

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



CLMD-RM-2025-277

5 May 2025

Regional Memorandum
No.277 s.2025

**R4A CALABARZON REGIONAL CAPACITY BUILDING
OF MADRASAH EDUCATION PROGRAM (MEP)
IMPLEMENTERS FOR SCHOOL LEADERS**

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 REGIONAL CAPACITY BUILDING OF MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTERS FOR SCHOOL LEADERS on August 27-29, 2025, at the venue to be announced on a separate issuance.
2. The main objectives of this activity are the following:
 - a. to enhance the leadership skills and competencies of the program implementers for the effective and efficient delivery and implementation of Madrasah Education Program
 - b. to capacitate school leaders in improving the quality of MEP Implementation in their school through proper planning, implementation, monitoring and evaluation
 - c. to acquaint the school leaders in the learning delivery of Arabic Language and Islamic Values Education (ALIVE) classes in their respective schools.
3. Participants in this activity are the School Heads of the new Implementing Schools conducting ALIVE Classes. (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 August 27, 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 3, August 29, 2025.
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 Local Funds subject to the usual government accounting and auditing rules and regulations.




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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

Cc:02/ROC4

Enclosure No. 1 – List of Participants:

**R4A CALABARZON REGIONAL CAPACITY BUILDING OF MADRASAH
EDUCATION PROGRAM (MEP) IMPLEMENTERS FOR SCHOOL LEADERS**

SDO	SCHOOL HEAD	SCHOOL
Santa Rosa City	Lilian D. Perez	Balibago Elementary School
Santa Rosa City	Liberty D. Agustin	Don Jose Elementary School
Santa Rosa City	Lucily J. Buquiz	Labas Elementary School
Santa Rosa City	Ammie T. Dy Pico	Jose Zavalla Memorial Elementary School
Calamba City	Kino J. Abustan	Looc Elementary School
Calamba City	Renato Dapiaoen	Crossing Elementary School
Calamba City	Charito V. Bernas	Lecheria Elementary School
Batangas Province	Jovita M. Landicho	Bauan National And Vocational Integrated High School
Dasmariñas City	Glenda S. Cabutaje	Sultan Esmael Elem School
Dasmariñas City	Grace C. Jordan	Dasmariñas Ii Central School
Dasmariñas City	Sherry T. Rodriguez	Salitran Elem School
Dasmariñas City	Anna Lissa R. Villanueva	San Nicolas Elem School
Rizal Province	Corina Dj. Condez	Marick Elem School
Rizal Province	Ma. Jennifer C. Bive	Sto. Niño Elem School
Rizal Province	Gene Corazon F. Musico	Arinda Elem School
Rizal Province	Elizabeth V. Reyes	Karangalan Elem School
Rizal Province	Maricel A. Latina	Rosario Ocampo Elem School
Rizal Province	Richard Z. Zonio	Kasiglahan Village Elem School
Laguna Province	Corazon M. Navarez	Dayap Elem. School
Laguna Province	Mylene M. Gutierrez	Calauan Elem. School
Imus City	Gina U. Reyes	Buhay Na Tubig Elementary School
Cavite Province	Prescilla Villalon	Tejeros Convention ES
Cavite Province	Janine Costa	Kanggahan ES
Cavite Province	Ledovina Ogot	Halang ES
Cavite Province	Edward Nueva	Paradahan ES
Gen. Trias City	Reinalyn A. Muralla	Santiago ES
Gen. Trias City	Imelda S. Arevalo	Tropical Village ES
Gen. Trias City	Aida F. Reyes	General Gregorio Alona Memorial ES
Gen. Trias City	Virgie T. Taccad	Parklane ES
San Pablo City City	Rhodora I. Delfino	Magcase Ville ES
Batangas City	Leoncia B. Espina	Julian A. Pastor Memorial Elementary School
Batangas City	Marife D. Frane	Malitam Elementary School
Santo Tomas City	Joyet B.Milan	Sta.Anastacia Elementary School
Quezon Province	Gregorio I. Racelis	Gumaca National High School
Lipa City	Cynthia Andal	Padre Valerio Malabanan Memorial school
Antipolo City	Romeo G. Rodriguez	Sta. Cruz Elementary School
Antipolo City	Joyanny ST. Guteirrez	Juan Sumulong ES
Tanauan City	Marilou M. Castillo	Tapia Elementary School
Tanauan City	Minardo Ilagan	Sambat Elementary School

Lucena City	Maximino M. Garcia	Lucena East 5 Elementary School
Cabuyao City	Celenia A. Molinyawe	Southville 1 Elementary School
Cabuyao City	Arpie P. Lapugot	Banlic Elementary School
Binan City	Ruby C. Almadrones	San Vicente Elementary School
Binan City	Marietta I. Faraon	Dela Paz West Elementary School
San Pedro City	Jodelyn D. Labad	San Pedro Central Elementary School
REGIONAL TECHNICAL WORKING GROUP		
Santa Rosa City	Noel H. Natividad	
Cavite Province	Emily R. Quintos	
Gen. Trias City	Yolanda Dc. Lumanog	
Cavite City	Ricardo P. Makabenta	
Regional Office	Emelia P. Crescini	

Enclosure 2. Matrix of the Activity

R4A CALABARZON REGIONAL CAPACITY BUILDING OF MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTERS FOR SCHOOL LEADERS

TIME	Day 1 August 27, 2025	Day 1 August 28, 2025	Day 1 August 29, 2025
8:00-8:15	Arrival of Participants Check in/Registration	Management of Learning	Management of Learning
8:00-10:00			
10:30-12:00	Session 1 Opening Program and Briefing of Participants Redefining the Landscape of Instructional Supervision	Session 3 Looking Beyond Various MEP DepEd data through Data Analysis	Pedagogical Approaches in the Delivery of Instruction for MEP
12:01-1:00	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	Session 2 Ensuring Efficient and Sustainable Curriculum Implementation: Principles and Strategies	Session 4 Employing Inclusive and Strategic Giving feedback Practices	Presentation of School data on <ul style="list-style-type: none"> • MEP Program Implementation • Status of Activities Conducted • Issues and Challenges and resolutions made
2:31-3:00	Coffee Break	Coffee Break	Coffee Break

3:01-5:00	Workshop 1 and 2	Review: Philippine Professional Standards for School Heads	Updating of Learners/ Asatidz Profile Closing Program
MOL	TWG	Quezon Cluster	Rizal Cluster
Facilitators	TWG	TWG	TWG
Documenter	Laguna Cluster	Cavite Cluster	Batangas Cluster

Enclosure 3

**R4A CALABARZON REGIONAL CAPACITY BUILDING OF MADRASAH
EDUCATION PROGRAM (MEP) IMPLEMENTERS FOR SCHOOL LEADERS**

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
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 **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.
- 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/TWG** shall:

- serve as a Resource Speaker.
- lead the MOL.
- lead the FGD.
- provide instructions and input 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 output for each topic
- lead the participants in the delivery of quality outputs