

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



CLMD-RM-2024-95

01 February 2024

Regional Memorandum
No. 95, s. 2024

**REGION-WIDE ROLLOUT ON UPSKILLING FOR ENGLISH
TEACHERS IN LANGUAGE INSTRUCTION**

To **Schools Division Superintendents**

1. Relative to the efforts to intensify the implementation of MATATAG Curriculum specifically to address diverse learning needs, emphasizing inclusivity through various instructional techniques in language teaching and improving assessment practices, this Office, through the Curriculum and Learning Management Division, announces the conduct of the following activities.

Activity	Inclusive Dates	Modality/Venue
Region-Wide Rollout on Upskilling for English Teachers in Language Instruction	May 13-17, 2024	Onsite (to be announced through an advisory)
Post-Evaluation Conference on the Region-wide Rollout on Upskilling of English Teachers in Language Instruction	May 21-23, 2024	Hybrid (for Education Program Supervisors Only)

2. This activity aims to:
- elevate the pedagogical skills of English teachers, ensuring they are proficient in contemporary and effective teaching methodologies; and
 - enhance teachers' proficiency in designing and implementing robust language assessments.
3. Participants in this activity are master teachers across key stages, school heads and public schools district supervisors (with English specialization), and division education program supervisors in English. Final list of participants will be released through an addendum.
4. Enclosure 1 presents the indicative program of activities. Meanwhile, Enclosure 2 shows the Regional Training Management Team. Finally, Enclosure 3 indicates the Terms of Reference.






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Certificate No. PHP QMS
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5. Participants are advised to bring laptop and charger for the workshops and other activities.
6. Food and accommodation of the participants shall be charged against Basic Education Curriculum funds. In addition, traveling and other incidental expenses of SDO participants shall be charged to Division MOOE/School Local Funds subject to the usual government accounting and auditing rules and regulations.
7. First meal to be served is breakfast on May 13, 2024 while PM snacks will be served on May 17, 2024. Participants, upon completion of the workshops shall receive Certificate of Participation.
8. For questions and clarifications, you may contact EUGENE RAY F. SANTOS, Education Program Supervisor via email at eugeneray.santos@deped.gov.ph or call (02) 647-7487 loc. 420.
9. Widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

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Enclosure 1. Indicative Program of Activities

REGION-WIDE ROLLOUT ON UPSKILLING FOR ENGLISH TEACHERS IN LANGUAGE INSTRUCTION

May 13-17, 2024

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00-9:00	Registration	Registration	Registration	Registration	Registration
9:00-9:30	Opening Program	Management of Learning	Management of Learning	Management of Learning	Management of Learning
9:30-10:00	Setting and Levelling of Expectations	Pre-assessment	Pre-assessment	Pre-assessment	Debriefing and Exit Conference
10:00-11:30	Embracing Online and Hybrid Learning Models in Language Teaching	<i>Plenary Session 1:</i> Raising the Bar, Lowering the Barriers in English Language Instruction	<i>Plenary Session 3:</i> Understanding and Applying Grammatical Competence in Language Instruction	<i>Plenary Session 5:</i> Understanding and Applying Sociolinguistic Competence in Language Instruction	
11:30-12:00	Forum	Workshop 1	Workshop 3	Workshop 5	
12:00-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00-1:30	Management of Learning	Management of Learning	Management of Learning	Management of Learning	Closing Program
1:30-3:00	Integration of AI-Powered Tools in Language Instruction	<i>Plenary Session 2:</i> Revisiting Communicative Competence: Understanding the K to10 MATATAG Curriculum in English	<i>Plenary Session 4:</i> Understanding and Applying <i>Strategic Competence</i> in Language Instruction	<i>Plenary Session 6:</i> Understanding and Applying Discourse Competence in Language Instruction	
3:00-4:30	Forum	Workshop 2	Workshop 4	Workshop 6	
4:30-5:00	Checking - In	Post-assessment	Post-assessment	Post-assessment	Home-Sweet-Home
Facilitator	Eugene Ray F. Santos	Dianne Catherine T. Antonio	Dianne Catherine T. Antonio	Dianne Catherine T. Antonio	RTWG
Note Taker	Lhovie C. Damian	Redgynn Bernales	Joy Larinay	Lhovie C. Damian	



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Enclosure 2. Regional Training Management Team

Overall Chairperson: Viernalyn M Nama., CLMD Chief Education Supervisor.

Vice Chairperson: Eugene Ray F. Santos, Education Program Supervisor

Members/Facilitators/Minute-takers:

Dianne Catherine T. Antonio, Education Program Supervisor

23 Division Education Program Supervisors

Secretariat:

Lhovie C. Damian, Teaching Aids Specialist

Nenette Arcell Joy Larinay, Librarian

Redgynn A. Bernales, Administrative Assistant



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Enclosure 3. 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; 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 **Facilitators and Members (Regional and Division EPS)** shall:

- introduce the guests;
- lead the FGD;
- 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 **Resource Persons/Consultants** shall:

- discuss and provide inputs about the topic;
- clarify gray areas in the design and development of the assessment tool for the target learners;
- suggest workshop templates;
- provide instructions and inputs during the workshops;
- ensure maximum participation of the participants;
- address all concerns about the topics; and

- Provide feedback and recommendations for enhancement of outputs of the participants.

The **Minute Takers** shall:

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

The **Participants** shall:

- Craft complete set of outputs in the assigned grade levels, learning area(s) and quarter(s)
- Revised the developed outputs based on feedback from the (a) language and assessment experts (b) content experts and (c) quality assurance.
- Submit final test items once approved by (a), (b), and (c).