



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 17, 2025

REGIONAL MEMORANDUM

No. 1247, s. 2025

To: Schools Division Superintendents
School Heads, MEP Implementing Schools
All Others Concerned

AL-TAKWEEN: DEVELOPING BASIC COMPETENCIES FOR ALIVE TEACHERS

1. The Department of Education Caraga Region, through the Curriculum and Learning Management Division (CLMD), will conduct a three-day capacity-building program titled "**Al-Takween: Developing Basic Competencies for ALIVE Teachers**" on **December 3-5, 2025**, at the **Nickel Hall, R-NEAP, DepEd Caraga Regional Office, Butuan City**.

2. This professional development program aims to equip Arabic Language and Islamic Values Education (ALIVE) teachers across the Caraga Region with foundational competencies in Arabic language instruction, literacy assessment, and culturally responsive teaching methodologies essential for effective implementation of the Madrasah Education Program (MEP).

3. A total of 60 ALIVE teachers from 11 MEP Schools Division Offices implementing across Caraga Region will participate in this training program. The participants are beginning to proficient teachers currently teaching or assigned to teach ALIVE subjects in Grades 1-6 in public schools.

4. All participants are required to bring their own laptop and extension cord, secure an approved Travel Authority, and complete the pre-registration and pre-assessment at <https://bit.ly/ALIVEPreTest> by November 28, 2025. Training facilitators are likewise directed to prepare all required workshop materials, instructional resources, and assessment tools as specified in the same enclosure to ensure effective delivery of the program.

5. Meals, snacks, training kits, dormitory accommodation, venue rental, and other activity expenses shall be charged against MEP 2025 Current Funds (OSEC-13-25-00368), subject to existing accounting and auditing rules. Participants' travel expenses shall also be sourced from the same funds and downloaded to the concerned SDOs. Should the downloaded funds be insufficient, local funds or other allowable sources, such as SDO MEP Support Funds, may be utilized in compliance with the standard accounting and auditing rules and regulations.

6. Participants from SDOs located beyond the 50-kilometer radius are advised to check in at the NEAP Dormitory on December 2, 2025, with dinner as the first

meal to be provided. Check-out will be at 12:00 noon on December 5, with afternoon snacks as the final meal.

7. To qualify for a Certificate of Training Completion, participants must attend all the sessions and complete the pre-assessment. They must also satisfactorily accomplish all required portfolio components and demonstrate core competencies during practical sessions and commit to classroom application and follow-up activities.

8. A **Virtual Pre-Work Conference** with Resource Speakers/Training Facilitators and members of Technical Working Committee will be conducted via Microsoft Teams on **November 29, 2025 (Saturday); 8:00 a.m.- 5:00 p.m.** and **December 1, 2025 (Monday) from 2:00 p.m. to 5:00 p.m.** Teachers participating in the Saturday pre-work shall be granted Service Credits in accordance with DepEd Order No. 53, s. 2023, while non-teaching personnel shall receive Compensatory Time Off (CTO) in accordance with CSC-DBM Joint Circular No. 2, s. 2004.

9. Enclosures:

Enclosure No. 1 – Indicative Course Matrix

Enclosure No. 2 – Distribution of Participants per Schools Division Office

Enclosure No. 3 – Materials Checklist for Participants and Facilitators

10. For immediate dissemination and appropriate action.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: Regional Memorandum (CLMD – 2025 –0750)

To be indicated in the Perpetual Index
under the following subjects:

MADRASAH EDUCATION

TEACHERS

TRAINING PROGRAMS

CLMD/rjy
11/15/2025

(Enclosure No. 1 to Regional Memorandum No. 1247, s. 2025)

AL-TAKWEEN: DEVELOPING BASIC COMPETENCIES FOR ALIVE TEACHERS
Nickel Hall, R-NEAP, DepEd Caraga Regional Office, Butuan City
December 3-5, 2025

INDICATIVE COURSE MATRIX

DAY 1: December 3, 2025 (Wednesday) - Foundational Arabic Literacy Skills

Time	Activity/ Topic	Learning Outcomes	Facilitator
7:00 a.m.- 8:00 a.m.	Registration Breakfast		PMT
8:00 a.m.- 8:30 a.m.	Opening Program and Preliminaries		PMT
8:30 a.m. - 10:30 a.m.	Session 1: Arabic Phonetics and Letter Recognition	Master systematic approaches to teaching Arabic letter recognition, pronunciation, and sound-symbol relationships using evidence-based phonics instruction methods.	Kathleen Marjory J. Julius
10:30 a.m. -10:45 a.m.	Morning Break		
10:45 a.m. - 12:00 p.m.	Session 2: Arabic Writing Systems (Nuskhah and Cursive)	Implement systematic instruction in Arabic script forms (Nuskhah and cursive), develop proper letter formation techniques, and design progressive writing instruction sequences.	Hamdanie A. Pangandag
12:00 p.m. - 1:00 p.m.	Lunch Break		
1:00 p.m. - 3:00 p.m.	Session 3: Vowel Systems and Diacritical Marks	Apply evidence-based strategies for teaching Arabic vowel systems (Fatha, Kasra, Damma, Sukoon, Tanween, Shaddah) and their impact on pronunciation and meaning.	Woodrow Wilson A. Jumadla
3:00 p.m. - 3:15 p.m.	Afternoon Break		

Time	Activity/ Topic	Learning Outcomes	Facilitator
3:15 p.m. - 5:15 p.m	Session 4: Syllable Formation and Phonological Awareness	Develop comprehensive phonological awareness instruction including syllable segmentation, blending, manipulation, and diagnostic assessment of reading difficulties.	Nadia A. Matuan
5:15 p.m.- 5:45 p.m.	Debriefing		PMT
6:00 p.m.	Dinner		

DAY 2: December 4, 2025 (Thursday) - Reading Competencies and Qur'anic Instruction

Time	Activity/Topic	Learning Outcomes	Facilitator
7:00 a.m. – 7:45 a.m.	Breakfast		
7:45 a.m.- 8:00 a.m.	MOL		
8:00 a.m. - 10:00 a.m.	Session 5: Arabic Word Recognition and Spelling	Design systematic word recognition instruction, master evidence-based spelling techniques, and create comprehensive contest preparation methodologies.	Alson A. Julius
10:00 a.m. - 10:15 a.m.	Morning Break		
10:15 a.m. - 12:15 p.m.	Session 6: Reading Fluency and Comprehension	Master Arabic reading fluency assessment techniques, implement evidence-based comprehension strategies, and design inclusive reading environments.	Sadam A. Acob
12:15 p.m. - 1:15 p.m.	Lunch Break		

Time	Activity/Topic	Learning Outcomes	Facilitator
1:15 p.m. - 3:15 p.m.	Session 7: Tajweed and Qur'anic Reading	Integrate Tajweed principles into literacy instruction, develop systematic Qur'anic reading pedagogy, and implement culturally responsive teaching methods.	Jerrick M. Maranan
3:15 p.m. - 3:30 p.m..	Afternoon Break		
3:30 p.m. - 5:30 p.m.	Session 8: Oration and Public Speaking in Arabic	Facilitate Arabic oration training, develop public speaking confidence, and integrate Islamic values in communication skills development.	Pathros Hafid I. Jumadla
5:15 p.m.- 5:45 p.m.	Debriefing		PMT
6:00 p.m.	Dinner		

DAY 3: December 5, 2025 (Friday) - Assessment and Contest Preparation

Time	Activity/Topic	Learning Outcomes	Facilitator
7:00 a.m. – 7:45 a.m.	Breakfast		
7:45 a.m.-8:00 a.m.	MOL		
8:00 a.m. -10:00 a.m.	Session 9: Assessment and Evaluation Techniques in Arabic	Administer and interpret Arabic literacy assessments, utilize sex-disaggregated data analysis, and design culturally responsive evaluation tools.	Woodrow Wilson A. Jumadla
10:00 a.m. - 10:15 a.m.	Morning Break		

Time	Activity/ Topic	Learning Outcomes	Facilitator
10:15 a.m. - 12:15 p.m.	Session 10: Contest Preparation and Performance Coaching	Prepare students for Arabic language competitions, develop systematic coaching methodologies, and implement inclusive competition facilitation strategies.	Haniah A. Abdullah
12:15 p.m. - 1:00 p.m.	Lunch Break		
1:00 p.m. - 3:00 p.m.	Finalization of Outputs and Closing Program		PMT All Facilitators

Certificate Requirements

To qualify for a Certificate of Training Completion, participants must:

- 1 Attend all ten (10) sessions
- 2 Complete the registration and pre-assessment by November 28, 2025
- 3 Satisfactorily accomplish all required portfolio components
- 4 Demonstrate core competencies during practical sessions
- 5 Commit to classroom application and follow-up activities

(Enclosure No. 2 to Regional Memorandum No. 1247, s. 2025)

DISTRIBUTION OF PARTICIPANTS PER SCHOOLS DIVISION OFFICE

No.	Schools Division Office (SDO)	Number of ALIVE Teacher-Participants
1	Agusan del Norte	5
2	Agusan del Sur	6
3	Bayugan City	4
4	Bislig City	3
5	Butuan City	8
6	Cabadbaran City	6
7	Siargao	1
8	Surigao City	10
9	Surigao del Norte	2
10	Surigao del Sur	9
10	Tandag City	6
	TOTAL	60

Program Management Team & Technical Working Group

Name	Position/Designation	SDO/Station/Office
1. Bernabe L. Linog	Chief ES, CLMD	Regional Office
2. Rhea J. Yparraguirre	EPS-CLMD/RMEPC	Regional Office
3. (To be determined by QAD)	EPS-QAD, QAME In-Charge	Regional Office
4. May Anne G. Flores	JO	Regional Office
5. Egy I. Jumadla	P-III/DMEPC	Tandag City
6. Cherryl A. Juaton	DMEPC	Agusan del Sur
7. Kathleen Marjory J. Julius	ALIVE Teacher/ Training Facilitator	Tandag City
8. Alson A. Julius		
9. Woodrow Wilson A. Jumadla		
10. Jerrick M. Maranan		
11. Pathros Hafid I. Jumadla		
12. Sadam A. Acob		
13. Haniah A. Abdullah		
14. Hamdanie A. Pangandag		Surigao del Sur
15. Nadia A. Matuan		Bislig City

(Enclosure No. 3 to Regional Memorandum No. 1247, s. 2025)

MATERIALS CHECKLIST

A. Materials Checklist for Participants

Item	Purpose	Notes
Laptop	For digital activities, portfolio development, and online collaboration	Fully charged; bring charger
Extension Cord	To ensure power access during sessions	At least 2-3 meters long
Writing Materials	Note-taking and workshop activities	Pens, pencils, highlighters
Travel Authority	Official documentation for travel	Approved by the Schools Division Superintendent
Personal Items	For 3-day live-in training	Toiletries, personal medications
Arabic Language Textbooks	Reference materials for lesson planning	Currently used in ALIVE classes
Sample Learner's Outputs	For use during the workshop	For all grade levels handled
Sample Formative and Summative Assessment Materials	For use during the workshop	Implemented in ALIVE classes
Sample Performance Tasks	For use during the workshop	Implemented in ALIVE classes
Manipulatives/ Flashcards	For use during the workshop	If available
Qur'an	For Tajweed and Qur'anic reading session	For use during the workshop
Headphones or Earphones	For audio/video activities	If available

B. MATERIALS CHECKLIST FOR FACILITATORS

Item	Responsibility	Deadline
✓ Session Guide	Review and finalize	November 29, 2025
✓ PowerPoint Presentation	Update and test	November 29, 2025
✓ Pre-Test and Post-Test	Print sufficient copies	December 1, 2025
✓ Support Materials	Prepare and organize	December 1, 2025
✓ Activity Materials	Gather all required items including manipulatives	December 1, 2025
✓ Assessment Materials and Rubrics	Print and prepare	December 1, 2025
✓ Arabic Text Samples	Prepare for demonstrations	December 1, 2025
✓ Reflection Worksheets	Print sufficient copies	December 1, 2025