



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



CLMD-RM-2026-390

16 June 2026

Regional Memorandum
No. 390, s. 2026

**REGIONAL CAPACITY BUILDING OF MADRASAH
EDUCATION PROGRAM (MEP) IMPLEMENTERS
FOR SCHOOL HEADS**

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 12-14, 2026, 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 12, 2026, before the Opening Program. The first meal to be served is breakfast on Day 1, and the last meal will be pm snack on DAY 3, August 14, 2026.
5. Meals and accommodation of participants shall be charged to MEP PSF (FY 2026-GAA/RA No.12314), 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.


CARLITO D. ROCAFORT

 Director IV

Cc:02/ROC4

Enclosure No. 1 – List of Participants:**R4A CALABARZON REGIONAL CAPACITY BUILDING OF MADRASAH EDUCATION PROGRAM
(MEP) IMPLEMENTERS FOR SCHOOL HEADS**

<https://tinyurl.com/MEP-CAP-BLDG-2026> please register on this link

SDO	SCHOOL HEAD	SCHOOL
1. Batangas Province	Jenevieve P. De Leus	CID
2. Cavite Province	Prescilla Villalon	M. Antonio Del Rosario ES
3. Laguna	Glicelle Gee-Jay A. Terrenal	Lopez ES, Los Baños. Laguna
4. Quezon Province	Maria Eloisa A. Altez	Atimonan Central Elementary School
5. Rizal	Ariel DL. Ferido	St. Joseph ES
6. Antipolo City	MaryJane G. Halili	Cupang Elementary School
7. Batangas City	Gemma C. De Torres	Batangas City South Elementary School
8. Calamba City	Carmina S. Taip	E. Barretto Sr. Elementary School
9. Lipa City	Angelica L. Enriquez	Teodoro M. Kalaw Memorial school
10. Lucena City	Allan L. Jumpalad	Lucena East III ES
11. San Pablo City	Rosalina M. Climaco	San Anton ES
12. Tanauan City	Olivia P. Talain	Sambat ES
13. Santa Rosa City	Ronaldo G. Cambel, JD	Pulong Santa Cruz Elementary School
14. Dasmariñas City	Marvin A. Melendres	Salitran Elementary School
15. Bacoar City	Dr. Ma. Teresa G. Semino	Aniban Central School
16. Imus City	Divina A. Narvaez	Imus Pilot Elementary School
17. Cabuyao City	Cynthia lyn F. Hernadez	Banlic Elementary School
18. General Trias City	Cynthia R. Pinpin	Diego Mojica Memorial School
19. San Pedro City	Renante R. Soriano	Pacita Complex 1 Elementary School
20. Sto. Tomas City	Maila M. Padilla	Sta. Anastacia Elementary School
REGIONAL TECHNICAL WORKING GROUP		
21. Santa Rosa City	Noel H. Natividad	
22. Cavite Province	Emily R. Quintos	
23. Gen. Trias City	Yolanda Dc. Lumanog	
24. Cavite City	Ricardo P. Makabenta	
25. Regional Office	Emelia P. Crescini	

Enclosure 2. Matrix of the Activity

**REGIONAL CAPACITY BUILDING OF MADRASAH EDUCATION PROGRAM
(MEP) IMPLEMENTERS FOR SCHOOL HEADS**

TIME	Day 1 August 12, 2026	Day 2 August 13, 2026	Day 1 August 14, 2026
8:00-8:15	Arrival of Participants Check in/Registration Opening Program and Briefing of Participants Session 1 Redefining the Landscape of Instructional Supervision	Management of Learning	Management of Learning
8:00-10:00			Session 6 Employing Inclusive and Strategic Giving feedback Practices
10:30-12:00		Session 3 Looking Beyond Various MEP DepEd data through Data Analysis in LIS	
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 Pedagogical Approaches in the Delivery of Instruction for MEP	Session 7 Presentation of School data on • 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	Session 5: 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

**REGIONAL CAPACITY BUILDING OF MADRASAH EDUCATION PROGRAM
(MEP) IMPLEMENTERS FOR SCHOOL HEADS**

TECHNICAL WORKING GROUP

Overall Chairperson: Viernalyn M. Nama Chief Education Supervisor
Co-Chair: Emelia P. Crescini 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/Co Chair** 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