



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

May 27, 2024

REGIONAL MEMORANDUM

ORD-2024-533

To: Schools Division Superintendents

REGIONAL CAPACITY BUILDING OF PROGRAM IMPLEMENTERS ON THE IMPLEMENTATION OF MADRASAH EDUCATION PROGRAM

1. The DepEd – National Capital Region through the Curriculum and Learning Management Division (CLMD) – Madrasah Education Program (MEP) shall conduct the above-mentioned activity on June 10-14, 2024, at Tanza Oasis Hotel and Resort, Tanza, Cavite.
2. The activity aims to design an action plan for FY 2024 and to develop and strengthen the skills, instincts, abilities, processes and resources of educational leaders to continuously improve their knowledge, skills, and attitudes required for the delivery of quality basic education. Below is the list of attachments for reference:
 - Allocation of Participants
 - Indicative Program of Activities
3. The participants in this activity are the CLMD Chief, Regional MEP Focal Person, Division MEP Supervisors/Coordinators and School Heads of MEP implementing schools. The number of participants should be within the allotted pax per division. Refer to Enclosure 1 for the allocation of participants per division. The identified participants should pre-register through this link: <https://tinyurl.com/MEP-CapB2024-PreRegistration>
4. In addition, participants are advised to observe the following:
 - Registration time is 8:00-10:00 AM on the first day, first meal is morning snack, and the last meal will be afternoon snack on the last day.
 - The activity is a live-in training, all participants are enjoined to stay in the venue for the entire duration of the seminar.
 - Participants are also requested to bring laptop and extension cord.



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5. Members of the program management team, the technical working committee and facilitators are advised to be at the venue on June 9, 2024 for preparation and simulation, with dinner being served as their first meal.
6. Transportation, board and lodging of the participants and other expenses relative to the conduct of the activity shall be charged against the downloaded **MEP Funds, Sub-Aro No. – OSEC-NCR-23-1767 and NBC 587 annex A-1**, and **local funds**, should there be deficiencies in the downloaded funds, subject to the usual government accounting and auditing rules and regulations. Consequently, the participation to this activity of non-teaching personnel that falls on a weekend and holiday entitles them to a 1.5-day compensatory overtime credit (COC), as per CSC and DBM joint circular no. 2 s. 2004.
7. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV

CLMD/CAVillanueva2024



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Enclosure No. 1: Allocation of Participants

| Division | CLMD/CID Chief | Regional/Division MEP Supervisor | School Head | TOTAL |
|-----------------------|----------------|----------------------------------|-------------|------------|
| Caloocan City | 1 | 1 | 7 | 9 |
| Las Pinas City | 1 | 1 | 6 | 8 |
| Makati City | 1 | 1 | 4 | 6 |
| Malabon City | 1 | 1 | 2 | 4 |
| Mandaluyong City | 1 | 1 | 4 | 6 |
| Manila | 1 | 1 | 6 | 8 |
| Marikina City | 1 | 1 | 3 | 5 |
| Muntinlupa City | 1 | 1 | 1 | 3 |
| Navotas City | 1 | 1 | 3 | 5 |
| Paranaque City | 1 | 1 | 4 | 6 |
| Pasay City | 1 | 1 | 12 | 14 |
| Pasig City | 1 | 1 | 3 | 5 |
| Quezon City | 1 | 1 | 19 | 21 |
| San Juan City | 1 | 1 | 3 | 5 |
| Taguig City & Pateros | 1 | 1 | 12 | 14 |
| Valenzuela City | 1 | 1 | 2 | 4 |
| TOTAL | 16 | 16 | 91 | 123 |
| CLMD | 1 | 1 | | 2 |
| Speakers/PMT/TWG | | | | 7 |
| GRAND TOTAL | | | | 132 |



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Enclosure No. 2: Indicative Program of Activities

| TIME | Day 1 June 10, 2024 | Day 2 June 11, 2024 | Day 3 June 12, 2024 | Day 4 June 13, 2024 | Day 5 June 14, 2024 |
|-----------------------|--|--|--|--|---------------------------------------|
| 6:00 – 7:00 | BREAKFAST | | | | |
| 7:00 – 7:30 | Management of Learning | | | | |
| 7:30 – 8:00 | Travel Period Registration Check-in at the hotel venue | Guidelines in Implementing Madrasah Education Program Dr. Marizza Andanza – EPS, Muntinlupa City Dr. John Patrick Palad – EPS, Caloocan City | Philippine Professional Standards for Supervisors in the Context of MEP (DO no.25 s. 2022) Dr. Hajji Palmero – Chief, HRDD | Redefining the Landscape of Instructional Supervision Dr. Maricar A. Bangit – EPS, CLMD | Presentation of Final Outputs |
| 8:00 – 9:00 | | | | | Submission of Finalized Outputs |
| 9:00 – 10:00 | | Employing Inclusive and Strategic Giving Feedback Practices Mr. Dennis Mano – EPSA, Quezon City | Glimpse on the M&E Tool on the Madrasah Education Program Implementation Dr. Florita Matic – EPS, Valenzuela City | Sharing of MEP Best Practices Dr. Cipriano Bisco Jr. – Principal IV - SDO TaPat | CLOSING PROGRAM |
| 10:00 – 11:00 | | | | | |
| 11:00 – 12:00 | LUNCH BREAK | | | | |
| 12:00 – 1:00 | Opening Program | Pedagogical Approaches in the Delivery of Instruction for MEP Dr. Leah De Leon – EPS, Marikina City | Looking beyond Various Data Through Data Analytics - Tagging of learners in the LIS Mr. Joseph Indicio, Statistician, PPRD | Development of Action Plans per SDO Dr. Josephine Tobias – PSDS, Navotas City | HOME SWEET HOME |
| 1:00 - 2:00 | Understanding ALIVE Curriculum, Its Implementation, Principles and Strategies Dr. Normina Hadjiyunnos – EPS, Pasay City | Demonstration Teaching – Ms. Saima Liawao ALIVE Teacher - SDO Pasay | | | |
| 2:00 – 3:00 | | | | | |
| 3:00 – 4:00 | | | | | |
| 4:00 – 5:00 | | | | | |
| 5:00 – 6:00 | DEBRIEFING | | | | |
| 6:00 – 8:00 | DINNER | | | | |
| Officer of the Day | Pasay Caloocan San Juan | Las Pinas Manila Malabon Pasig | Navotas Mandaluyong Marikina | Quezon City TaPat Paranaque | Valenzuela Muntinlupa Makati |
| Daily Output | List of Registered or Directory of Participants | Participants' comments, suggestions, and recommendations on the Developed Action Plans for 2024 | | | Finalized Action Plans |



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