



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



**REGIONAL MEMORANDUM**  
**ORD-2024- 1198**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Muntinlupa  
SDO Quezon City  
SDO Taguig-Pateros  
SDO Valenzuela

**FROM :** **JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

**SUBJECT :** **SERIES OF ACTIVITIES ON THE DEVELOPMENT OF  
PROTOTYPES FOR READING MANIPULATIVES**

**DATE :** **November 13, 2024**

1. This has reference to the attached letter from BLR-2024-11-2466 dated November 8, 2024, signed by Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources re: above mentioned activity to be held on November 18-21, 2024, at Crown Regency Hotel, Cebu City, for information and appropriate action.
2. Attached is the list of participants for reference.
3. Immediate dissemination of this memorandum is desired.

Clmd/acgatus/2024



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

**LIST OF PARTICIPANTS**

SERIES OF ACTIVITIES ON THE DEVELOPMENT OF PROTOTYPES FOR READING MANIPULATIVES

<b>VALIDATION TEAM</b>			
November 18-21, 2024 Crown Regency Hotel, Cebu City			
	<b>NAME</b>	<b>DESIGNATION</b>	<b>DIVISION/OFFICE</b>
1	Rosarie Carlos	EPS-Filipino	SDO Valenzuela City
2	Cherry Lou Tolentino	Head Teacher	SDO Valenzuela City
3	Ester del Carmen	Head Teacher	SDO Valenzuela City
4	Redempta Gallardo	HT III- Filipino	SDO Valenzuela City
5	Donna Tayer	HT-VI Filipino	SDO Valenzuela City
6	Dimpol Zuleta	Head Teacher	SDO Valenzuela City
7	Fritzie L. Beltran	School Head	SDO Quezon City
8	Shirley A. Alambra	School Head	SDO Quezon City
<b>PILOT TESTING TEAM</b>			
Schedule: <i>to be identified</i> Venue: Various schools in Laguna and Lipa City			
9	Carl Edison Poblador	Head Teacher	SDO Taguig-Pateros
10	Maria Elena Araja	Head Teacher	SDO Muntinlupa
11	Josefina A. Almarez	School Head	SDO Quezon City



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director  
BLR-2024-11-2466

November 8, 2024

**JOCELYN DR. ANDAYA**

Regional Director, DepEd NCR  
concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations

Dear **Dir. Andaya**:

The Bureau of Learning Resources will conduct a **Series of Activities on the Development of Prototypes for Reading Manipulatives**. The output of the activities will be the actual prototypes (models) for the mass production of reading manipulatives intended for emergent readers in the early grades.

In line with this, we would like to invite the following personnel from your region to comprise the members of the validation and pilot testing teams:

**Validation Team**

Activity: Writeshop on the Validation of Prototypes for Reading Manipulatives

Schedule: November 18 to 21, 2024

Venue: Crown Regency Hotel, Cebu City

1. **Rosarie Carlos**, SDO Valenzuela City
2. **Cherry Lou Tolentino**, SDO Valenzuela City
3. **Ester del Carmen**, SDO Valenzuela City
4. **Redempta Gallardo**, SDO Valenzuela City
5. **Donna Tayer**, SDO Valenzuela City
6. **Dimpol Zuleta**, SDO Valenzuela City
7. *Participant to be identified by the Regional Office*
8. *Participant to be identified by the Regional Office*

**Pilot Testing Team**

Activity: Pilot Testing for Reading Manipulatives

Schedule: To be identified

Venue: Various schools in Laguna and Lipa City

9. **Carl Edison Poblador**, SDO Taguig City-Pateros
10. **Maria Elena Araja**, SDO Muntinlupa
11. *To be identified by the Regional Office*

The following are the terms of references of the requested participants:

DIVISION CODE



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;  
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
Email Address: [blr.od@deped.gov.ph](mailto:blr.od@deped.gov.ph); [blr.lrpj@deped.gov.ph](mailto:blr.lrpj@deped.gov.ph); [blr.lraad@deped.gov.ph](mailto:blr.lraad@deped.gov.ph); [blr.cebu@deped.gov.ph](mailto:blr.cebu@deped.gov.ph)



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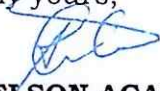
1. Attend the onsite activities and contribute to the realization of objectives;
2. Interface with the personnel from the Central Office and represent the field by actively engaging on discussions related to reading and literacy;
3. Work as validators of sample manipulatives and provide inputs necessary for the development of products;
4. Test the reading manipulatives in the classrooms and gather feedback from teachers and learners;
5. Treat with confidentiality all data processed for the participation in the workshop; and
6. Submit the required documents necessary for the participation in the workshop.

Expenses relative to the activity shall be charged against the funds downloaded for the Series of Activities on the Development of Prototypes for Reading Manipulatives, subject to existing auditing and accounting rules and regulations of the government. Moreover, it is requested that the identified personnel be given compensatory time-off or leave credit, whichever is applicable, for their attendance on weekends and holidays.

For more information, you may coordinate with the Learning Resources Production Division through email address [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph), copy furnished [jejomar.alda@deped.gov.ph](mailto:jejomar.alda@deped.gov.ph).

We look forward to realizing our objective of providing quality resources through this collaboration.

Very truly yours,

  
**ARIZ DELSON ACAY D. CAWILAN**  
Director IV 