



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

4 August 2026

**Regional Memorandum**  
No. 518, s. 2026

**ADDENDUM TO REGIONAL MEMORANDUM NO. 461, S. 2026**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 461, s. 2026, titled Consultation and Planning Workshop on Regional Literacy and Numeracy Initiatives which will be conducted on August 24-28, 2026, this Office, through the Curriculum and Learning Management Division (CLMD), announces the venue at El Cielito Hotel, Santa Rosa City.
2. Enclosure 2 presents the participants in this activity shall confirm their attendance and participation through this link: <https://tinyurl.com/R4AConPlan-ELLN> until August 10, 2026 at 5:00 PM. In addition, they are advised to bring laptop computer and upload the necessary materials/resources (printed or electronic copy) they will need in the activity as indicated below. The submission link will be provided by the respective regional supervisor/focal person.

| Group                                        | Materials/Resources Required                                                                                                                     |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Early Language, Literacy and Numeracy (ELLN) | a) Inventory of learning resources, manipulatives, storybooks, and developmentally appropriate materials                                         |
| Filipino                                     | b) Copy of implementation plan, class program, and assessment/monitoring tools being used in the SDO                                             |
| English                                      | c) Report on related PPAs, including trainings, technical assistance, monitoring, and contextualized initiatives                                 |
|                                              | d) Samples of promising practices, intervention activities, or classroom-based strategies for early literacy, language, and numeracy development |
|                                              | e) List of issues, concerns, and technical assistance needs relative to implementation                                                           |
| Mathematics                                  | a) Action Plan With Regards to the Results of Computer-Based National Achievement Test, ELLN and BOSY Rapid Mathematics Assessment SY 2026-2027  |

|                   |                                                                                                                                                                                                                                                                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Campus Journalism | <ul style="list-style-type: none"> <li>a) List of Recognized Implementers of Special Program in Journalism (SPJ)</li> <li>b) Inventory of quality-assured learning resources for SPJ and e-copy of the materials</li> <li>c) Accomplishment Report of Projects, Activities and Programs (PAPs) conducted related to campus journalism</li> </ul> |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. The composition of the Program Management Team (PMT) is outlined in Enclosure 2. Meanwhile, Enclosure 3 provides the Indicative Program of Activities, while Enclosure 4 presents the Terms of Reference (ToR).
4. The first meal that will be served is breakfast on Day 1, while the last meal will be PM snacks on Day 5.
5. All provisions in R.M. No. 461. s. 2026 remain in effect.
6. For questions and clarifications, you may contact Hazel Angelyn E. Tesoro, Education Program Supervisor in-charge of ELLN and Kindergarten via email at [hazelangelyn.tesoro@deped.gov.ph](mailto:hazelangelyn.tesoro@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

  
**CARLITO D. ROCAFORT**  
 Director IV





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

*Enclosure 1. List of Participants*

| SDO                | Kindergarten               |           |        |
|--------------------|----------------------------|-----------|--------|
|                    | Name                       | Position  | Office |
| Cavite Province    | 1. ANNA MARIE A. ARANZANZO | EPS       | CID    |
| Cavite City        | 2. ALOHA H. MANGAHAS       | Principal | CID    |
| Bacoar City        | 3. MICHAEL M. ACUNA        | EPS       | CID    |
| Carmona City       | 4. VERNA D. AMBAT          | EPS       | CID    |
| Dasmarinas City    | 5. MARGARITA SAPIDA        | EPS       | CID    |
| General Trias City | 6. ANNIE C. MARAAN         | EPS       | CID    |
| Imus City          | 7. RIZA C. GARCIA          | EPS       | CID    |
| Laguna             | 8. JANE A.SUAZO            | EPS       | CID    |
| Binan City         | 9. RHEA D.BILBES           | EPS       | CID    |
| Cabuyao City       | 10.BUENA G. VILLANUEVA     | EPS       | CID    |
| Calamba City       | 11.ENELYN BADILLO          | EPS       | CID    |
| San Pablo City     | 12.CRISELDA D. MORESCA     | EPS       | CID    |
| San Pedro City     | 13.NIDA C. SANTOS          | EPS       | CID    |
| Santa Rosa City    | 14.MARIBEL M. DE VERA      | EPS       | CID    |
| Batangas Province  | 15.MERCY R. VILLANUEVA     | EPS       | CID    |
| Batangas City      | 16.ROSSANA P. BAGON        | EPS       | CID    |
| Calaca City        | 17.MARICRIS D. ATIENZA     | EPS       | CID    |
| Lipa City          | 18.MELANIE AN P. CARANDANG | EPS       | CID    |
| Sto. Tomas City    | 19.WENNIE C. GONZALES      | PSDS      | CID    |
| Tanauan City       | 20.EVELYN A. FANO          | EPS       | CID    |
| Rizal              | 21.MELINDA F. MARQUEZ      | EPS       | CID    |
| Antipolo City      | 22.JENNIE C. CASAUAY       | PSDS      | CID    |
| Quezon Province    | 23.MARIA DYLIN S. GARCIA   | EPS       | CID    |
| Lucena City        | 24.ROWELA M. CAPERIÑA      | EPS       | CID    |
| Tayabas City       | 25.MILDRED Z. GALLEN       | EPS       | CID    |

| SDO                | Filipino                 |              |                      |
|--------------------|--------------------------|--------------|----------------------|
|                    | Name                     | Position     | Office               |
| Cavite Province    | 26.MARIBETH CABAYA-RIETA | EPS          | CID                  |
| Cavite City        | 27.EARVIN H. SAKILAYAN   | EPS          | CID                  |
| Bacoar City        | 28.NANCY M. ECLARINAL    | Principal IV | Gawaran ES           |
| Carmona City       | 29.RODANTE R. GARCIA     | TIC          | Mabuhay ES           |
| Dasmarinas City    | 30.FRAGILYN B. RAFAEL    | EPS          | CID                  |
| General Trias City | 31.ARMANDO D. ISON       | Principal    | Juliano C. Brosas ES |



|                   |                            |                                 |                                             |
|-------------------|----------------------------|---------------------------------|---------------------------------------------|
| Imus City         | 32.MARILOU P. BRONZI       | EPS                             | CID                                         |
| Laguna            | 33.ZARINA G. LLARENA       | EPS                             | CID                                         |
| Binan City        | 34.RAQUEL L. AZUR          | EPS                             | CID                                         |
| Cabuyao City      | 35.JONATHAN F. BERNABE     | EPS                             | CID                                         |
| Calamba City      | 36.LINO T. SANCHEZ         | EPS                             | CID                                         |
| San Pablo City    | 37.MARLYN A. CABRERA       | EPS                             | CID                                         |
| San Pedro City    | 38.ERNESTO C. CABERTE, JR. | EPS                             | CID                                         |
| Santa Rosa City   | 39.ROWENA N. CRUZ          | PSDS                            | CID                                         |
| Batangas Province | 40.GINALYN U. MACARAIG     | PSDS                            | CID                                         |
| Batangas City     | 41.DEMETRIO B. BAUTISTA    | EPS                             | CID                                         |
| Calaca City       | 42.JOVELYN D. BANCORO      | EPS                             | CID                                         |
| Lipa City         | 43.ELIZA L. SURWELA        | PSDS                            | CID                                         |
| Sto. Tomas City   | 44.MERISSA A. VIRAY        | EPS                             | CID                                         |
| Tanauan City      | 45.HILARION B. ALCANTARA   | EPS                             | CID                                         |
| Rizal             | 46.MELLODINE A. ANTONIO    | EPS                             | CID                                         |
| Antipolo City     | 47.EMILY M. CONCIO         | PSDS                            | CID                                         |
| Quezon Province   | 48.JOSEPH L. JARASA        | EPS                             | CID                                         |
| Lucena City       | 49.SHERIN D. BUSTAMANTE    | Principal I                     | Mayao Parada Agricultural Integrated School |
| Tayabas City      | 50.CYNTHIA S. ZORILLA      | Assistant School Head Designate | Luis Palad Integrated High School           |

| SDO                | English                    |              |                                             |
|--------------------|----------------------------|--------------|---------------------------------------------|
|                    | Name                       | Position     | Office                                      |
| Cavite Province    | 51.AMY PEREY               | Coordinator  | CID                                         |
| Cavite City        | 52.MA. CARMELA L. SALONGA  | Principal I  | Cavite City National Science HS             |
| Bacoar City        | 53.JULIET R. DE JESUS      | EPS          | CID                                         |
| Carmona City       | 54.JOAN O. BARAJAS         | EPS          | CID                                         |
| Dasmarinas City    | 55.LIMUEL GOHIL            | HT III       | CID                                         |
| General Trias City | 56.MA. GLECITA C. COLUMNNA | EPS          | CID                                         |
| Imus City          | 57.JERAMIE G. BUENSUCESO   | Principal    | City of Imus Integrated School              |
| Laguna             | 58.RUBY P.CASTILLO         | EPS          | CID                                         |
| Binan City         | 59.ESTELA S. PELINO        | Principal I  | Binan City Senior High School Timbao Campus |
| Cabuyao City       | 60.ALONA M.RATON           | Principal II | Southville I Elementary School              |



|                   |                              |             |            |
|-------------------|------------------------------|-------------|------------|
| Calamba City      | 61.ANDREA SENADOZA           | EPS         | CID        |
| San Pablo City    | 62.MICHELLE M. DORADO        | PSDS        | CID        |
| San Pedro City    | 63.LAILYN C. VINZON          | EPS         | CID        |
| Santa Rosa City   | 64.CHERRILYN T. NABOR        | EPS         | CID        |
| Batangas Province | 65.MA LETICIA JOSE C BASILAN | EPS         | CID        |
| Batangas City     | 66.GAYLEE G. MASANGCAY       | Principal I | Dao ES     |
| Calaca City       | 67.VIVIAN C. SILVA           | EPS         | CID        |
| Lipa City         | 68.ALLAN D. TIPAN            | EPS         | CID        |
| Sto. Tomas City   | 69.LOUIEGRACE G. MARGALLO    | EPS         | CID        |
| Tanauan City      | 70.MARIEL ANGELOU U. OLAN    | EPS         | CID        |
| Rizal             | 71.NEDIA E. LAGUSTAN         | EPS         | CID        |
| Antipolo City     | 72.GAYLE J. MALIBIRAN        | EPS         | CID        |
| Quezon Province   | 73.CYNTHIA M. TADONG         | HT VI       | Quezon NHS |
| Lucena City       | 74.LEONORA FE M. MALABONGA   | EPS         | CID        |
| Tayabas City      | 75.RICHELLE F. QUINTERO      | EPS         | CID        |

| SDO                | Mathematics                  |              |                              |
|--------------------|------------------------------|--------------|------------------------------|
|                    | Name                         | Position     | Office                       |
| Cavite Province    | 76.LAARNI R. GRANADO         | EPS          | CID                          |
| Cavite City        | 77.FERDINAND T. CALLUENG     | EPS          | CID                          |
| Bacoor City        | 78.ANTHONY ZEUS C. CARINGAL  | EPS          | CID                          |
| Carmona City       | 79.BERNABE B. VILLANUEVA     | EPS          | CID                          |
| Dasmarinas City    | 80.ROWENA R. CARIAGA         | EPS          | CID                          |
| General Trias City | 81.LYNETTE P. RUE            | EPS          | CID                          |
| Imus City          | 82.MARIA LUISA F. CANDELARIA | EPS          | CID                          |
| Laguna             | 83.BENJIE BUENDICHO          | EPS          | CID                          |
| Binan City         | 84.ALBERT D. ESCUVANIA       | Principal II | Pedro H. Escueta Memorial ES |
| Cabuyao City       | 85.ALBERTO P. LABIGAN        | EPS          | CID                          |
| Calamba City       | 86.ROSEMARIE MAGNAYE         | EPS          | CID                          |
| San Pablo City     | 87.FILIPINA M. DRIO          | EPS          | CID                          |
| San Pedro City     | 88.REGINAL G. GRAFIL         | EPS          | CID                          |
| Santa Rosa City    | 89.SEVERA C. SALAMAT         | EPS          | CID                          |
| Batangas Province  | 90.ELIZABETH R. TOLENTINO    | EPS          | CID                          |
| Batangas City      | 91.HERMAN A. CATAPANG        | EPS          | CID                          |
| Calaca City        | 92.MARIA EDWHENA M. ARAJA    | EPS          | CID                          |
| Lipa City          | 93.THERESA G. EXCONDE        | EPS          | CID                          |
| Sto. Tomas City    | 94.MARVELINO M. NIEM         | EPS          | CID                          |
| Tanauan City       | 95.JOJIEMAR M. OBLIGAR       | EPS          | CID                          |
| Rizal              | 96.PERCIVAL F. HALILI        | EPS          | CID                          |
| Antipolo City      | 97.GIRLIE D. NOMBRES         | EPS          | CID                          |



|                 |                       |     |     |
|-----------------|-----------------------|-----|-----|
| Quezon Province | 98. JAIME F. ZARA JR  | EPS | CID |
| Lucena City     | 99. DEXTER M. VALLE   | EPS | CID |
| Tayabas City    | 100. JEROME A. CHAVEZ | EPS | CID |

| SDO                | Campus Journalism                              |                          |                              |
|--------------------|------------------------------------------------|--------------------------|------------------------------|
|                    | Name                                           | Position                 | Office                       |
| Cavite Province    | 101. WENIFREDA S. DIQUIT                       | EPS                      | CID                          |
| Cavite City        | 102. ALLAN A. BALUD                            | English Coordinator      | CID                          |
| Bacoar City        | 103. LEONORA M. MEDINA                         | EPS                      | CID                          |
| Carmona City       | 104. NEMIROSE B. DE CAPIA                      | EPS                      | CID                          |
| Dasmarinas City    | 105. NOEL ANCIADO                              | EPS                      | CID                          |
| General Trias City | 106. ARLENE M. HERNANDEZ                       | PSDS                     | CID                          |
| Imus City          | 107. RICARDO R. DAVID III                      | EPS                      | CID                          |
| Laguna             | 108. ABIGAIL M. AGAPAY                         | ASP II                   | Pagsanjan SHS                |
| Binan City         | 109. NENETTE M. LACUARIN                       | Principal III            | Dela Paz Main ES             |
| Cabuyao City       | 110. JONATHAN H. MARQUEZ                       | EPS                      | CID                          |
| Calamba City       | 111. EDIZON P. DELA CRUZ                       | ASP II                   | San Ramon Senior High School |
| San Pablo City     | 112. LAILA R. MALOLES                          | EPS                      | CID                          |
| San Pedro City     | 113. SHERYLL ANN M. DADAL                      | OIC- Assistant Principal | Adelina Complex 1 NHS        |
| Santa Rosa City    | 114. ROBINA B. DELOS REYES                     | EPS                      | CID                          |
| Batangas Province  | 115. LORETA V. ILAO                            | EPS                      | CID                          |
| Batangas City      | 116. LEILA M. SECO                             | EPS                      | CID                          |
| Calaca City        | 117. APRILITO C. DE GUZMAN                     | Principal IV             | CID                          |
| Lipa City          | 118. FERNANDO B. ENRIQUEZ                      | EPS                      | CID                          |
| Sto. Tomas City    | 119. MARITES R. MACASIAB                       | EPS                      | CID                          |
| Tanauan City       | 120. GLORY R. PEREZ                            | EPS                      | CID                          |
| Rizal              | 121. ARLENE P. PARALEJAS/MELISSA C. GAROVILLAS | PSDS                     | CID                          |
| Antipolo City      | 122. GILBERT G. JOYOSA                         | EPS                      | CID                          |
| Quezon Province    | 123. ABNER L. PUREZA                           | EPS                      | CID                          |
| Lucena City        | 124. MAY GRACE D. SALAZAR                      | OIC Principal            | Mayao Castillo Extension     |
| Tayabas City       | 125. CHRISTIAN J. BABLES                       | EPS                      | CID                          |

| SDO             | Curriculum Implementation Division<br>Chief Education Supervisor |  |
|-----------------|------------------------------------------------------------------|--|
|                 | Name                                                             |  |
| Cavite Province | 126. ELPIDIA B. BERGADO                                          |  |
| Cavite City     | 127. REGIN REX P. TOSCO                                          |  |
| Bacoar City     | 128. ALEXANDER M. MORRON JR.                                     |  |
| Carmona City    | 129. NOEL S. ORTEGA                                              |  |

|                    |                                 |
|--------------------|---------------------------------|
| Dasmariñas City    | 130. GEMMA G. CORTEZ            |
| General Trias City | 131. EDUARDA M. ZAPANTA         |
| Imus City          | 132. MARCIANO V. VALLES         |
| Laguna             | 133. ORLANDO T. VALVERDE        |
| Binan City         | 134. MARY ANN L. TATLONGMARIA   |
| Cabuyao City       | 135. EDNA F. HEMEDEZ, EDD       |
| Calamba City       | 136. DOLOROSA S. DE CASTRO      |
| San Pablo City     | 137. VINCENT EMMANUEL L. ILAGAN |
| San Pedro City     | 138. ERMA S. VALENZUELA         |
| Santa Rosa City    | 139. LUHINIA M. OFREN           |
| Batangas Province  | 140. DAVID M. NUAY              |
| Batangas City      | 141. SACORO R. COMIA            |
| Calaca City        | 142. ANABEL R. MARASIGAN        |
| Lipa City          | 143. LORNA R. MEDRANO           |
| Sto. Tomas City    | 144. JHOMAR C. SOR              |
| Tanauan City       | 145. VICTORIA B. BURGOS         |
| Rizal              | 146. ROSEMARIE C. BLANDO        |
| Antipolo City      | 147. CRISTINA C. SALAZAR        |
| Quezon Province    | 148. WALTER F. GALAROSA         |
| Lucena City        | 149. MYLA K. MENDIOLA           |
| Tayabas City       | 150. EDWIN R. RODRIGUEZ         |





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*Enclosure 2: Members of the Program Management Team*

| Position                     | Name                                      |
|------------------------------|-------------------------------------------|
| Teaching Aid Specialist      | 1. Lhovie C. Damian                       |
| Librarian                    | 2. Nenette Arcelle Joy P. Larinay         |
| Administrative Assistant     | 3. Redynn A. Bernales<br>4. Neal Protacio |
| Technical Assistant          | 5. Art David Raquedan                     |
| Education Program Supervisor | 6. Eugene Ray F. Santos                   |
|                              | 7. Hazel Angelyn E. Tesoro                |
|                              | 8. Gilbert O. Cruz                        |
|                              | 9. Dianne Catherine T. Antonio            |
| Chief Education Supervisor   | 10. Viernalyn M. Nama                     |





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Enclosure 3. Indicative Program of Activities

**Consultation and Planning Workshop on Regional Literacy and Numeracy Initiatives**

August 24-28, 2026 | El Cielito Hotel, Santa Rosa City

| Time                                                              | Day 1                                                                                                                                                   | Day 2                                                                                                                                                    | Day 3                                                                                                                                                               | Day 4                                                                             | Day 5                                                                             |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 7:30-8:00                                                         | Registration                                                                                                                                            | Management of Learning                                                                                                                                   |                                                                                                                                                                     |                                                                                   |                                                                                   |
| 8:00-9:00                                                         | Opening Program                                                                                                                                         | <u>English</u><br><b>Breakout Session with the CID Chiefs</b><br><br><u>Other Learning Areas</u><br><b>Consultation &amp; Gap Analysis</b>               | <u>Mathematics</u><br><b>Breakout Session with the CID Chiefs</b><br><br><u>Other Learning Areas</u><br><b>Review, Validation &amp; Risk Mitigation</b>             | <b>Breakout Session Division EPS with Respective CID Chiefs</b>                   | <b>Presentation of Division Action Plans on Literacy, Numeracy and Journalism</b> |
| 9:00-12:00                                                        | <u>Plenary Session</u><br><b>Regional Targets and Strategies for Literacy, Numeracy and Campus Journalism</b><br><i>Chief/RD</i>                        |                                                                                                                                                          |                                                                                                                                                                     |                                                                                   |                                                                                   |
| 12:00-1:00                                                        | Lunch Break                                                                                                                                             |                                                                                                                                                          |                                                                                                                                                                     |                                                                                   |                                                                                   |
| 1:00-5:00                                                         | <u>Kindergarten</u><br><b>Breakout Session with the CID Chiefs</b><br><br><u>Other Learning Areas</u><br><b>Data Mapping and Diagnostic Preparation</b> | <u>Filipino</u><br><b>Breakout Session with the CID Chiefs</b><br><br><u>Other Learning Areas</u><br><b>Strategic Alignment &amp; Co-Design Workshop</b> | <u>Campus Journalism</u><br><b>Breakout Session with the CID Chiefs</b><br><br><u>Other Learning Areas</u><br><b>Initiative Finalization &amp; Rollout Planning</b> | <b>Presentation of Division Action Plans on Literacy, Numeracy and Journalism</b> | <b>Closing Program</b>                                                            |
| Output                                                            | <i>Draft Division Action Plan</i>                                                                                                                       | <i>Revised Division Action Plan</i>                                                                                                                      | <i>Enhanced Division Action Plan</i>                                                                                                                                | <i>Finalized Division Action Plan</i>                                             |                                                                                   |
| Facilitator                                                       | Education Program Supervisor per learning Area/Program                                                                                                  |                                                                                                                                                          |                                                                                                                                                                     |                                                                                   | <b>Major Final Output:<br/>Finalized and Signed Division Action Plan</b>          |
| Assigned Technical Assistants and Staff Per Learning Area/Program |                                                                                                                                                         |                                                                                                                                                          |                                                                                                                                                                     |                                                                                   |                                                                                   |
| <b>Kindergarten</b>                                               | <b>Filipino</b>                                                                                                                                         | <b>Mathematics</b>                                                                                                                                       | <b>English</b>                                                                                                                                                      | <b>Journalism</b>                                                                 |                                                                                   |
| Art David Raquedan                                                | Lhovie C. Damian                                                                                                                                        | Neal Protacio                                                                                                                                            | Nenette Arcelle Joy P. Larinay                                                                                                                                      | Redgynn A. Bernales                                                               |                                                                                   |

\*Note: Participants under Campus Journalism will focus on Consultative Conference on the Conduct of the R4A CALABARZON 2027 Reconfigured Regional Schools Press Conference



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*Enclosure 4. Terms of Reference*

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

The RTWG 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;
- provide workshop templates; and
- 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 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 shall:

- lead the flow of the activity;
- facilitate the collection and presentation of outputs; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)
- present the assigned following topics clearly and accurately, ensuring alignment with the event's goals, theme, and target audience;
- develop and submit the presentation slides, handouts, and other required resources to the organizers at least one week before the scheduled engagement;
- conduct a well-structured, engaging, and time-bound session using appropriate examples, interactive elements, and evidence-based insights relevant to the participants;
- attend coordination meetings, technical rehearsals, and pre-event briefings as scheduled to ensure smooth flow and readiness during the actual session;
- submit the final presentation file and any requested reports or evaluation forms within three (3) days after the activity; and



- perform other functions necessary as provided by the First Party.

Technical Assistant and Staff:

- record proceedings accurately during all plenary and breakout sessions, including key agreements, decisions, action points, and deadlines.
- capture attendance and participation of individuals involved in each session.
- organize and clean up notes into a clear, concise narrative following the required documentation format.
- submit consolidated minutes to the Secretariat within the agreed timeline.
- coordinate with facilitators and QAME EPS to validate details of discussions for accuracy.

The Participants, in general, shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each phase and session

Specifically, Education Program Supervisors shall:

- Present and evaluate division/district literacy and numeracy assessment metrics to pinpoint specific learning gaps.
- Perform root-cause analysis and instructional strategy design.
- Formulate division-level literacy and numeracy plans aligned with regional framework priorities and local classroom realities.
- Ensure proposed learning interventions, instructional materials, and assessment tools fit grade-level learning standards.
- Serve as division rapporteurs during plenary sessions to present draft action plans and incorporate feedback.

Chief Education Supervisors, meanwhile, shall:

- Review baseline literacy and numeracy data, finalize output templates and other outputs for the division
- Guide division teams during workshops to conduct root-cause gap analyses and draft contextualized intervention strategies.
- Offer expert instructional guidance to participants as they formulate literacy and numeracy action plans.
- Lead plenary presentation reviews, offering constructive critiques and consolidating division inputs into a unified Regional Action Plan.
- Prepare and turn in the final Terminal Report and consolidated Regional Literacy and Numeracy Plan to regional leadership.