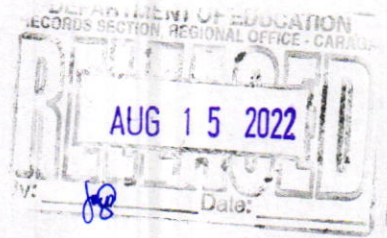




Republic of the Philippines
Department of Education
CARAGA REGION



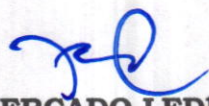
August 15, 2022

REGIONAL MEMORANDUM
No. 0709, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0538, S. 2022 RE:
SCHEDULE OF CONDUCT FOR ONLINE CAPACITY BUILDING FOR
MASTER TEACHERS (BATCHES 2-7)**

1. Pursuant to the objectives of Sulong Edukalidad, schools shall strictly devote ten (10) weeks of every academic quarter to the actual classroom teaching per D.O. No. 35, s. 2022.
2. Along this course, the Online Capacity Building for Master Teachers Batches 6-7 which is set on August 22-24, 2022 and August 30-31 & Sept. 1, 2022 shall be moved to a later date.
3. Participants shall join the activity via MS Teams through <https://tinyurl.com/47bdhxxn> instead of Zoom.
4. All other statements to the R.M. No. 0538, s. 2022 are still in effect.
5. For your guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: R.M. No. 0538, s. 2022
Reference/s: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT PROGRAM TEACHERS

HRD/rsr
8/15/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2022-08-10721

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Department of Education
CARABA REGION

August 15, 2022

REGIONAL MEMORANDUM
No. 0709, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0538, s. 2022 RE:
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3. Participants shall join the activity via MS Teams through <https://tinyurl.com/47bdnxx> instead of Zoom.
4. All other statements to the R.M. No. 0538, s. 2022 are still in effect.
5. For your guidance and compliance.

MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s: R.M. No. 0538, s. 2022
Reference/s: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT PROGRAM
TEACHERS

HRD/str
8/15/2022



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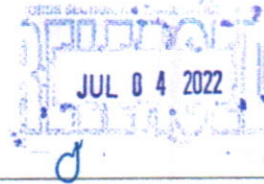


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Butuan City
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Republic of the Philippines
Department of Education
CARAGA REGION



June 30, 2022

REGIONAL MEMORANDUM

No. 0523, 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/mwp3xcwv 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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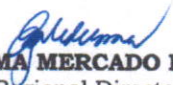


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3. Expenses incurred during this activity shall be charged against the HRTD Funds OSEC Number 13-21-3220 subject to the usual accounting and auditing rules and regulations

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

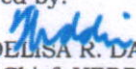
Tasks:

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