



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 0970 s. 2024

SEP 18 2024

To: Schools Division Superintendents
All Others Concerned

PREWORK CONFERENCE ON THE CONDUCT OF CAPACITY BUILDING
OF TRAINERS ON UPSKILLING ENGLISH TEACHERS
IN LANGUAGE INSTRUCTION

- The Department of Education through the Curriculum and Learning Management Division (CLMD) shall conduct a **Pework Conference on the Conduct of Capacity Building of Trainers on Upskilling English Teachers in Language Instruction** on September 19-20, 2024 at Gold Hall, Department of Education Regional Office, Butuan City.
- The aims of this activity are to
 - ensure all trainers understand the program's purpose and methods;
 - review training materials and write session guides;
 - conduct dry run of speakers to ensure readiness and smooth flow of presentations; and,
 - foster camaraderie among Learning Facilitators to build a supportive and collaborative atmosphere throughout the training.
- Below is the list of the participants to the prework conference.

Division	Name of Learning Facilitators	Designation
Agusan del Norte	Ian Kristoffer Basco	School Head
	Rebecca T. Montante	Education Program Supervisor
Agusan del Sur	Michael Pareja	Principal II
	Fatima Honeyvi Lapidés	Principal I
	Ferdinand Elma	Principal I
	Venus D. Bajao	Principal IV
Bayugan City	Geraldine F. Vergas	Education Program Supervisor
Bislig City	Mischelle L. Prado	School Head
	Rhoda M. delos Santos	Education Program Supervisor
Surigao City	Ricky L. Pedralba	Education Program Supervisor
Surigao del Norte	Cecilia L. Saclolo	Education Program Supervisor
Surigao del Sur	Racquel Methusellah Cumahig	Principal IV
	Jonathan L. Ambel	Education Program Supervisor
	Beatriz Torio	Principal I

- This is a live-in activity. The first meal to be served is lunch on September 19, 2024 and the last refreshment to be served is pm snacks on September 20, 2024.
- Travel expenses of the participants are charged against local funds subject to usual accounting and auditing rules and regulations.



6. Attached is the matrix of activities for reference.
7. For inquiries, please contact Ms. Gladys S. Asis, Education Program Supervisor, CLMD at gladys.asis@deped.gov.ph or at telephone number (085) 342-5969, local 140.
8. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge *gmsd*
Office of the Regional Director

Encls.: As stated

Reference: None

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

CAPACITY BUILDING

PREWORK CONFERENCE

READING

CLMD/ gsa
09/16/2024

Enclosure No. 1 to Regional Memorandum No. 0970 s., 2024

**PREWORK CONFERENCE ON THE CONDUCT OF CAPACITY BUILDING
OF TRAINERS ON UPSKILLING ENGLISH TEACHERS
IN LANGUAGE INSTRUCTION**

September 19-20, 2024
Gold Hall, DepEd Regional Office, Butuan City

MATRIX OF ACTIVITIES

Time September 19, 2024	Activity	Objective
1:00 PM - 1:15 PM	Opening Program	Rhoda M. delos Santos Education Program Supervisor, Bislig City
1:15PM-2:15 PM	Introduction to Program Goals and Methods	Gladys S. Asis Education Program Supervisor, RO-CLMD
2:15PM-3:15PM	Training Material Review Session 1 Writing of Session Guide	Gladys S. Asis, EPS RO Trainers/Resource Persons
3:15PM-3:30PM	Break	
3:30PM-4:30PM	Training Material Review- Session 2 Writing of Session Guide	Gladys S. Asis, EPS RO Trainers
4:30PM-5:30PM	Training Material Review- Session 3 Writing of Session Guide	Gladys S. Asis, EPS RO Trainers/Resource Persons
5:30PM-6:30PM	Dinner	
September 20, 2024		
6:30AM-7:30AM	Breakfast	
7:30AM-8:00AM	MOL	Rebecca T. Montante Education Program Supervisor- Agusan del Norte
8:00AM-9:00AM	Training Material Review- Session 4 Writing of Session Guide	Gladys S. Asis, EPS RO Trainers/Resource Persons
9:00AM-10:00AM	Dry Run of Speakers	RO Trainers/Resource Persons
10:00AM-10:30AM	Break	
10:30-12:00PM	Dry Run of Speakers	RO Trainers/Resource Persons
12:00PM-1:00PM	Lunch break	
1:00PM-3:00PM	Final Review of Training Materials	Gladys S. Asis, EPS RO Trainers/Resource Persons
3:00PM-3:30PM	Break	
3:30PM-4:00PM	Closing Program	Rebecca T. Montante, EPS

