



December 5, 2019



REGIONAL MEMORANDUM
No. 847, s. 2019

WRITESHOP ON THE DESIGN, SELECTION, ORGANIZATION AND UTILIZATION OF ASSESSMENT STRATEGIES FOR ASATIDZ TEACHING ARABIC LANGUAGE AND ISLAMIC VALUES EDUCATION (ALIVE) CLASSES UNDER THE MADRASAH EDUCATION PROGRAM

TO: Schools Division Superintendents
Division ALIVE Coordinators
This Region

1. The Department of Education Caraga Region through the Curriculum and Learning Management Division (CLMD) shall conduct a **Writeshop on the Design, Selection, Organization and Utilization of Assessment Strategies for Asatidz Teaching Arabic Language and Islamic Values Education (ALIVE) Classes under the Madrasah Education Program (MEP) on December 16-20, 2019 at Siargao** (specific venue still to be determined).
2. The training workshop aims to capacitate asatidz to develop quarterly test questions and Arabic Language Reading Assessment Tool for K to 3 Arabic Language and Islamic Values Education (ALIVE) learners. Specifically, the training aims to capacitate asatidz to:
 - 2.1. develop deeper understanding on classroom assessment;
 - 2.2. familiarize the principles and methods of test construction;
 - 2.3. develop test questions for quarterly examinations consistent with the curriculum requirements;
 - 2.4. develop grade-level appropriate reading assessment tool in Arabic Language.
3. Participants to this training are the Regional and Division ALIVE Coordinators and select ALIVE Teachers. Please see **Enclosure 1** for the **Official List of Participants**. Identified participants are requested to register online at <http://bit.do/ALIVEWriteshop> on or before **December 13, 2019**.
4. Participants of the training-workshop must follow and observe the **Administrative and Logistical Guidelines** hereto attached as **Enclosure No. 2**. For further information and guidance, the **Indicative Program of Activities** is attached as **Enclosure No. 3**.
5. Travel and other allowable expenses of the Division ALIVE Coordinators and ALIVE Teachers shall be downloaded to the SDOs while board and lodging, training kits, materials and supplies, administrative cost, honoraria of resource speakers, travel expenses of resource

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speakers and Program Management Team shall be charged to MEP Funds subject to the usual government accounting rules and regulations.

6. Should the downloaded funds not enough to cover the travel expenses, the deficient amount shall be charged to the division Program Support Funds or other sources, still subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
Officer-in-Charge
Office of the Regional Director

Encls.: As stated

Reference: None

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

MADRASAH EDUCATION
TRAINING PROGRAM
TEACHERS
WORKSHOP
TESTS

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December 16-20, 2019; Siargao

OFFICIAL LIST OF PARTICIPANTS

	Name of Participant	Designation	Division/Office	School/Station
Management Team	Dr. Isidro M. Biol, Jr.	Chief	CLMD	Regional Office
	Rhea J. Yparraguirre	EPS/Regional ALIVE Coordinator/ Facilitator	CLMD	Regional Office
	Leopardo P. Cortes, Jr.	PDO/ DAC/ Process Observer	Surigao del Sur	SDO-CID
Resource Speakers/ Facilitators	Marie Fe C. Dultra	EPS/Division ALIVE Coordinator	Cabadbaran City	SDO-CID
	Lilifreda P. Almazan	EPS/Division ALIVE Coordinator	Bislig City	SDO-CID
	Egy I. Jumadla	P-II/Division ALIVE Coordinator	Tandag City	SDO-CID
	Still to be invited	ALIVE Expert	SDO-Davao City, RXI	
Arabic Language Writers	Alson A. Julius	Teacher I <i>Writer/Facilitator</i>	Tandag City	JP Elpa NHS
	Hamdanie A. Pangandag	Teacher III <i>Writer/Facilitator</i>	Surigao del Sur	Cantilan East CES
	Kathleen Marjory J. Julius	Teacher I	Tandag City	Tandag Pilot ES
	Rocaina C. Macasimbar	Teacher I	Surigao City	NAMCES
	Woodrow Wilson I. Jumadla	ALIVE Teacher	Siargao	Dapa CES & SPED Center
	Sadam D. Acob	ALIVE Teacher	Tandag City	Quintos ES
Islamic Values Education Writers	Noraima D. Macabayao	Teacher I	Cabadbaran City	NORCACES
	Jasmine D. Mulok	Teacher I	Agusan del Norte	Magallanes CES
	Shaira A. Domado	Contract of Service	Agusan del Norte	Buenavista CES
	Rakisa P. Sultan	Teacher I	Siargao	Dapa NHS
	Abdul Gani M. Sidic	Teacher I	Bislig City	Caramcam CES
	Ghaizar A. Bautista	Contract of Service	Butuan City	JT Domingo CES
Review and Technical Assistance	Rosell P. Abellana	DAC	Agusan del Norte	CID
	Virginia T. Mahinay	EPS/DAC	Agusan del Sur	CID
	Ma. Elena G. Saga	DAC	Bayugan City	CID
	Reynaldo B. Encarguez	EPS/DAC	Butuan City	CID
	Dalmacio A. Anzano	EPS/DAC	Siargao	CID
	Marino L. Pamogas	EPS/DAC	Surigao City	CID
	Alicia N. Mainit	PSDS/DAC	Surigao del Norte	Placer II District

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December 16-20, 2019; Siargao

ADMINISTRATIVE AND LOGISTICAL GUIDELINES

I. Pre-Training Requirements

A. Online Registration

Identified participants are required to register online on or before the cut-off date (December 13, 2019) at <http://bit.do/ALIVEWriteshop>. Travel Authority must be uploaded upon registration. **No Travel Authority, No Accommodation. Replacement and/or substitution of participants is NOT allowed.**

B. Pre-Work Conference

To ensure proper conduct of the activities planned for the workshop, a pre-work conference shall be conducted. This shall be held on Day 0, December 15, 2019; 1:00 P.M. – 5:00 P.M, to be participated in by the **Program Management Team (PMT), Resource Persons and Facilitators.**

C. Arrival, On-site Registration, Accommodation, and Schedule of Meals

Participants are expected to be at the training venue on the afternoon of Day 0. Upon arrival, participants shall proceed to the front desk for their rooming assignments. Schedule of check-in and-out, first and last meals are as follows:

Check-in	First Meal	Last Meal	Check-out
December 15, 2019 12:00 Noon	Dinner of Day 0 (December 15, 2019)	PM Snacks on Day 5 (December 20, 2019)	December 20, 2019 12:00 Noon

II. Training Requirements

A. Attendance

Participants are expected to attend 40 hours or 100% of the total number of training hours. Signing of daily attendance sheets (morning and afternoon) is required. Should there be instances where a participant need to leave early due to emergency, urgent, or other important matters, he/she shall submit a written letter stating the reason for his/her early departure addressed to Dr. Isidro M. Biol, Jr., the Chief of the Curriculum and Learning Management Division and signed by his/her immediate supervisor.

B. Electronic Devices

All participants are required to bring laptop, extension cord, pocket WiFi and Arabic Language and Islamic Values Education textbooks and reference materials.

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C. Training Outputs

Participants are expected submit the required output per session. A chart shall be displayed on the wall to keep track of the submission per participant. **No output, no Certificate.**

D. Training Assessments

These shall include pre-and post-test and evaluation of the training program and resource speakers/facilitators and the Program Management Team. Furthermore, to promote commitment building from both the ALIVE Teachers and Division ALIVE Coordinators who are participants to this workshop, they shall submit the accomplished Re-entry Action Plan (REAP) Form prior to the Closing Program following the template in **Enclosure 4.**

E. Debriefing

A daily debriefing shall be conducted. This shall be participated in by the members of the PMT.

F. Observance "Prayer Day" of Filipino Muslims

Per Civil Service Commission Resolution Nos. 81-1277 and 00-0227, the Commission mandates the adoption of a flexitime scheme to accommodate Muslims' "Friday Prayer Day" whenever applicable.

III. Post-Training Requirements

All Division ALIVE Coordinators must submit to the Regional Office a quarterly report on the utilization of the training outputs.

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Enclosure No. 3 to Regional Memorandum No. 847, s. 2019

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AND ISLAMIC VALUES EDUCATION (ALIVE) CLASSES UNDER THE MADRASAH EDUCATION PROGRAM**
December 16-20, 2019; Siargao

INDICATIVE PROGRAM OF ACTIVITIES

TIME	Day 0 (December 15, 2019)	Day 1 (December 16, 2019)	Day 2 (December 17, 2019)	Day 3 (December 18, 2019)	Day 4 (December 19, 2019)	Day 5 (December 20, 2019)
7:45-8:00				Management of Learning		
8:00-9:00	Travel Time	Session 1 Workshop Overview Pre-Test Levelling of Expectations c/o Program Management Team	Session 6 Writeshop on Test Construction for K to 3 (First Quarter) <i>Group 1: Arabic Language Education</i> RESOURCE SPEAKER /Arabic Language Expert	Session 8: Presentation, Critiquing, and Revision of the ALIVE K to 3 Test Items (First and Second Quarter) RESOURCE SPEAKER /Arabic Language Expert DR. LILIFREDA P. ALMAZAN DAC, Bislig City	Continuation of Session 10	Continuation of Session 13
			DR. LILIFREDA P. ALMAZAN DAC, Bislig City	MARIE FE C. DULTRA DAC, Cabadbaran City		
9:00-10:00						
10:00-10:15				Neural Break		

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TIME	Day 0 (December 15, 2019)	Day 1(December 16, 2019)	Day 2-(December 17, 2019)	Day 3-(December 18, 2019)	Day 4-(December 19, 2019)	Day 5-(December 20, 2019)
10:15-12:00		Session 2: Review on Assessment-related policies of the Department of Education MARIE FE C. DULTRA DAC, Cabadbaran City	Continuation of Session 6	Session 9: Workshop on Test Construction for K to 3 ALIVE (Third Quarter) RESOURCE SPEAKER /Arabic Language Expert DR. LILIFREDA P. ALMAZAN DAC, Bislig City	Continuation of Session 10	Session 14: Presentation, Critiquing, and Revision of the ALIVE K to 3 Test Items (First and Second Quarter) RESOURCE SPEAKER /Arabic Language Expert DR. LILIFREDA P. ALMAZAN DAC, Bislig City
12:00-1:00	Check-in	Lunch Break and Salah				
1:00-3:00	Pre-Work Conference with the Program Management Team	Session 3: Principles and Methods of Test Construction LILIFREDA P. ALMAZAN, PhD DAC, Bislig City	Session 7 Workshop on Test Construction for K to 3 (Second Quarter) RESOURCE SPEAKER /Arabic Language Expert MARIE FE C. DULTRA DAC, Cabadbaran City	Continuation of Session 9	Session 11: Presentation, Critiquing, and Revision of the ALIVE K to 3 Test Items (First and Second Quarter) RESOURCE SPEAKER /Arabic Language Expert DR. LILIFREDA P. ALMAZAN DAC, Bislig City	Finalization of Outputs Closing Program
3:00-3:15				Neural Break		

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3:15-4:10		Session 4: K to 6 Arabic Language K to 3 Learning Competencies ALSON A. JULIUS ALIVE Teacher, Tandag City	Continuation of Session 7	Session 10 Writeshop on test Construction for K to 3 (Fourth Quarter) RESOURCE SPEAKER /Arabic Language Expert MARIE FE C. DULTRA DAC, Cabadbaran City	Session 12 Overview of the Arabic Language Reading Assessment Tool DR. LILIFREDA P. ALMAZAN DAC, Bislig City	
4:11 P.M. – 5:00 P.M.		Session 5: Islamic Values Education K to 3 Learning Competencies HAMDANIE A. PANGANDAG ALIVE Teacher, Surigao del Sur Division			Session 13 Workshop on the Arabic Language Reading Assessment Tool RESOURCE SPEAKER /Arabic Language Expert ALSON A. JULIUS ALIVE Teacher, Tandag City HAMDANIE A. PANGANDAG ALIVE Teacher, Surigao del Sur Division	
5:00- 6:00			Debriefing			
6:00-8:00			Dinner			

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TIME	Day 0 (December 15, 2019)	Day 1(December 16, 2019)	Day 2-(December 17, 2019)	Day 3-(December 18, 2019)	Day 4-(December 19, 2019)	Day 5-(December 20, 2019)
Expected Output	Set the directions and expected outcomes of the activity	Gain deeper understanding on DepEd-related policies on assessment, principles and methods of test construction, and K to 3 ALIVE curriculum	Developed First & Second Quarter Test Questions for K to 3 ALIVE learners consistent with the curriculum requirements	Developed Third & Fourth Quarter Test Questions for K to 3 ALIVE learners consistent with the curriculum requirements	Developed Arabic Language Reading Assessment Tool for K to 3 ALIVE learners consistent with the curriculum requirements	K to 3 ALIVE Test Question and Arabic Language Reading Assessment Tool
Officers of the Day	Rhea J. Yparraguirre Egy I. Jumadla	Ma. Elena G. Saga Dalmacio A. Anzano	Rosell P. Abellana Reynaldo B. Encarguez	Marino L. Pamogas Alicia N. Mainit	Lilifreda P. Amazan Virginia T. Mahinay	Marie Fe C. Dultra Leopardo P. Cortes, Jr.

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RE-ENTRY ACTION PLAN (REAP FORM)

Name: _____ Office/Station: _____
Title of Intervention: _____ Date Conducted: _____

REAP Title	
Objectives	
Duration	
Expected Outputs	
Success Indicators	

SPECIFIC ACTIONS	RESOURCES	TARGET DATE	STATUS REMARKS
BUDGETARY REQUIREMENTS:			

Prepared by:

Noted by:

Participant

Head of Office



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