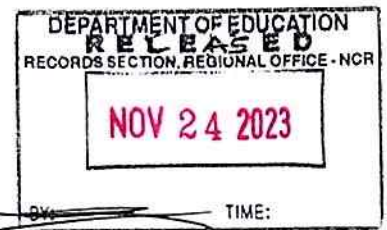





Republic of the Philippines
Department of Education
National Capital Region



REGIONAL MEMORANDUM

ORD-2023- 1233

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Mandaluyong City, Taguig City & Pateros City, and Quezon City

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **CAPACITY BUILDING OF TRAINERS ON UPSKILLING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION (LUZON CLUSTER)**

DATE : November 23, 2023

This is in reference to Memorandum No. DM-CT-2023-387 dated November 17, 2023, signed by Gina O. Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity scheduled on November 21- November 24, 2023 at Subic Grand Seas Resort, Olongapo City, contents of which are self-explanatory, for information and appropriate action.

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

Immediate dissemination of this Memorandum is desired.

Encls: as stated CLMD/ACG2023

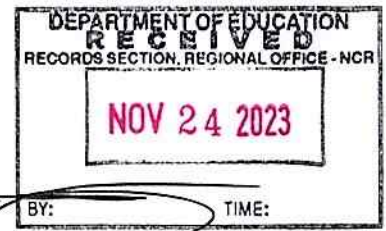
Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1




Republic of the Philippines
Department of Education
National Capital Region



REGIONAL MEMORANDUM

ORD-2023- 1233

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Republic of the Philippines
Department of Education
National Capital Region

OFFICIAL LIST OF PARTICIPANTS

**CAPACITY BUILDING OF TRAINERS ON UPSKILLING ENGLISH
TEACHERS IN LANGUAGE INSTRUCTION (LUZON CLUSTER)**
November 21-24, 2023

NAMES	DESIGNATION	OFFICE/SCHOOL ADDRESS
Ramon Belardo Jr.	EPS-English	SDO Mandaluyong
Noel T. Balubal	EPS-English	SDO Taguig-Pateros
Mercy L. Pan	HT IV	Tandang Sora NHS
Josephine Q. Miranda	HT VI	Batasan Hills NHS
Nerissa G. Vitug	HT VI	Novaliches HS
Arlene G. Sandoval	HT VI	Maligaya HS
Elaina Nuwee Duarte-Santos	English Coordinator	Pres. Neptali A. Gonzalez IS
Susan B. Ramos	HT VI	Mandaluyong HS
Adrian C. Hernandez	HT III	Ilaya Barangka IS.

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



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	2 of 1



Republic of the Philippines
Department of Education
 National Capital Region

**CHECKLIST OF SUPPORTING DOCUMENTS
 TRAVELLING EXPENSES**

Name: _____
 Division: _____

List of Documents

Remarks

- | | |
|--|-------|
| <input type="checkbox"/> 1. Disbursement Voucher (DV) - c/o CLMD | _____ |
| <input type="checkbox"/> 2. Obligation Request Slip (ORS) - c/o CLMD | _____ |
| <input type="checkbox"/> 3. Appendix A (Itinerary of Travel) | _____ |
| <input type="checkbox"/> 4. Appendix B (Certificate of Travel Completed) | _____ |
| <input type="checkbox"/> 5. Airfare Ticket/e-Ticket and Official Receipt | _____ |
| <input type="checkbox"/> 6. Bus/Boat Ticket (if applicable) | _____ |
| <input type="checkbox"/> 7. Boarding Pass (2) | _____ |
| <input type="checkbox"/> 8. Taxi Fare – RER (for P300.00 above) | _____ |
| <input type="checkbox"/> 9. Taxi Fare – RER Certification of Expenses (below P 300,00) | _____ |
| <input type="checkbox"/> 10. Travel Authority | _____ |
| <input type="checkbox"/> 11. Letter of Invitation (NA) | _____ |
| <input type="checkbox"/> 12. DepEd Memorandum/Reference | _____ |
| <input type="checkbox"/> 13. Certificate of Appearance/Participation | _____ |
| <input type="checkbox"/> 14. Photocopy of ATM – Landbank Account | _____ |

15. OTHERS:

- | | |
|---|-------|
| <i>a. Certification of no unliquidated cash advance (for CA)</i> | _____ |
| <i>b. Justification/certification – any deviations in the itinerary</i> | _____ |
| <i>c. Official Receipt – airfare, etc.</i> | _____ |
| <i>d. Copy of Liquidation Report</i> | _____ |

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 Circular Number 2023-04, s. 2023.

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



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	3 of 1



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2023-447

TO:

TOLENTINO G. AQUINO
Regional Director, Region I

BENJAMIN D. PARAGAS
Regional Director, Region II

MAY B. ECLAR
Regional Director, Region III

ALBERTO T. ESCOBARTE
Regional Director, Region IV-A

NICOLAS T. CAPULONG
Regional Director, Region IV-B

GILBERT T. SADSAD
Regional Director, Region V

RAMIR B. UYTICO
Regional Director, Region VI

EVELYN R. FETALVERO
Regional Director, Region VIII

RUTH L. FUENTES
Regional Director, Region IX

MARIA INES C. ASUNCION
Regional Director, CARAGA

WILFREDO E. CABRAL
Regional Director, NCR

ESTELLA L. CARIÑO
Regional Director, CAR

FROM : 
GENARO O. GORONG
Undersecretary for Curriculum and Teaching

SUBJECT : **CAPACITY BUILDING OF TRAINERS ON UPSKILLING ENGLISH TEACHERS IN LANGUAGE INSTRUCTION (LUZON CLUSTER)**

DATE November 17, 2023



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Anchored on the MATATAG Agenda of giving support to teachers to teach better, the Curriculum and Teaching Strand, through the Bureau of Learning Delivery (BLD), shall conduct the **Capacity Building of Trainers on Upskilling English Teachers in Language Instruction (Luzon Cluster)** from **November 21 to 24, 2023** at **Subic Grand Seas Resort, Olongapo City**.

The 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 users of the target language; and
- devise teaching strategies and techniques that develop learners' communicative language competence.

In this light, this Office requests the participation of **twelve (12) regional/division education program supervisors in English**. Additionally, participation of identified **facilitators** from Luzon and other regions in Visayas and Mindanao is also requested. Please refer to Annex A for the list.

Participants and facilitators are required to confirm their attendance by registering through this link: https://bit.ly/REG_NTOT-UPSKILLING_ENG on or before **November 17, 2023**.

They are expected to arrive at the venue on November 21 before the program commences at 8:00 am. The first meal to be served is breakfast on November 21 and the last meal is PM snacks on November 24. Please refer to Annex B for the Indicative Program of Activities.

Travel expenses shall be charged against the BEC funds downloaded to regional offices, subject to the usual government accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue.

For any inquiries or clarifications, please contact Ms. Rosalie E. Bongon, Supervising Education Program Specialist of BLD, through email at rosalie.bongon@deped.gov.ph with a copy furnished at blt.tld@deped.gov.ph.

Immediate dissemination and compliance with this memorandum is desired.

Copy furnished:

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: ouct@deped.gov.ph

DepEd Philippines

@depedphilippines

DepEd_PH

www.deped.gov.ph



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex A – List of identified facilitators

Region	Facilitator	Designation
IV-A	1. Wenifreda S. Diquit	EPS - SDO – Cavite Province
	2. Allan D. Tipan	EPS – SDO – Lipa City
V	1. Mai Anne Rondola	EPS – SDO- Albay City
NCR	1. Ramon M. Belardo Jr.	EPS - SDO- Mandaluyong City
	2. Noel T. Balubal	EPS – SDO – TAPAT
VI	1. Jessica P. Gela	EPS - SDO Bacolod City
	2. Mary Leilani G. Javines	EPS – SDO Silay City
VIII	1. Maria Celeste L. Vincoy	SH - SDO- Leyte
IX	1. Rodolf John T. Rodriguez	EPS - Region IX
CARAGA	1. Rebecca T. Montante	EPS - SDO – Agusan Del Norte

**CAPACITY BUILDING OF TRAINERS ON UPSKILLING ENGLISH TEACHERS
IN LANGUAGE INSTRUCTION (LUZON CLUSTER)**

November 21-24, 2023

Subic Grand Seas Resort, Olongapo City

TIME	DAY 1	DAY 2	DAY 3	DAY 4
6:00 – 7:45	ARRIVAL REGISTRATION	Plenary Session 2: Understanding and Applying Grammatical Competence in Language Instruction Wenifreda S. Diquit Allan D. Tipan	Plenary Session 4: Understanding and Applying Sociolinguistic Competence in Language Instruction Mai Anne Rondola Jessica P. Gela Mary Leilani G. Javines	Post- assessment Work Application Planning
7:45 - 8:00				
8:00 -9:00				
9:00 – 12:00				
BREAKFAST				
MANAGEMENT OF LEARNING				
LUNCH				
12:00 – 1:00	Opening Program Pre-assessment Plenary Session 1: Raising the Bar, Lowering the Barriers in English Language Instruction Dr. Rosalina J. Villaneza Plenary Session 2: Revisiting Communicative Competence: Understanding the K to10 MATATAG Curriculum in English Ramon M. Belardo Jr. Noel T. Balubal	Plenary Session 3: Understanding and Applying Strategic Competence in Language Instruction Rodolf John T. Rodriguez	Plenary Session 5: Understanding and Applying Discourse Competence in Language Instruction Maria Celeste L. Vincoy Rebecca T. Montante	CLOSING PROGRAM
1:00 – 2:00				
2:00 – 3:00				
3:00 – 5:00				
DINNER				
6:00 – 8:00				