


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 388

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Malabon City
SDO Manila
SDO Parañaque City
SDO Quezon City

FROM : **JOCELYN DR. ANDAYA** 
Director IV

SUBJECT : **WORKSHOP ON THE REVIEW OF THE REVISED GRADES 4,
7 and SHS TEXTBOOKS AND TEACHER'S MANUAL**

DATE : April 4, 2024

1. This is in reference to the attached Unnumbered Memorandum from Undersecretary Gina O. Gonong, Curriculum and Teaching, on the above stated subject, to be held on April 4-8, 2024, at Lime Resort Hotel Manila, Seascap Drive, Pasay City, for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.

CLMD/LRMS



Address: 6 Misamis St. Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <https://www.depedncr.com.ph>

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Republic of the Philippines


Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM
DM-CT-2024-**

TO : ALL CONCERNED REGIONAL DIRECTORS
ALL OTHER CONCERNED PERSONNEL

ATTENTION : ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
GINA G. GONGONG
Undersecretary for Curriculum and Teaching

SUBJECT : REVIEW WORKSHOP OF REVISED GRADES 4, 7, AND
SENIOR HIGH SCHOOL TEXTBOOKS AND TEACHER'S
MANUALS

DATE : March 25, 2024

The Department of Education (DepEd), through the Bureau of Learning Resources-Quality Assurance Division (BLR-QAD), will conduct the *Review Workshop of Revised Evaluation Workshop Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals* at the Lime Resort Manila, Pasay City on April 4 to 8, 2024.

Relative to this activity, selected personnel in your region who have served as Technical Working Group (TWG) members on content in the evaluation workshop conducted on March 5 to 12, 2024 will review the revised TXs and TMs as per attached Annex A. **Strictly no replacement of identified BAC-TWG members shall be allowed.**

The selected TWGs are reminded of the following:

1. Own laptops, extension cord, and useful reference materials shall be brought during the live-in activity;
2. Certificates of Recognition will be awarded to the participants for serving as TWG members in this activity;
3. Service credits or compensatory time-off (CTO) computed against the actual days they served in this workshop may be requested in accordance with Civil Service Commission & DBM Joint Circular No. 2, s. 2004 rules and regulations;
4. To ensure that classes will not be disrupted, teachers who will attend this workshop are advised to adopt blended learning or relievers may be assigned to handle their classes;
5. To guarantee the effectiveness of the evaluation, TWGs should prioritize maintaining their physical fitness; and



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

6. Prior to the live-in workshop, all participants are expected to pre-register through this link <https://bit.ly/PrePregRORTXsTMs> for easier facilitation of the administrative arrangements.

Board and lodging of the participants will be shouldered by the BLR. Travelling expenses will be reimbursed through the funds to be downloaded to the Regional Offices or Schools Division Offices chargeable to the **FY 2024 Textbooks and Other Instructional Materials Fund** subject to the usual government accounting and auditing rules and regulations upon submission of required documents. If the downloaded fund for travel expenses is not enough, the excess amount shall be charged against the local funds of the region or division. Participants are required to take the most economical means of transportation in attending the activity. Attached is the Program of Activities for your reference.

All participants are expected to be at the venue on **April 3, 2024 (Day 0, Thursday)**. Hotel check-in will be available from 2:00 pm onwards. The first meal to be served by the venue is dinner and last meal (p.m. snack) will be served on April 8, 2024 (Monday). The opening program shall be held on April 4, 2024, at 8:00 a.m. and checkout will be on April 8, 2024 at 12 noon.

For any query or clarification and confirmation of attendance, please contact **Ms. Camelka A. Sandoval**, Education Program Specialist II of the Bureau of Learning Resources-Quality Assurance Division, at telephone numbers (02) 8634-1054, 8631-9294, or cell phone number 0917-846-8047. Ms. Sandoval can also be reached through email at camelka.sandoval@deped.gov.ph.

For your information and strict compliance.

Attached: as stated

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Annex A

**List of Bids and Awards Committee - Technical Working Group
(BAC- TWG) members for Grades 4, 7, and Senior High School Textbooks (TXs)
and Teacher's Manuals (TMs)**

REGION I

Name of LREs	Division	Designation
Ernesto F. Ramos Jr.	SDO La Union	Principal IV
Amado R. Macayan	Urdaneta City	Education Program Supervisor
*****Nothing Follows*****		

Region II

Name of LREs	Division	Designation
Mara Karla Macalan	Tuguegarao City	Education Program Supervisor
Herminio C. Orpricio Jr.	Isabela	Head Teacher III / OIC School Head
*****Nothing Follows*****		

REGION III

Name of LREs	Division	Designation
Robesa R. Hilario	City of San Jose del Monte	Senior Education Program Specialist
Josephine L. Raguini	Zambales	Principal IV
*****Nothing Follows*****		

REGION VI

Name of LREs	Division	Designation
Jessie P. Batosin	San Carlos City	Education Program Supervisor
*****Nothing Follows*****		

REGION VIII

Name of LREs	Division	Designation
Eduardo E. Legantin	SDO Southern Leyte	Education Program Supervisor
*****Nothing Follows*****		

National Capital Region (NCR)

Name of LREs	Division	Designation
Corazon A. Javier	Paranaque City	Education Program Supervisor / OIC- Principal
Dalisay E. Esguerra	Malabon City	Education Program Supervisor
Vivian B. Intatano	Manila	Head Teacher VI
Alcar E. Saraza	Quezon City	Head Teacher III
*****Nothing Follows*****		

WORKSHOP ON THE REVIEW OF REVISED OF GRADES 4, 7, AND SENIOR HIGH SCHOOL (SHS) TEXTBOOKS (TXS) & TEACHER'S MANUALS (TMS)

Objectives:

1. To review the guidelines and requirements in the review of revised TXs and TMs;
2. To perform individual and team evaluations according to the area of evaluation and titles of TXs and TMs; and
3. To prepare summary of the results of review.

P R O G R A M M E O F A C T I V I T I E S						
Time	Day 1 (TH) April 4	Day 2 (FRU) April 5	Day 3 (SAT) APRIL 6	Day 4 (SUN) APRIL 7	Day 5 (MON) APRIL 8	
8:00 a.m.-8:30 a.m.	Registration and Attendance	MOL	MOL	MOL	MOL	
8:31 a.m. – 9:00 a.m.	Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Introduction of Participants • Welcome Remarks • Statement of Purpose • House Rules & Workshop Protocols 	Continuation of Workshop 1	Workshop 1:	Plenary 4: Reminders in Team Evaluation	Continuation of Workshop 2: <i>Finalization of the Summary of Findings, Recommendations, and Revisions by Title</i>	
9:01 a.m. – 9:30 a.m.	Plenary 1: Review of the Quality Assurance Process Flow and Status of the Stage 1 Evaluation					Workshop 2: <i>Team Evaluation (Meeting of QA Teams with the Same Title of Assigned TX & TM)</i>
9:31 a.m. – 10:00 a.m.	Plenary 2: Review on the Roles and Responsibilities of the BAC-TWG for QA of TXs & TMs Declaration and Signing of Oath of Confidentiality					
10:01 a.m. -10:15 a.m.	H E A L T H B R E A K					
10:16 a.m. – 11:00 a.m.	Plenary 3: Presentation of the Guide in the Review of Revised TXs and TMs <ul style="list-style-type: none"> • Announcement of Area Evaluators • Distribution of TXs and TMs 	Continuation of Workshop 1	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 2: Submission of Outputs	
11:01 a.m. – 12:00 nn.	Workshop 1 <i>Individual Evaluation (Reading and Writing Marginal Notes in the TXs & TMs)</i>					
12:01 p.m. – 1:00 p.m.	L U N C H B R E A K					
1:01 p.m. – 3:00 p.m.	Continuation of Workshop 1 <i>Individual Evaluation (Reading and Writing Marginal Notes in the TXs & TMs)</i>	Continuation of Workshop 1	Continuation of Workshop 1 <i>(Accomplishing the Summary of Findings, Recommendations, and Revisions)</i>	Continuation of Workshop 2	Continuation of Workshop 2	Preparation of Summary of Results of Review of Revised TXs and TMs
3:01 p.m. – 3:15 p.m.	H E A L T H B R E A K					
3:16 p.m. – 5:00 p.m.	Continuation of Workshop 1 Participants reviewed the review of revised guidelines and requirements	Continuation of Workshop 1	Continuation of Workshop 1 Participants meet with teams mates of the same area of evaluation to discuss individual findings	Continuation of Workshop 2 Participants meet with teams mates and validate team's findings	Continuation of Workshop 2 Participants prepare final report and submit outputs	
Expected Outputs						
Officer of the Day/ Emcee	RoseAnn S. Callueng Emcee: John Mark C. Cabotaje	FelJoy Visaya Emcee:	Jodi B. Bermundo Emcee:	Camelka A. Sandoval Emcee:	Elesito Tuyor Emcee:	