Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2023-**555**

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Makati City
SDO Muntinlupa City
SDO Pasig City
SDO Valenzuela City

FROM : **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **WRITESHOP ON THE REVIEW, REVISION AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS**

DATE : June 23, 2023

1. This has reference to the attached Memorandum No. DM-CT-2023-139 dated June 2, 2023, from Gina O. Gonong, Undersecretary for Curriculum and Teaching relative to the above-captioned activity.

2. In connection with this, the enclosed participants are enjoined to:
   - bring their own laptop for the writeshop
   - travel authority
   - register online

3. Board and lodging, travel and other incidental expenses will be charged to 2023 Madrasah Education Program (MEP) Funds and Local Funds in case the downloaded funds are insufficient. The Division MEP Focal Person will submit to the Regional MEP Focal Person a summary of expenses incurred by the participants as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

LIST OF PARTICIPANTS

NAME	DESIGNATION	DIVISION	WRITESHOP ACTIVITY	VENUE	DATE
Marissa Andanza	EPS, Division MEP Focal Person	Muntinlupa City	*Review and Revision of Monitoring Tools*	NCR	July 11-14, 2023
Romulos Guino	EPSA, Division MEP Focal Person	Makati City			
Romeo Lati Quijano, Jr.	Master Teacher	Pasig City			
Ma. Julieta Cecilia G. San Jose	Sped Coordinator	Makati City			
Florita Matic	EPS, Division MEP Focal Person	Valenzuela City	*Finalization of Monitoring Tools*	Region VII	July 25-28, 2023
Susan L. Cobarrubias	PSDS	Pasig City			

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Effectivity	01.26.23	Page	2 of 2

MEMORANDUM
DM-CT-2023- 139

TO	:	**REGIONAL DIRECTORS**
FROM	:	**GINA O. GONONG** Undersecretary for Curriculum and Teaching
SUBJECT	:	**WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS**
DATE	:	**June 2, 2023**

The Bureau of Learning Delivery-Student Inclusion Division (BLD- SID) announces the conduct of the following writeshops:

Writeshop	Target Participant	Date and Venue *(Specific venues to be announced)*
Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs	four (4) participants per region	July 11-14, 2023 National Capital Region
Finalization of Monitoring Tools for the Implementation of Inclusion Programs	two (2) participants per region	July 25-28, 2023 Region VII

The writeshops aim to review, revise, and finalize the standard monitoring tools that will be used to gather evidence-based information on the status of field implementation of various inclusion programs such as Special Needs Education (SNEd), Madrasah Education Program (MEP), and Special Curricular Programs (SCP).

Participants must pre-register on or before June 27, 2023 through https://rebrand.ly/OnlineReg-MandETools and are expected to bring their own laptop.

Enclosed in **Annex A** is the list of identified participants per region while **Annex B** contains the indicative program of activities.

Accommodation, traveling and other incidental expenses will be charged to **2023 Madrasah Education Program (MEP) Funds** and to **Local Funds** in case that the downloaded funds are insufficient, subject to the usual government accounting and auditing rules and regulations.

For inquiries or concerns, contact **Mr. Nicanor M. San Gabriel Jr.,** Supervising Education Program Specialist, through email at nicanor.sangabriel@deped.gov.ph.

For immediate dissemination and compliance.

Copy furnished: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations

Annex A

DISTRIBUTION OF PARTICIPANTS

Writeshop on the Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs

July 11-14, 2023
NCR

Regions	SPED	MEP	SCPs						SCPs	Total
			SPA	SPS	SPJ	STE	SPFL	SPTVE		
I	1	1	1	1					2	4
II	2	1			1				1	4
III	1	2				1			1	4
CALABARZON	1	1					1	1	2	4
MIMAROPA	2	1	1						1	4
V	1	2		1					1	4
VI	1	1			1	1			2	4
VII	2	1					1		1	4
VIII	1	2						1	1	4
IX	1	1	1	1					2	4
X	2	1			1				1	4
XI	1	2				1			1	4
XII	2	1					1		1	4
CARAGA	1	1						2	2	4
CAR	2	1	1						1	4
NCR	1	2		1					1	4
Total	22	21	4	4	3	3	3	4	21	64

DISTRIBUTION OF PARTICIPANTS

Writeshop on the Finalization of Monitoring Tools for the Implementation of Inclusion Programs

July 25-28, 2023
Region VII

Regions	SPED	MEP	SCPs						SCPs	Total
			SPA	SPS	SPJ	STE	SPFL	SPTVE		
I	1	1							0	2
II		1	1						1	2
III	1			1					1	2
CALABARZON	1	1							0	2
MIMAROPA		1			1				1	2
V	1					1			1	2
VI	1	1							0	2
VII		1					1		1	2
VIII	1							1	1	2
IX	1	1							0	2
X		1			1				1	2
XI	1					1			1	2
XII	1	1							0	2
CARAGA		1					1		1	2
CAR	1							1	1	2
NCR	1	1							0	2
Total	11	11	1	1	2	2	2	2	10	32

ANNEX B

INDICATIVE PROGRAM OF ACTIVITIES
Writeshop on the Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs
July 10-14, 2023, NCR

TIME	Day 0 July 9, 2023 (Sunday)	DAY 1 July 10, 2023 (Monday)	DAY 2 July 11, 2023 (Tuesday)	DAY 3 July 12, 2023 (Wednesday)	DAY 4 July 13, 2023 (Thursday)	DAY 5 July 14, 2023 (Friday)
6:00 – 7:00		BREAKFAST				
7:00 – 8:00		MANAGEMENT OF LEARNING				
8:00 – 9:00	Travel Time	Opening Program	Breakout Session I: Writing of LogFrame (per Inclusion Program)	Plenary Session 4: Monitoring and Evaluation (M and E) Standard Process Q and A	Breakout Session 3: Presentation of the Comments and Suggestions on the existing M and E Tools (per Inclusion Programs)	Plenary Session: • Synthesis of the Activity/Final Comments of the Consultants • Other Agreements • Submission of Final Revised Monitoring Tools per Inclusion Programs
9:00 – 10:00		Plenary Session 1: Presentation and Discussion of DepEd Order No. 029 s. 2022 entitled Adoption of Basic Education Monitoring and Evaluation Framework (BEMEF) Q and A	↓	Breakout Session 3: Accomplishment of Template for M and E Standard Process (per Inclusion Program)		
10:00 – 11:00		AM BREAK				
11:00 – 12:00		Plenary Session 2: The Logical Framework (Log Frame)	↓	↓	Breakout Session 4: Revision of the Existing M and E Tools for Inclusion Programs	Closing Program
12:00 – 1:00		LUNCH BREAK				
1:00 – 2:00	Arrival and Billeting	Cont. of Plenary Session 2: Analytical Tools needed in LogFrame Formulation and M and E Planning	Plenary Session 3: Presentation and Critiquing of LogFrame (per Inclusion Program)	Plenary Session 4 Presentation of output per group M and E Standard Process	Cont. of Breakout Session 4 • Presentation of the Draft Revised M and E Tools (per Inclusion Programs) • Incorporate Other Suggestions	Home Sweet Home
2:00 – 3:00			Breakout Session 2: Revision of LogFrame (per Inclusion Program)			
3:00 – 4:00		PM BREAK				
4:00 – 5:00		Cont. Plenary 2 Q and A	Cont. Breakout Session 2	Breakout Session 3: Review of the Existing Monitoring Tools (per Inclusion Programs)		
5:00 – 6:00		DEBRIEFING				
6:00 – 8:00		DINNER				
Officer of the Day	SID Staff	PEPITO C. VENTURA Senior EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	ARMI S. VICTOR Supervising EPS	MARITES P. ROMEN Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS
Daily Output	• List of Registered / Directory of Participants	• List of Questions/ Queries about the discussed Topics	LogFrame of each Inclusion Program	Accomplished M and E Standards Template	Draft Revised Monitoring Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

INDICATIVE PROGRAM OF ACTIVITIES
Writeshop on the Finalization of Monitoring Tools for the Implementation of Inclusion Programs
July 24-28, 2023, Region VII

TIME	Day 0 July 23, 2023 (Sunday)	DAY 1 July 24, 2023 (Monday)	DAY 2 July 25, 2023 (Tuesday)	DAY 3 July 26, 2023 (Wednesday)	DAY 4 July 27, 2023 (Thursday)	DAY 5 July 28, 2023 (Friday)
6:00 – 7:00		BREAKFAST				
7:00 – 8:00		MANAGEMENT OF LEARNING				
8:00 – 9:00	Travel Time	Opening Program	Breakout Session 2: Cross Validation of the First Draft of the Finalized M and E Tools (First Round)	Breakout Session 5: Presentation of Comments and Suggestions based on Cross Validation (Second Round)	Breakout Session 7: Presentation of the First Draft M and E Tools (per Inclusion Programs)	Plenary Session: • Synthesis of the Activity/Final Comments of the Consultants • Other Agreements • Submission of Final Revised Monitoring Tools per Inclusion Programs
9:00 – 10:00	Travel Time	Plenary Session 1: Presentation of the First Draft of the Revised M and E Tools for Inclusion Programs Q and A	↓	↓		
10:00 – 11:00		AM BREAK				
11:00 – 12:00		Breakout Session 1: Group Discussion of each Inclusion Program and drafting the first draft of the finalized M and E Tools	Breakout Session 3: Presentation of Comments and Suggestions based on Cross Validation (First Round)	↓	↓	Closing Program
12:00 – 1:00		LUNCH BREAK				
1:00 – 2:00	Arrival and Billeting	Cont. of Breakout Session 1:	↓	Breakout Session 6: Finalization of the 2nd Draft of M and E Tools for Inclusion Programs	Breakout Session 8: Finalization of the Last Draft of M and E Tools for Inclusion Programs	Home Sweet Home
2:00 – 3:00	Arrival and Billeting	↓	Breakout Session 4: Cross Validation of the First Draft of the Finalized M and E Tools (Second Round)			Home Sweet Home
3:00 – 4:00		PM BREAK				
4:00 – 5:00		↓	↓	↓	Closing Program	
5:00 – 6:00		DEBRIEFING				
6:00 – 8:00		DINNER				
Officer of the Day	SID Staff	DENN MARC P. ALAYON Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	MARITES P. ROMEN Supervising EPS	ARMI S. VICTOR Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS
Daily Output	• List of Registered / Directory of Participants	First Draft of the Finalized M and E Tools	Comments and Suggestions of the Cross Validation (First and Second Round)	Finalized 2nd Draft of M and E Tools per Inclusion Programs	Finalized of the Last Draft of M and E Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program