



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



June 30, 2022

REGIONAL MEMORANDUM  
No. 0583, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**SCHEDULE OF CONDUCT FOR ONLINE CAPACITY BUILDING FOR  
MASTER TEACHERS (BATCHES 2-7)**

1. The field is hereby informed that the Online Capacity Building for Master Teachers (Batches 2-7) with NEAP-CO Program Recognition Number *PD-2021-0080-1126* shall be conducted on the following dates:

Batch 2: July 18-20, 2022

Batch 5: August 15-17, 2022

Batch 3: August 3-5, 2022

Batch 6: August 22-24, 2022

Batch 4: August 8-10, 2022

Batch 7: August 30-31 & Sept. 1, 2022

2. Participants shall join the activity via Zoom through the following links:

Batch 2:

<https://tinyurl.com/mr2v4ud5>

Meeting ID: 817 7338 4568

Passcode: GR5xJf

Batch 5:

<https://tinyurl.com/459xa5vy>

Meeting ID: 857 7146 1809

Passcode: A2fEHd

Batch 3:

<https://tinyurl.com/545wccc2>

Meeting ID: 832 0014 9193

Passcode: 3axWnd

Batch 6:

<https://tinyurl.com/mwp3xcww>

Meeting ID: 815 9776 5519

Passcode: 9BEhnN

Batch 4:

<https://tinyurl.com/2an2rw97>

Meeting ID: 830 0711 4807

Passcode: 9cAVvM

Batch 7:

<https://tinyurl.com/3nt8mfcv>

Meeting ID: 818 1979 7680

Passcode: D96YHB

2. Kindly refer to the enclosures for the List of Participants, Activity Matrix, and Terms of Reference.



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3. Expenses incurred during this activity shall be charged against the HRTD Funds OSEC Number 13-21-3220 subject to the usual accounting and auditing rules and regulations

4. Immediate dissemination of this Memorandum is highly desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Encl/s.: As stated

Reference/s: RM 951, s. 2021

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

PROFESSIONAL DEVELOPMENT PROGRAM

TEACHERS

HRD/rsr  
6/30/2022

ACTIVITY MATRIX

| Time                              | Activity                                                                                                                                                                            | Resource Speaker/Facilitator                                                                                                                                                                                                                  |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Day 1</b><br>8:30 AM-9:00AM    | Preliminaries:<br>Opening Prayer and National Anthem<br><br>Opening Remarks<br><br>Statement of Purpose and Acknowledgement of Participants<br><br>MESSAGE<br><br>Webinar Protocols | Multimedia Presentation<br><br><b>Atty. Fiel Y. Almendra</b><br>Assistant Regional Director<br><br><b>Flordelisa R. Dalin, EdD</b><br>Chief, HRDD<br><br><b>Ma. Gemma Mercado Ledesma</b><br>Regional Director<br><br>Multimedia Presentation |
| 9:01 AM - 9:15 AM                 | HEALTH BREAK                                                                                                                                                                        | Program Management Team                                                                                                                                                                                                                       |
| 9:16 AM – 12:00 NN                | Session I<br>Master Teacher: Duties and Responsibilities vis-a-vis Performance Assessment                                                                                           | <b>Dr. Violeta C. Nunez</b><br>OIC- Chief, PPRD<br>DepEd Caraga                                                                                                                                                                               |
| 12:00-1:00 PM                     | Lunch Break/Financial Literacy Video Playing                                                                                                                                        | Program Management Team                                                                                                                                                                                                                       |
| 1:00 PM-5:00 PM                   | Session 2<br>Continuing Professional Development in the New Normal                                                                                                                  | <b>Dr. Madelyn Amante</b><br>Chief, PREGO<br>PRC Butuan                                                                                                                                                                                       |
| <b>Day 2</b><br>8:00 AM-12:00 NN  | Session 3<br>Presentation and Facilitation Skills                                                                                                                                   | <b>Dr. Julius M. Nunez</b><br>Supervising Professional Regulation Officer<br>PRC-Butuan                                                                                                                                                       |
| 12:00-1:00 PM                     | Lunch Break/Financial Literacy Video Playing                                                                                                                                        | Program Management Team                                                                                                                                                                                                                       |
| 1:00 PM – 5:00 PM                 | Session 4<br>Mentoring and Coaching Skills                                                                                                                                          | <b>Dr. Julius M. Nunez</b><br>Supervising Professional Regulation Officer<br>PRC-Butuan                                                                                                                                                       |
| <b>Day 3</b><br>8:00 AM-12:00 PM  | Session 5<br>Teaching Strategies in the New Normal                                                                                                                                  | <b>Prof. Cornelio B. Labao, Jr.</b><br>PNU-Mindanao                                                                                                                                                                                           |
| 12:00-1:00 PM                     | Lunch Break/Financial Literacy Video Playing                                                                                                                                        | Program Management Team                                                                                                                                                                                                                       |
| <b>Day 3</b><br>1:00 PM – 5:00 PM | Session 6<br>Action Research Writing for Master Teachers                                                                                                                            | <b>Prof. Rennie C. Saranza, PhD</b><br>PNU-Mindanao                                                                                                                                                                                           |
| 5:01 PM-5:30 PM                   | Ways Forward<br>Closing Program                                                                                                                                                     | Program Management Team                                                                                                                                                                                                                       |



## **PROGRAM COMMITTEE TERMS OF REFERENCE**

### **TRAINING/PROGRAM MANAGEMENT**

Training/Program Manager: Flordelisa R. Dalin, EdD  
Assistant TM/NEAP Focal Person: Junnah B. Tiu

#### **Tasks:**

1. Closely coordinate with the chairpersons of the committees during the planning, preparation, and implementation periods.
2. Supervise the operations and activities during the conduct of the training.
3. Give updates to the Regional Director and Assistant Regional Director whenever necessary.
4. Provide appropriate and immediate action and intervention to address issues and concerns.
5. Ensure that the training shall be conducted as seamless as possible.

### **ONLINE MEETING LINKS, REGISTRATION, ATTENDANCE, PRE & POST TESTS & COLLECTION OF OUTPUTS**

Chairperson: Roy S. Rele  
Members: Marlyne M. Villarea  
Dan Ralp Subla

#### **Tasks:**

1. Create meeting links for online platform, registration, attendance, pre and post-test.
2. Monitor, collect, and submit data/outputs as required by the PRC, NEAP, and LSP to the Training Manager.

### **FACILITATORS**

Chairperson: Dr. Violeta C. Nuñez

#### **Tasks:**

1. Check the virtual room and equipment needed before the start of the session.
2. Inform the training management of any changes in the session/activities.
3. Participate during debriefing sessions.
4. Be open-minded and accept comments or suggestions constructively.
5. Facilitate the sessions by strictly adhering to the set of standards and processes.
6. Ensure that the required outputs of participants are given right after every activity or whenever necessary.
7. Provide technical inputs to participants when needed.
8. Any concern with regards to the learning resource package shall be addressed to the focal person or training manager.
9. Be at the virtual room at least 30 minutes before the start of the session.

## **QUALITY ASSURANCE & MONITORING EVALUATION**

Chairperson: Dr. Jesus Nono

Members: QATAME Associates

Tasks:

1. Create a unique tinyurl for the assigned class using the standard forms.
2. Monitor the progress of the daily online evaluation.
3. Ensure that 100% participants have evaluated all the sessions.
4. Should there be any concerns/challenges, the committee members shall provide assistance to the facilitators and/or address it to the training management.
5. Provide daily report of the participants' raw comments/suggestions to the Training Management Team as reference for actions and interventions.
6. QAME Chairperson (QAD personnel) shall consolidate result and submit QAME Form 3 to the training management team.
7. QAME Chairperson shall present general results to the plenary during the closing program.

## **PROGRAM INVITATION/E-CERTIFICATES**

Chairperson: Roy S. Rele

Members: Natsume Suarez

Tasks:

1. Inquire necessary information from the training manager.
2. Encode a draft of the program invitation and certificates. Have it reviewed by the training manager and the HRDD Chief. Make corrections, if any.
3. Reproduce exact number of copies of program invitations and certificates.
4. Distribute the program invitations to the identified personalities prior to the start of the opening program.
5. Create e-certificates (participation/recognition) and send to participants via email.

## **DOCUMENTATION**

Chairperson: Tiche Lynn G. Caparoso

Member: Abe Naireza Ibane

Tasks:

1. Take pictures of the operations and activities during the conduct of the training.
2. Committee members must take good care of the gadget/s used for documentation.
3. Write the minutes during the conduct of meetings.
4. Endorse the pictures and minutes of the meetings to the focal person assigned to accomplish the completion report.



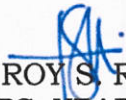
## **WELFARE**

Chairperson: Dr. Elmer Augustus F. Conde

**Tasks:**

1. Closely monitor the health conditions of the participants.
2. Provide first aid whenever needed.
3. Keep a record of the participants' profile, consultation results, medications, and other necessary information
4. Submit reports to the training manager daily.

Prepared by:

  
ROY S. RELE  
SEPS, NEAP-Caraga

Approved by:

  
FLORDELISA R. DALIN, Ed.D.  
Chief, HRDD