

Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD-2023- 1093

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
*SDO Mandaluyong and SDO Taguig-Pateros*

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

**SUBJECT :** **CAPACITY BUILDING OF CHIEF TRAINERS ON UPSKILING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION**

**DATE :** October 18, 2023

This has reference to Memorandum No. DM-CT-2023-339 dated October 3, 2023, signed by Alma Ruby C. Torio, Assistant Secretary for Curriculum and Teaching and Officer-In-Charge, Undersecretary for Curriculum and Teaching, relative to above-captioned activity to be held on October 24-27, 2023, at NEAP Training Center, General Santos City.

Enclosed is the list of official participants.

Travel expenses of the participants shall be charged against FY 2023 BEC Funds subject to the usual accounting auditing rules and regulations. Please see attached list of documents needed for the reimbursement and submit to CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encls: as stated  
CLMD/ACG2023



Address: Misamis St., Bago Bantay, Quezon City Email address:  
ncr@deped.gov.ph  
Website: depedncr.com.ph

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Effectivity	01.26.23	Pag e	1 of 1



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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**OFFICIAL LIST OF PARTICIPANTS**

**CAPACITY BUILDING OF CHIEF TRAINERS ON UPSKILING ENGLISH  
TEACHERS IN LANGUAGE INSTRUCTION**

*October 24-27, 2023-NEAP Training Center, Gen. Santos City*

<b>Name</b>	<b>Division/Office</b>	<b>Designation</b>
Ramon Belardo Jr.	SDO Mandaluyong	Education Program Supervisor
Noel T. Balubal	SDO Taguig-Pateros	Education Program Supervisor
Donald S. Bruno	Taguig-Science High School	Principal II



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**CHECKLIST OF SUPPORTING DOCUMENTS  
TRAVELLING DOCUMENTS**

Name: \_\_\_\_\_  
Division: \_\_\_\_\_

List of Documents	Remarks
_____ 1. Disbursement Voucher (DV) - c/o CIMD	_____
_____ 2. Obligation Request Slip (ORS) - c/o CIMD	_____
_____ 3. Appendix A (Itinerary of Travel)	_____
_____ 4. Appendix B (Certificate of Travel Completed)	_____
_____ 5. Airfare Ticket/e-Ticket and Official Receipt	_____
_____ 6. Bus/Boat Ticket (if applicable)	_____
_____ 7. Boarding Pass (2)	_____
_____ 8. Taxi Fare - RER (or P300.00 above)	_____
_____ 9. Taxi Fare - RER Certification of Expenses (below P 300.00)	_____
_____ 10. Travel Authority	_____
_____ <b>11. Letter of Invitation (NA)</b>	_____
_____ 12. DepEd Memorandum/Reference	_____
_____ 13. Certificate of Appearance/Participation	_____
_____ 14. Photocopy of ATM - Landbank Account	_____
_____ <b>15. OTHERS:</b>	
a. Certification of no unliquidated cash advance (for CA)	_____
b. Justification/certification - any deviations in the itinerary	_____
c. Official Receipt - airfare, etc.	_____
d. Copy of Liquidation Report	_____
_____ 16. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification is required signed by the head/Supervisor as per COA C	



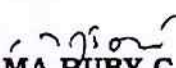
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

**DM-CT-2023- 342**

**TO :** ALL REGIONAL DIRECTORS

**FROM :**   
ALMA RUBY C. TORIO  
Assistant Secretary for Curriculum and Teaching  
Officer-In-Charge  
Office of the Undersecretary for Curriculum and Teaching

**SUBJECT :** CAPACITY BUILDING OF CHIEF TRAINERS ON UPSKILLING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION

**DATE :** October 16, 2023

In support to the implementation of the MATATAG Curriculum, with focus on Communicative Language Competence as the dominant theoretical perspective for teaching English, the Department of Education (DepEd), through the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), shall conduct a **Capacity Building of Chief Trainers on Upskilling English Teachers in Language Instruction** on **October 24 – 27, 2023** at the **NEAP Training Center in General Santos City**.

Specifically, this activity aims to:

- facilitate high-quality professional learning opportunities to ensure that English teachers are not only competent in teaching the standards but also proficient user of the target language.
- devise teaching strategies and activities that develop learners' communicative language competence.

The target participants are the Regional/Division Education Program Supervisors in English (3 per region). Their travel expenses shall be charged to FY 2023 BEC Funds, subject to the usual accounting and auditing rules and regulations.

All select participants shall register at this link: <https://tinyurl.com/UpskillingCapB> on or before October 20, 2023.

Attached is the program of activities for your reference.

For any inquiry or concern, please contact the BLD-TLD, through Ms. Rosalie E. Bongon, Supervising Education Program Specialist, at email address [rosalie.bongon@deped.gov.ph](mailto:rosalie.bongon@deped.gov.ph) or Ms. Lea D. Estuye, Senior Education Program Specialist, at [lea.estuye@deped.gov.ph](mailto:lea.estuye@deped.gov.ph).

Copy furnished:

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouci@deped.gov.ph](mailto:ouci@deped.gov.ph)





Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### Capacity Building of Chief Trainers on Upskilling of English Teachers in Language Instruction

PROGRAM OF ACTIVITIES

October 24-27, 2023

NEAP Training Center, General Santos City

TIME	DAY 1	DAY 2	DAY 3	DAY 4
6:00 – 7:45	ARRIVAL	BREAKFAST		
7:45 – 8:00	REGISTRATION	MANAGEMENT OF LEARNING		
8:00 – 10:00	OPENING PROGRAM <b>(Pre-Assessment)</b>	<i>Plenary Session 4:</i> Fostering Accuracy in Language through <b>Grammatical Competence</b>	<i>Plenary Session 7:</i> Fostering Meaningful Communication through <b>Discourse Competence</b>	Workshop: Mapping of CLT Components and Strategies vis-à-vis Learning Competencies in English
10:00 – 12:00	<i>Plenary Session 1:</i> English Proficiency for Teachers: What DepEd Has Done So Far <i>(BLD Specialist)</i>	<i>Plenary Session 6:</i> <b>Grammatical Competence:</b> Applications for Language Teaching	<i>Plenary Session 8:</i> <b>Discourse Competence:</b> Applications for Language Teaching	<i>Plenary Session 10:</i>  Presentation of Mapped CLT Components and Strategies vis-à-vis Learning Competencies in English
12:00 – 1:00	<b>LUNCH</b>			
1:00 – 3:00	<i>Plenary Session 2:</i> The English Curriculum Standards vis-à-vis Communicative Language Competence <i>(BLD Specialist)</i>	<i>Plenary Session 5:</i> Navigating Appropriate Language Usage through <b>Sociolinguistic Competence</b>	<i>Plenary Session 9:</i> Mastering <b>Strategic Competence</b> for Effective Communication	<b>(Post-Assessment)</b>  CLOSING PROGRAM
3:00 – 5:00	<i>Plenary Session 3:</i> Communicative Competence and Language Teaching: Implications for Teaching Practice <i>(BLD Specialist)</i>	<i>Plenary Session 6:</i> <b>Sociolinguistic Competence:</b> Applications for Language Teaching	<i>Plenary Session 10:</i> <b>Strategic Competence:</b> Applications for Language Teaching	
<b>END OF SESSION</b>				

First Meal – Breakfast (October 24, 2023)

Last Meal – PM Snacks (October 27, 2023)



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouci@deped.gov.ph](mailto:ouci@deped.gov.ph)



DepEd Philippines



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