



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



CLMD-RM-2024-457

25 June 2024

Regional Memorandum

No.457 s.2024

R4A CALABARZON REGIONAL DEVELOPMENT AND QUALITY ASSURANCE OF LESSON SCRIPTS FOR THE NATIONAL READING PROGRAM (NRP), NATIONAL MATHEMATICS PROGRAM (NMP), AND CATCH-UP FRIDAY (CUF)

To **Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals
School Heads**

1. In reference to DM-CT-2024-198 titled Implementing Guidelines on the Release, Utilization, Monitoring, and Reporting of the Program Support Funds (PSF) for the Development of Lesson Scripts and Monitoring and Evaluation Activities for the National Reading Program (NRP), National Mathematics Program (NMP), and Catch-up Fridays (CUF), this Office, through the Curriculum and Learning Management Division (CLMD), shall conduct the **R4A CALABARZON REGIONAL DEVELOPMENT AND QUALITY ASSURANCE OF LESSON SCRIPTS FOR THE NATIONAL READING PROGRAM (NRP), NATIONAL MATHEMATICS PROGRAM (NMP), AND CATCH-UP FRIDAY (CUF)** to adhere to DepEd's MATATAG Agenda, particularly to **Give** support to teachers to teach better.

Activity	Inclusive Dates	Modality/Venue
Phase 1: Orientation and Meeting	July 02 - 03 2024	Online via Microsoft Teams
Phase 2: Workshop on the Development and Validation of Lesson Scripts	July 05 - 14 2024	venue TBA
Phase 3: Workshop on the Finalization of Lesson Scripts	July 15 - 19 2024	
Phase 4:	July 22, 2024	venue TBA



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Activity	Inclusive Dates	Modality/Venue
School-based Orientation on the Use of Lesson Scripts for NRP, NMP, and CUF	July 23 - 25 2024	Schools within the SDOs

2. This activity aims to:
 - 2.1. create clear and structured lesson scripts as comprehensive guides for teachers, ensuring effective communication of target learning competencies during instruction
 - 2.2. empower educators and equip them with well-designed lesson scripts to teach more effectively, leading to better learning outcomes
 - 2.3. ensure that developed lesson scripts meet educational standards and are suitable for classroom use

3. Participants in this activity are division education program supervisors, public schools district supervisors, principals and assistant principals, head teachers and master teachers, and teachers based on minimum qualification standards set by the DepEd Central Office.

Final list of participants will be released through a separate issuance.

They are also required to bring along their laptop and charger to be used for the workshops and other activities.


4. Attached to this memorandum are the following enclosures:
 - 4.1. Enclosure 1: Indicative Program of Activities
 - 4.2. Enclosure 2: Regional Program Management Team
 - 4.3. Enclosure 3: Terms of Reference (TOR)

5. Board and lodging and travel expenses of the participants shall be charged against DepEd Central Office downloaded funds, subject to the usual government accounting and auditing rules and regulations.

6. First meal to be served on the first day of each in-person event is breakfast. Meanwhile, the last meal to be served on the last day of each in-person event is afternoon snack.

7. For clarification and further inquiries, you may contact Hazel Angelyn E. Tesoro, Education Program Supervisor, and Viernalyn M. Nama, CLMD Chief Education Supervisor at (02) 8681-2114 local 420.

8. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



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Enclosure 1. Indicative Program of Activities

R4A CALABARZON REGIONAL DEVELOPMENT AND QUALITY ASSURANCE OF LESSON SCRIPTS FOR THE NATIONAL READING PROGRAM (NRP), NATIONAL MATHEMATICS PROGRAM (NMP), AND CATCH-UP FRIDAY (CUF)

PHASE 1: DEVELOPMENT AND VALIDATION OF LESSON SCRIPTS

July 05 - 14 2024

Time	Day 1 July 05, 2024	Day 2 July 06, 2024	Day 3 July 07, 2024	Day 4 July 08, 2024	Day 5 July 09, 2024	Day 6 July 10, 2024	Day 7 July 11, 2024	Day 8 July 12, 2024	Day 9 July 13, 2024	Day 10 July 14, 2024
08:30 – 09:00	Registration	Registration	Registration	Registration	Registration	Registration	Registration	Registration	Registration	Registration
09:00 – 09:30	Opening Program	MOL CAvite Cluster	MOL LAguna Cluster	MOL BATangas and Rizal Clusters	MOL QueZON Cluster	MOL CAvite Cluster	MOL LAguna Cluster	MOL BATangas Cluster	MOL Rizal Cluster	MOL QueZON Cluster
09:30 – 10:00	Setting of Expectations and Directions	Session 4 Guidelines for the Development of Quality Lesson Scripts	Workshop 1 Development Quarter 1 and Quarter 2 Lesson Scripts	Workshop 2 Validation of Quarter 1 and Quarter 2 Lesson Scripts	Finalization of Quarter 1 and Quarter 2 Lesson Scripts	Workshop 3 Development Quarter 3 and Quarter 4 Lesson Scripts	Workshop 4 Validation of Quarter 3 and Quarter 4 Lesson Scripts	Finalization of Quarter 3 and Quarter 4 Lesson Scripts	Exit Conference	Closing Program
10:00 – 11:30	Morning Snack									
11:30 – 12:00	Session 1 Why Giving Support to Teachers to	Quality Assurance Tools	Workshop 1 Development Quarter 1 and Quarter	Workshop 2 Validation of Quarter 1 and Quarter	Finalization of Quarter 1 and Quarter	Workshop 3 Development Quarter 3 and Quarter	Workshop 4 Validation of Quarter 3 and Quarter	Finalization of Quarter 3 and Quarter	Exit Conference	Closing Program



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	Teach Better Matters		2 Lesson Scripts	2 Lesson Scripts	2 Lesson Scripts	4 Lesson Scripts	4 Lesson Scripts	4 Lesson Scripts		
12:00 – 01:00	Lunch Time									
01:00 – 02:30	Session 2 Supporting Learning Recovery through the NRP, NMP, and CUF: An Overview	Session 5 Presentation of Model Lesson Scripts (from DepEd Central Office)	Workshop 1 Development Quarter 1 and Quarter 2 Lesson Scripts	Workshop 2 Validation of Quarter 1 and Quarter 2 Lesson Scripts	Finalization of Quarter 1 and Quarter 2 Lesson Scripts	Workshop 3 Development Quarter 3 and Quarter 4 Lesson Scripts	Workshop 4 Validation of Quarter 3 and Quarter 4 Lesson Scripts	Finalization of Quarter 3 and Quarter 4 Lesson Scripts	Uploading of Phase 1 Workshop Outputs to R4A CLMD's SharePoint site	Travel to Home
02:30 – 05:00	Session 3 Helping Teachers with Learning Delivery through Lesson Scripts	Session 6 Inventory of Mapped Learning Competencies: Basis for Lesson Scripts Development	Workshop 1 Development Quarter 1 and Quarter 2 Lesson Scripts	Workshop 2 Validation of Quarter 1 and Quarter 2 Lesson Scripts	Output Audit	Workshop 3 Development Quarter 3 and Quarter 4 Lesson Scripts	Workshop 4 Validation of Quarter 3 and Quarter 4 Lesson Scripts	Output Audit	Event Debriefing	



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Enclosure 2. Regional Program Management Team

Chairperson: Atty. Alberto T. Escobarte, CESO II

Deputy Chairperson: Loida N. Nidea

Vice-Chairperson: Viernalyn M. Nama, Chief Education Supervisor

Deputy Vice-Chair: Hazel Angelyn E. Tesoro, Education Program Supervisor

Members: Dianne Catherine T. Antonio, Education Program Supervisor
Paul Gence L. Ocampo, Education Program Supervisor
Eugene Ray F. Santos, Education Program Supervisor
Elaine T. Balaogan, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Margaret P. Musa, Education Program Supervisor
Lowiesito O. Erni, Education Program Supervisor
Virgilio O. Guevarra, Jr., Education Program Supervisor

Secretariat: Lhovie C. Damian, Teaching Aid Specialist
Nenette Arcelle Joy P. Larinay, Librarian
Redgynn A. Bernales, Administrative Assistant
Neal D. Protacio, Administrative Assistant
Ramon Patrick O. Bagacay, Support Staff
John Christian P. Galvez, Support Staff



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Enclosure 3. Terms of Reference

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

The Regional Program Management Team shall:

- craft the proposal, memorandum, and Request for Budget Approval (RBA) relative to the event;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Regional Supplies Officer for the supplies needed;
- conduct meetings with facilitators;
- lead the review and evaluation of presentations to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates;
- host the submission bin for workshop outputs;
- lead the team for the conduct of debriefing sessions;
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with facilitators 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 shall:

- introduce/acknowledge the guests;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- ensure maximum participation of the participants;
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The Participants shall:

- observe punctuality at all times;
- participate actively in the discussion;
- comply with the workshop guidelines; and
- and submit the intended outputs for each session.