


Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2023- 1247

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOYCE DR ANDAYA** 
 Director IV

SUBJECT : **Workshop on the Review, Revision and Finalization and Pilot Testing of Supplementary Learning Resources for Reading (English and Filipino)**

DATE : **November 20, 2023**

1. The Office through the Curriculum and Learning Management Division (CLMD) will conduct the above- captioned activity on December 4-9, 2023, at DepEd NCR CLMD & LRMD Conference Hall.
2. The activity aims to review, revise, and finalize the supplementary reading materials in English and Filipino that will be used as interventions for grades 1-3 learners with reading difficulty.
3. Participants to this activity are the SDO education program supervisors in English and Filipino. The expected time of arrival at the venue is at 7:30 AM on December 4, 2023. They shall be entitled to the grant of compensatory time-off (CTO) or service credit, whichever is applicable, for the services rendered on December 8 & 9, 2023, subject to the allowed number of days for the same by the Civil Service Commission.
4. Registration is required using this link: <https://tinyurl.com/WorkshopReadingMaterial> on or before November 30, 2023. Participants are also advised to bring their own laptop, pocket Wi-Fi and extension cord.
5. Immediate dissemination of this Memorandum is desired.



Address: Misamis St., Bago Bantay, Quezon City
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Enclosure A: Activity Matrix

Date	Time	Activities	Persons Responsible	Output
December 4, 2023	7:30 – 8:00	Registration	Arnold C. Gatus	
	8:00 – 8:30	Preliminaries	Ma. Gloria G. Tamayo Micah G. Pacheco	
	8:30 – 10:00	Session 1-Discussion on the Quality Assurance of REAPS	Dennis Mendoza	
	10:00 – 10:30	Health Break		
	10:30 – 12:00	Providing the names of partner divisions for the cross review		
	12:00 – 1:00	BREAK		
	1:00 – 4:30	Cross review of the reading materials		
	4:30 - 5:00	Submission of output		



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December 5, 2023	8:00AM – 8:15 AM	Management of Learning (MOL)	Arnold C. Gatus
	8:15AM – 12:00 PM	Continuation of the cross review and returning the reading materials for revision	Dennis Mendoza Ma. Gloria G. Tamayo
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00PM-5:00PM	Revision of the reviewed materials Submission of output	
December 6, 2023	8:00AM – 8:15 AM	Management of Learning	Arnold C. Gatus
	8:15AM– 10:00 AM	Continuation of the revision of the reviewed materials	Dennis Mendoza Ma. Gloria G. Tamayo
	10:00 – 10:30 AM	BREAK	
	10:30 – 12:00 NN	Continuation of the Revision of the reviewed materials	
	12:00-1:00	Lunch Break	
	1:00 PM – 4:30 PM 4:30-5:00	Review of the revised Submission of the revised materials	
December 7, 2023	8:00AM – 8:15 AM	Management of Learning	Arnold C. Gatus



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	8:15AM– 10:00 AM	Revised materials reviewed again	Dennis Mendoza	
	10:00AM – 10:30 AM	BREAK	Ma. Gloria G. Tamayo	
	10:30 – 12:00 NN	Continuation of the review of the revised		
	12:00-1:00	LUNCH BREAK		
	1:00 PM – 4:30 PM	Continuation of the review of the revised of the Reading materials		
	4:30 PM– 5:00PM	Submission of output		
December 8,2023	8:00AM – 8:15 AM	Management of Learning	Arnold C. Gatus	
	8:15AM– 10:00 AM	Returning the revised Reading materials	Dennis Mendoza	
	10:00AM – 10:30 AM	BREAK	Ma. Gloria G. Tamayo	
	10:30 – 12:00 NN	Finalization of the Reading materials		
	12:00-1:00	LUNCH BREAK		
	1:00 PM – 5:00 PM	Continuation of the Finalization of the reading materials		
December 9, 2023	8:00 AM- 8:15AM	Management of Learning		



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	8:15AM- 10:00 AM	Submission of finalized reading materials		
	10:00 AM- 10:30 AM	BREAK		
	10:30 AM- 12:00 NN	Printing of the finalized reading materials		
	1:00PM – 2:00PM 3:00PM- 4:00PM	Submission of output Closing Program		



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