



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



CLMD-RM-2026-523

5 August 2026

Regional Memorandum
No. 523 s. 2026

**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 September 7-10, 2026, at the venue to be announced in 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 the Arabic Language
 - c. familiarize themselves with language, teaching, and pedagogies in handling ALIVE Classes.
3. This training is intended for newly hired ALIVE teachers and Asatidz in public schools; detailed information regarding the participants, program matrix, technical working group, and terms of reference can be found in Enclosures 1, 2, and 3, respectively. Participants are expected to arrive at the venue on September 7, 2026, before the opening program, with meal provisions commencing with breakfast on Day 1 and concluding with the afternoon snack on Day 4, September 10, 2026.
4. Meals and accommodation of participants shall be charged to FY 2026 GAA/RA12314 MEP-PSF-Downloaded Funds, while traveling and other incidental expenses shall be charged to downloaded SDO-MEP-PSF for FY 2026 and Local Funds (in case the downloaded funds are insufficient), subject to the usual government accounting and auditing rules and regulations.
5. 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.
6. Immediate and widest dissemination of this Memorandum is desired.



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CARLITO D. ROCAFORT
Director IV

02/ROC4

Enclosure 1

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

List of Participants

Please register on this link: <https://tinyurl.com/2026-R4A-LEAP-TRAINING>

SDO	Number of slots
Santa Rosa City	1.
	2.
	3.
	4.
	5.
	6.
Calamba City	7.
	8.
Batangas Province	9.
	10.
Dasmariñas City	11
	12
	13
	14
	15
	16
	17
	18
	19
Rizal Province	20
	21
	22
	23
	24
	25
	26
	27
	28
	29
	30
Cabuyao City	31
	32
	33

Laguna Province	34
	35
	36
	37
	38
Imus City	39
	40
Bacoor City	41
	42
Cavite Province	43
	44
	45
	46
	47
	48
	49
	50
Cavite City	51
Gen. Trias City	52
	53
	54
	55
	56
	57
San Pablo City City	58
Batangas City	59
	60
Santo Tomas City	61
Quezon Province	62
	63
Lipa City	64
	65
	66
	67
Antipolo City	68
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	71
	72
Tanauan City	73
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	76
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Lucena City	78
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	80
Binan City	81
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	84
San Pedro City	85
	86
	87
Santa Rosa City-TWG	88. Noel H. Natividad
Rizal-TWG	89. Van Russel A. Robles
Cavite Province-TWG	90. Emily R. Quintos
Gen. Trias City-TWG	91. Yolanda Dc. Lumanog
Cavite City-TWG	92. Ricardo P. Makabenta
Cavite Province-TWG	93. Lerma C. Angue
Regional Office-TWG	94. Art David D. Raquedan
Regional Office-EPS/TWG	95. Jerusalem B. Cruz
Regional Office- EPS/TWG	96. Hazel Angelyn A.Tesoro
Regional Office- EPS/TWG	97. Emelia P. Crescini

Enclosure 2: MATRIX OF ACTIVITIES

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

TIME	Day 1 Sept. 7, 2026	Day 2 Sept. 8, 2026	Day 3 Sept. 9, 2026	Day 4 Sept. 10, 2026
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

September 7-10, 2026

Venue: TBA

REGIONAL TECHNICAL WORKING GROUP

Overall Chairperson: VIERNALYN M. NAMA CLMD, Chief Education Supervisor
 Emelia P. Crescini CLMD, Education Program Supervisor
 Hazel Angelyn E. Tesoro CLMD, Education Program Supervisor

Members:

Name of MEP Supervisors	SDO	TOR- EPS RTWG
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	
Lerma C. Angue	Cavite Province	
Yolanda DC. Lumanog	General Trias City	
Noel H. Natividad	Sta. Rosa	Technical Assistant
Art David D. Raquedan	Regional Office	
Jerusalem B. Cruz	Regional Office	

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 MOL;
- introduce the guests/Resource Speakers.
- 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/Technical Assistant** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.
- Prepare the Activity Completion Report
- Assist during the presentations/sessions
- Assist during the registration and other logistics

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 module
- lead the Asatidz/ participants in the delivery of quality outputs/demonstration teaching