



CLMD-RM-2025-218

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

20 March 2025

Regional Memorandum
No. 218 s. 2025

**R4A CALABARZON LANGUAGE ENHANCEMENT AND
PEDAGOGY (LEAP) TRAINING FOR
NEWLY HIRED ASATIDZ**

To **Schools Division Superintendents**

1. In line with the implementation of the Madrasah Education Program (MEP) this Office, through the Curriculum and Learning Management Division (CLMD) shall conduct R4A CALABARZON LANGUAGE ENHANCEMENT AND PEDAGOGY (LEAP) TRAINING FOR NEWLY HIRED ASATIDZ on July 1-4, 2025 at the venue to be announced on a separate issuance.
2. The main objective of this activity is to train the newly hired teachers/Asatidz in the region. After the training they are expected to:
 - a. demonstrate a deeper understanding of critical contents of English language competencies intended for Asatidz teaching the Arabic Language
 - b. enhance approaches in resolving issues and concerns in teaching the 21st century skills to learners using Arabic Language
 - c. familiarize themselves with language, teaching and pedagogies in handling ALIVE Classes.
3. Participants in this training are ALIVE teachers/Asatidz who were newly hired in public schools (see Enclosure 1 for the List of Participants, Enclosure 2 for the program Matrix and Enclosure 3 for TWG and Terms of Reference)
4. Participants are expected to arrive at the venue on July 1, 2025, before the Opening Program. The first meal to be served is am snack on Day 1, and the last meal will be pm snack on DAY 4, July 4, 2022.
5. Meals and accommodation of participants shall be charged to MEP PSF (OSEC 4A-25-00358), while traveling and other incidental expenses shall be charged to downloaded SDO-MEP Funds for TEV FY 2025 and Local Funds (in case the downloaded funds are insufficient) subject to the usual government accounting and auditing rules and regulations.



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Certificate No. PHP QMS
22 93 0085

6. For questions and clarifications, you may contact **EMELIA P. CRESCINI**, EPS-AP/ MEP Regional Coordinator and/or **VIERNALYN M. NAMA**, CLMD Chief, at +63 997-2753-281 or (02) 647-7487 loc. 420.
7. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC4

Enclosure 1

R4A CALABARZON LANGUAGE ENHANCEMENT AND PEDAGOGY (LEAP) TRAINING FOR NEWLY HIRED ASATIDZ

List of Participants

SDO	Name
Santa Rosa City	Ihsan Ganda Amoran
	Sittie Aisha Limpao
	Normaliah M. Samporna
	Ahmad Eid Alawi Alapa
	Norhanifah P. Darda
	Nader Alawi Alapa
Calamba City	Norhan C. Degko
	Mahid M. Abdul
Batangas Province	Mariam P. Abdulmahid
	Abdulsamad G. Siraj
Dasmariñas City	Abdul Mohaimen P. Cosain
	Niharah B. Dimaampao
	Mohajerah B. Abdulhafiz
	Mohanisah A. Bantasan
	Hanan N. Abdulgapoor
	Johaymen B. Sedic
	Edris P. Qadhie
	Lemmuel D. Argudo
	Khalid P. Omar
Rizal Province	Jacim S. Macabando
	Dennis D. Elambre
	Mohammad Hassim Padate
	Norolain B. Indar
	Janifah S. Mayo
	Salahodin M. Malambut
	Mohaiden B. Abdul Mohaimin
	Ferdinand Jr. O. Asombrado Jr.
	Abdulnasser A. Guiamadin
	Asminda S. Hadji Nassib
	Soraida T. Macadanon
	Salma A. Mohammad
Cabuyao City	Norodin M. Macapundag
Laguna Province	Amir B. Sultan
	Norol-Iman A. Bagro
	Zamzamen M. Salahodin
	Sharipah A. Barudi

	Amirhassan S. Abdullah
Imus City	Mohammad C. Dema
	Faisal S. Tambara-
Cavite Province	Salahodin Palawan
	Fiel Nonato Landong
	Haniah Abdulmoed
	Saadudin Cadiran
	Sunang H. Hassan
	Jamerah Taher
	Sairah Lomondot
	Rainida M. Anda
Cavite City	Haron M. Angnie
Gen. Trias City	Abdul Hakim P. Cosain
	Kalid S. Adtha
	Farouk Capampangan
	Hadijah J. Jilah
San Pablo City City	Sa-Animah Macatanong
Batangas City	Norhaina G. Macadato
	Annura J. Bakil
Santo Tomas City	Ma. Linda C. Malleon
Quezon Province	Vincent A. Abarquez
	Anisah T. Mawiyag
Lipa City	Abdul Rauf W. Ibrahim
	Normalah A. Natangcop
	Norjanah G. Adapun
	Hidaya C. Mangondaya
Antipolo City	Sanima S. Kiram
	Tasnima D. Comacasar
	Javer L. Punginagina
	Samsodin R. Macalawan
	Norjannah H. Mangondato
Tanauan City	Aliyodin P. Mustapha
	Jalal M. Pangandamun
	Jerald V. Ortiz
	Bamrah H. Daud Angnie
	Jaliah M. Ampatowa
Lucena City	Adam T. Satar
	Samad B. Saed
	Abdul Mohaimen B. Abdulmalik
Binan City	Normina Racman
	Asnawi Dituculan
	Abdul Jalil Yusoph

	Anisah Deyamla
Santa Rosa City-TWG	Noel H. Natividad
Rizal-TWG	Van Russel A. Robles
Cavite Province-TWG	Emily R. Quintos
Gen. Trias City-TWG	Yolanda Dc. Lumanog
Cavite City-TWG	Ricardo P. Makabenta
Regional Office-TWG	Emelia P. Crescini

Enclosure 2: MATRIX OF ACTIVITIES

**R4A CALABARZON LANGUAGE ENHANCEMENT AND
PEDAGOGY (LEAP) TRAINING FOR NEWLY HIRED ASATIDZ**

TIME	Day 1 July 1, 2025	Day 2 July 2, 2025	Day 3 July 3, 2025	Day 4 Jan 4, 2025
8:00-8:15	Arrival of Participants	Management of Learning	Management of Learning	Management of Learning
8:15-10:00	Check in/Registration			
10:00-10:30	Opening Program and Briefing of Participants			
10:30-12:00	MODULE 1: TOPIC English listening and speaking skills through the use of varied stimuli and Module 1: Topic English listening and speaking skills through the use of varied stimuli and platforms	MODULE 2 – READING AND WRITING	Module 3- Lesson Planning	Module 4- Immersion into the Public School System Demo Teaching
12:01-1:00	Lunch Break	Lunch Break	Lunch Break	
1:00-2:30	Workshop 1	Workshop 2	Workshop 3	Critiquing of Demo Teaching
3:00-5:00	Output Preparation	Output Preparation	Output Preparation	Updating of Asatidz Profile Closing Program
MOL	Cavite Cluster	Rizal Cluster	Batangas Cluster	Laguna Cluster
Facilitators	LeaP Trainers	LeaP Trainers	LeaP Trainers	LeaP Trainers
Documenter	Quezon Cluster	Cavite Cluster	Rizal Cluster	Batangas Cluster

Enclosure 3

R4A CALABARZON LANGUAGE ENHANCEMENT AND PEDAGOGY (LEAP) TRAINING FOR NEWLY HIRED ASATIDZ

TECHNICAL WORKING GROUP

Overall Chairperson:

Emelia P. Crescini

CLMD Education Program Supervisor

Members:

Name of MEP Supervisors	SDO	TOR- EPS TWG
Ricardo P. Makabenta	Cavite City	Registration/Documentation Facilitations/ Closing Program Clearing of the House
Van Russel A. Robles	Rizal Province	
Emily R. Quintos	Cavite Province	
Yolanda DC. Lumanog	General Trias City	
Noel H. Natividad	Sta. Rosa	

Terms of Reference

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

The **Regional Overall Chairperson** 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 supplies 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.
- lead the team in the conduct of debriefing sessions.

The **EPS/TWG** shall:

- prepare the completion report.
- Serve as Resource Speaker/Trainer.
- prepare the room listing.
- coordinate with the moderator regarding the materials needed for the everyday workshop and the documents 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/TWG** shall:

- lead the MOL;
- introduce the guests/Resource Speakers.
- 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 **TWG/Documenter** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.
- Prepare the Activity Completion Report

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 **SDO MEP Supervisors/Coordinators** shall:

- ensure the quality of the outputs/ deliverables to be submitted relative to the objective of the activity.
- facilitate the FGD among the participants in their respective SDO Clusters.
- provide directions on the quality of the outputs for each module
- lead the Asatidz/ participants in the delivery of quality outputs/demonstration teaching