies in Answering Simple Word Problems</b>	Bryan A. Pobe Evelyn Navia  Dexter Valle Wennie Gonzales	Session Guide Slide Deck Module 4
3:00 p.m. – 3:15 p.m.	PM Break		
3:15 p.m – 4:45 p.m.	<b>Continuation of Literacy Session 4 &amp; Numeracy Session 4</b>	Marife T. Morcilla Evelyn Navia Lorna Custodio  Dexter Valle Wennie Gonzales	Session Guide Slide Deck Module 4
4:45 p.m. – 5:00 p.m.	Important Reminders Closing Prayer	Assigned Group	AVP



**Day 4 (November 17, 2023)**

<b>Time</b>	<b>Session/Activity</b>	<b>Persons Involved</b>	<b>Resources Needed</b>
7:45 a.m. – 8:00 a.m.	Management of Learning	Assigned Group	AVP
8:00 a.m.- 10:00 a.m.	<b>Class A &amp; B: Literacy Session 5 - Making Contextual Meaning</b>  <b>Class C &amp; D: Numeracy Session 5 - High-End Quality in Solving Routine Problems</b>	Gayle J. Mabiliran Gilbert Joyosa Teresita Urayan  Herman Catapang Anthony Zeus Caringal	Session Guide Slide Deck Module 5
10:00 a.m. – 10:15 a.m.	AM Break		
10:15 a.m. – 12:00 n.n.	<b>Continuation of Literacy Session 5 &amp; Numeracy Session 5</b>	Gayle J. Mabiliran Gilbert Joyosa Teresita Urayan  Herman Catapang Anthony Zeus Caringal	Session Guide Slide Deck Module 5
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.- 2:00 p.m.	Post Test	Participants	Google Form
2:00 p.m - 3:00 p.m	Integration Session/ Workplace Application Plan	Assigned Learning Facilitator	Session Guide Slide Deck
3:00 p.m - 4:00 p.m.	Closing Program	PMT	AVP Slide Deck Certificates
4:00 p.m. - onward	Travel Back Home		



**REGIONAL TRAINING OF TRAINERS (RTOT) FOR LEARNING RECOVERY PROGRAM IN LITERACY AND NUMERACY - BATCH 2**

November 14-17, 2023/ Red Hotel, EDSA, Cubao, Quezon City

**TERMS OF REFERENCE**

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

<p>Program Manager</p>	<ul style="list-style-type: none"> <li>• Oversees the implementation of the entire program;</li> <li>• Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards;</li> <li>• Orients the PMT and the resource persons/learning facilitators on their terms of reference and the details of the program design;</li> <li>• Conducts debriefing with the PMT resource persons/learning facilitators;</li> <li>• Leads in crafting the Program Completion Report;</li> <li>• Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations and norm-setting activities and addressing emerging learning needs;</li> <li>• Facilitates management of learning activities as scheduled and as needed with the help of assigned groups;</li> <li>• Facilitates integration session at the end of the intervention, including preparation of Workplace Application Project plan;</li> <li>• Ensures that Level 2 (Learning) evaluation is conducted;</li> <li>• Prepares and sends communication to participants' immediate heads regarding program completion and importance of implementing Workplace Application Projects.</li> </ul>
<p>Learning Facilitators/Resource Persons/Contributing Writers</p>	<ul style="list-style-type: none"> <li>• Attend planning and coordination meetings with the Regional PMT;</li> <li>• Modify and enhance session guide and slide decks considering the suggestions of evaluators;</li> <li>• Deliver and facilitate the assigned session/s on the scheduled day/s and time;</li> <li>• Attend the debriefing sessions on the day before and during the day of the delivery of the assigned session/s;</li> <li>• Assist the Regional PMT in checking the participants' outputs in Google Classroom</li> </ul>
<p>Class Monitors/Managers</p>	<ul style="list-style-type: none"> <li>• Attend planning and coordination meetings with the Regional PMT;</li> <li>• Lead the conduct of Management of Learning (MoL);</li> <li>• Moderate the class and introduce learning facilitators to the participants;</li> <li>• Remind the participants regarding management concerns;</li> <li>• Monitor the behavior of the participants in the entire duration of the sessions;</li> </ul>



	<ul style="list-style-type: none"> <li>● Attend debriefing sessions;</li> <li>● Check the completeness of participants' outputs in Google Classroom;</li> </ul>
M&E Coordinator	<ul style="list-style-type: none"> <li>● Implements the Monitoring and Evaluation Plan in collaboration with the PMT;</li> <li>● Applies process observation and prescribed tools to monitor and evaluate program delivery;</li> <li>● Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing;</li> <li>● Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation; and</li> <li>● Prepares Post-Program Delivery M&amp;E Report and submits to the PMT for inclusion in the Program Implementation Report.</li> </ul>
Documenter	<ul style="list-style-type: none"> <li>● Documents the proceedings of the learning sessions using the prescribed documentation template; and</li> <li>● Takes photos of the different parts of the program delivery.</li> </ul>