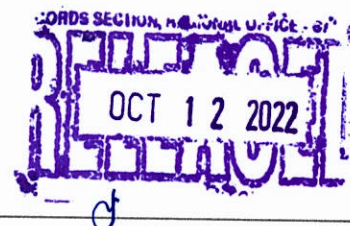




Republic of the Philippines
Department of Education
CARAGA REGION



October 12, 2022

REGIONAL MEMORANDUM
No. 0897, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF REGIONAL TRAINING FOR NON-MATH MAJORS
HANDLING JUNIOR HIGH SCHOOL MATHEMATICS

1. The Department of Education Caraga Region through the Curriculum and Learning Management Division (CLMD) will hold a Regional Training for Non-Math Majors Handling Junior High School Mathematics. This will be implemented in two phases:

Phase 1:	Development of Teacher Resource Package for the following strands: Numbers and Number Sense, Measurement, Geometry, Patterns and Algebra, and Probability and Statistics (October 2022- December 2022 via online modality)
Phase 2:	Utilization of the Teacher Resource Package (Quarter 1 to 2 of FY 2023 via blended modality)

2. This training program seeks to enhance the content knowledge of teachers who are not mathematics majors but are teaching Grades 7-10 Mathematics.

3. For Phase 1, the following series of activities are to be undertaken:

Activities	Target Dates/ Modality	Expected Outputs
Screening of Module Writers	October 17-21, 2022	List of Writers per Strand
Writeshop of the Teacher Resource Package for Non-Math Majors	October 24-November 11, 2022 (Online/Asynchronous)	Draft Teacher Resource Package for Numbers and Number Sense, Measurement, Geometry, Patterns and Algebra, and Probability and Statistics
Review and Validation of the Teacher Resource Package	November 14-25, 2022 (Online/Synchronous)	Validated Teacher Resource Package for Numbers and Number Sense, Measurement, Geometry, Patterns and Algebra, and Probability and Statistics



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Activities	Target Dates/ Modality	Expected Outputs
Finalization of the Teacher Resource Package	November 26- December 10, 2022 (Online/Asynchronous)	Ready-to-use Teacher Resource Package

4. Each division may nominate one (1) teacher per grade level (Grades 7-10). In order to expedite the selection of writers, all Division Mathematics Focal Persons are requested to conduct a pre-screening activity. The Criteria for the Selection of Writers, the Term of Reference, the List of Documents for submission, and the Nomination Form are found in the Enclosures. All Nomination Forms and supporting documents of nominees shall be submitted through e-mail at rhea.vparraguirre@deped.gov.ph on or before October 18, 2022.
5. A separate memorandum will be issued for each subsequent activity,
6. The participants who are involved in Phase 1 shall be granted service credits for teaching personnel and Compensatory Time Off for non-teaching personnel in accordance with DepEd Order No. 53, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.
7. For more information regarding this activity, please send an e-mail to Rhea J. Yparraguirre, the Regional Math Focal Person, at rhea.vparraguirre@deped.gov.ph.
8. For immediate and widest dissemination.


MA. GEMMA MERCADO LEDESMA
 Regional Director

Encls.: As stated.

Reference: None.

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

LEARNING AREA, MATHEMATICS
TRAINING PROGRAM
WRITESHOP

CLM/rjy
10/12/2022

Selection of Writers for the Development of Teacher Resource Package
for Non-math Majors

A. Criteria for the Selection of Writers for the Teacher Resource Package

The teacher-nominee must meet the following qualifications:

- has an actual teaching load in Grades 7-10 Mathematics within the last 3 years;
- has excellent writing skills;
- has intermediate to advance skills in the use of Office and Productivity software applications;
- has strong background knowledge of the content, performance standards, and the Most Essential Learning Competencies of the K to 12 Mathematics Curriculum;
- has relevant experience in the development and quality assurance of learning materials for Junior High School; and
- is willing to serve as Speaker/Learning Facilitator during the actual conduct of the training.

B. Terms of Reference of the Writers

- Write the learning resource package based on the prescribed template and standards;
- Incorporate comments and suggestions of the reviewers/validators;
- Ensure that the copyright and intellectual property law is strictly followed during the development process;
- Conduct inventory of third-party content;
- Sign off ready-to-print teacher resource package; and
- Accomplish the following forms:
 - Writers Assignment Agreement
 - Letter of Commitment
 - Proforma Communications Seeking Permission to copy (when needed)
 - Inventory of Third-Party Contents

C. Documents for Submission

- Letter of Intent
- Supporting documents such as signed teaching loads, certificates of relevant training attended, certification as member of the Development and Quality Assurance Team

Enclosure 2 to Regional Memorandum No. 0897, s. 2022

Nomination Form for the Selection of Writers for the Development of Teacher
Resource Package for Non-math Majors

Division:	
Name of Nominee:	
Position:	
E-mail Address:	
Mobile Phone Number:	
Name of School:	
Name of School Principal:	
Contact No. of School Principal:	
No. of years teaching JHS Mathematics:	
Current Grade Level Assignment:	
Relevant Works as Writer:	
Title of Learning Resource:	
Grade Level, Quarter, and Week No.	
Competency/ies Covered:	
Format/s:	
Experience as Trainer:	
Title of Training	
Level (National/Regional/Division):	
Role:	
Expertise (Rank according to the teacher's perceived competence in each strand)	Numbers and Number Sense Measurement Geometry Patterns and Algebra Probability and Statistics

Conforme:

Signature over Printed Name of Nominee

Nominated by:

Division Math Supervisor
E-mail Address:
Date: