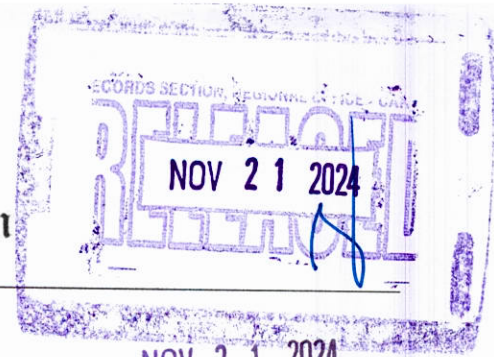




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1270**, s. 2024

To: Schools Division Superintendent
All Others Concerned

**PROGRAM IMPLEMENTATION REVIEW AND PLANNING FOR THE 2025
MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTATION**

1. The Department of Education Caraga Region, through the Curriculum and Learning Management Division (CLMD), will conduct the **Program Implementation Review and Planning (PIRP) for the 2025 MEP Implementation on December 11-13, 2024**. The specific venue of the activity will be announced through a separate issuance.
2. This three-day activity aims to critically assess the current implementation of the Madrasah Education Program (MEP) across various divisions and to collaboratively plan for 2025, focusing on curriculum alignment, teacher professional development, and stakeholder engagement to foster an inclusive, culturally responsive educational environment. Specifically, this activity seeks to:
 - a. review key monitoring insights and address challenges identified during the monitoring conducted by BLD-SID;
 - b. develop actionable plans for curriculum improvement, capacity building for Asatidz, and enhanced school-community partnerships; and
 - c. define and prioritize strategies to improve stakeholder engagement and program sustainability.
3. In support of this activity, a comprehensive program design has been developed that includes detailed review processes, workshop activities, and evaluation protocols as outlined in the attached program matrix found in Enclosure 1.
4. A total of fifty participants will attend this activity, including four participants from each division: the Division Madrasah Education Program Coordinator (DMEPC), one Public School District Supervisor (PSDS), one Principal or School Head, and the Division Planning Officer. Additionally, the Regional Office participants will consist of the CLMD Chief, the Regional Madrasah Education Program Coordinator (RMEPC), four members of the Regional Technical Working Committee. Schools Division Offices (SDOs) are required to complete the template provided in Enclosure 2 with the names of the identified participants per division and submit it to the Regional Office through the RMEPC on or before November 28, 2024.



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5. Each Schools Division Office, through the DMEPC, shall prepare a comprehensive report on their 2024 MEP implementation, highlighting accomplishments, challenges, and proposed interventions for 2025. These reports will be the basis for strategic planning during the activity sessions. The report template is found in Enclosure 3.
6. Travel expenses of participants shall be charged to the available MEP Support Funds of the SDO, subject to the standard government accounting and auditing rules and regulations. Local funds may be utilized to augment the expenses if necessary.
7. For inquiries and clarifications, please contact Rhea J. Yparraguirre, Education Program Supervisor, Regional Madrasah Education Coordinator (RMEPC), Curriculum and Learning Management Division at rhea.yparraguirre@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

MARIA INES G. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: None

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

MADRASAH EDUCATION

PLANNING

REVIEW

CLMD/rjy
11/19/2024



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Republic of the Philippines
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Enclosure No. 1 to Regional Memorandum No. 1270, s. 2024

**PROGRAM IMPLEMENTATION REVIEW AND PLANNING FOR THE 2025
MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTATION**

December 11-13, 2024
Venue: To be announced

INDICATIVE PROGRAM MATRIX

Day/Time	Activity/Topic	Person/s Responsible	Expected Output/s
Day 1: December 11, 2024 (Wednesday) - Review Phase: Assessment of Current Implementation			
7:00 a.m.- 8:00 a.m.	• Breakfast		
8:00 a.m.- 9:00 a.m.	• Registration and Opening Program	Program Management Team	• Accomplished Registration Sheets • Clear understanding of PIRP objectives • Overview of MEP policies and guidelines (DO 41, s. 2017) • Understanding of roles and responsibilities
9:00 a.m. - 10:30 a.m.	Presentation and Analysis of CARAGA Monitoring Results	Lead Facilitator	• Analysis of enrollment trends • Review of curriculum implementation • Assessment of teaching-learning delivery • Evaluation of program management
10:30 a.m. - 10:45 a.m.	Health Break		
10:45 a.m. - 12:00 p.m.	Workshop 1: Addressing Implementation Gaps	Workshop Facilitators	▪ Identified curriculum alignment needs ▪ Assessment of Asatidz capacity building needs



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Day/Time	Activity/Topic	Person/s Responsible	Expected Output/s
			- Documentation of facilities and resource gaps - Analysis of organizational structures
12:00 p.m.-1:00 p.m	Lunch Break		
1:00 p.m. - 2:30 p.m.	Workshop 2: Strategic Planning for 2025	Workshop Facilitators	- SMART goals for curriculum enhancement - Strategies for improving Learning Resource Management - Plans for strengthening School-based Management
2:30 p.m - 2:45 p.m.	Health Break		
2:45 p.m. - 4:30 p.m.	Presentation of Strategic Plans	Group Leaders	- Consolidated improvement strategies - Integration of best practices from monitored schools
4:30 p.m. - 5:00 p.m.	Synthesis and Wrap-up	Lead Facilitator Documenter	- Documentation of Day 1 outputs - Preparation points for Day 2
Day 2: December 12, 2024 (Thursday) - Planning Phase: Capacity Building & Program Enhancement			
8:00 a.m. - 8:30 a.m.	Management of Learning: - Prayer - Nationalistic Song - Recap of Day 1 (Key findings from situational analysis, Major gaps identified, Proposed strategies) - Preview of Day 2 (Overview of workshops,	Program Management Team	- Review of previous day's outputs - Understanding of Day 2 objectives - Participants' readiness for tasks



Day/Time	Activity/Topic	Person/s Responsible	Expected Output/s
	<i>expected outputs, working arrangements)</i> Setting the Day's Expectations (Workshop mechanics, Documentation requirements, Presentation formats)		
8:30 a.m. - 10:30 a.m.	Workshop on NFOT-Musabaqah 2025 Planning	Workshop Facilitators	- Event guidelines and mechanics - Competition categories and criteria - Division preparation strategies - Technical specifications - Judging criteria
10:30 a.m. - 10:45 a.m.	Health Break		▪
0:45 a.m.- 12:00 p.m.	Professional Development Planning	Workshop Facilitators	- Asatidz training calendar - LAC session guidelines - School head capacity building plan - AERCA implementation strategy
12:00 p.m.-1:00 p.m	Lunch Break		▪
1:00 p.m. - 2:30 p.m.	Partnership and Resource Mobilization	Group Leaders	- Stakeholder engagement strategies - LGU partnership frameworks - Resource generation plans - MEP advocacy materials
2:30 p.m - 2:45 p.m.	Health Break		
2:45 p.m. - 4:30 p.m.	Presentation of Action Plans	Group Leaders	Division implementation plans



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Day/Time	Activity/Topic	Person/s Responsible	Expected Output/s
			- Resource requirements - Timeline of activities
4:30 p.m. - 5:00 p.m.	Synthesis and Wrap-up	Lead Facilitator Documenter	- Consolidated outputs - Preparation for Day 3
Day 3: December 13, 2024 (Friday) - Implementation Phase: Systems and Support Mechanisms			
8:00 a.m. - 8:30 a.m.	Management of Learning: - Prayer - Nationalistic Song - Recap of Day 2 (<i>Review of NFOT-Musabaqah planning, Professional development strategies, Partnership frameworks, Action plans presented</i>) - Preview of Day 3 (<i>Overview of M&E framework development, Implementation mechanisms, Budget planning, Expected final outputs</i>) - Setting the Day's Expectations (<i>Documentation requirements, Final presentation formats, Closing program preparations</i>)	Lead Facilitator	Overview of day's objectives
8:30 a.m. - 10:30 a.m.	M&E Framework Development	Workshop Facilitators	- Monitoring tools and protocols - Assessment frameworks - Performance indicators



Day/Time	Activity/Topic	Person/s Responsible	Expected Output/s
			Quality assurance measures
10:30 a.m. - 10:45 a.m.	Health Break		
10:45 a.m. - 12:00 p.m.	Implementation Mechanisms	Workshop Facilitators	- Program management guidelines - Technical assistance protocols - Documentation systems
12:00 p.m.-1:00 p.m.	Lunch Break		
1:00 a.m. - 2:00 p.m.	Budget Planning & Resource Allocation	Lead Facilitator	- MEP fund utilization guidelines - Program support fund management - Resource allocation framework
2:00 p.m. - 3:00 p.m.	Finalization of Division Action Plans	Group Leaders	- Consolidated implementation plans - Division-specific strategies - Resource requirements
3:00 p.m. - 3:15 p.m.	Health Break		
3:15 p.m. - 4:00 p.m.	Closing Program and Ways Forward	Program Management Team	- Final outputs and commitments - Implementation timeline - Next steps and follow-through actions

Note:

- Lead Facilitator: Rhea J. Yparraguirre, EPS, CLMD/RMEPC
- Workshop Facilitators: Select DMEPCs
- Group Leaders: Division MEP Coordinators



Enclosure No. 2 to Regional Memorandum No. 270, s. 2024

PROGRAM IMPLEMENTATION REVIEW AND PLANNING FOR THE 2025
MADRASAH EDUCATION PROGRAM (MEP) IMPLEMENTATION

December 11-13, 2024
Venue: To be announced

LIST OF PARTICIPANTS
Division of: _____

No.	Name	Position/Designation	Office/Station	Contact Number	DepEd E-mail Address
		DMEPC			
		PSDS			
		Principal/School Head			
		Division Planning Officer			

Prepared by:

Division MEP Coordinator
Date: _____

Recommending Approval:

Chief ES, CID
Date: _____

Approved:

Schools Division Superintendent
Date: _____

Enclosure No. 3 to Regional Memorandum No. 1270, s. 2024

DIVISION MEP IMPLEMENTATION REPORT 2024

Division: _____

I. PROGRAM PROFILE

A. Implementation Coverage

1. General Profile

Category	No. of Schools	No. of ALIVE Teachers			No. of Muslim Learners			No. of ALIVE Learners		
		M	F	T	M	F	T	M	F	T
Elementary										
Secondary										
TOTAL										

2. ALIVE Teachers' Profile

Category	Permanent			Contract of Service			LGU-Funded			TOTAL		
	M	F	T	M	F	T	M	F	T	M	F	T
QEALIS Passers												
LET Passers												
Others												
TOTAL												

3. School Implementation Details

Name of School	Grade Level	No. of ALIVE Leaners			Name of ALIVE Teacher	Class Schedule		Facilities (Please check if available)	
		M	F	T		AL	IVE	Comfort Room	Prayer Area
<i>School 1</i>	<i>K</i>								
	<i>Grade 1</i>								
	<i>Grade 2</i>								
	<i>Grade 3</i>								
	<i>Grade 4</i>								
	<i>Grade 5</i>								
	<i>Grade 6</i>								
<i>School 2</i>									
TOTAL									

Note:

- Separate the reporting for JHS program expansion
- Add rows, when necessary.

4. Learning Resources Inventory

Types of Resources	Available Quantity	Distribution Status	Utilization Status
Refined Elementary Madrasah Education Curriculum			
MELCs for AL			
MELCs for IVE			
WLAS for Arabic Language (Grades 1 to 4, Quarters 1 to 4)			
WLAS for Islamic Values Education (Grades 1 to 6, Quarters 1 to 4)			
Supplementary Materials			

II. Program Implementation Review

A. Curriculum Implementation

Components	Status	Means of Verification
ALIVE Curriculum Implementation		
Learning Resource Management		
Assessment Practices		

B. Program Management

Components	Status	Means of Verification
Monitoring and Evaluation		
Technical Assistance		
Partnership Development		
Advocacy		



III. Accomplishments and Best Practices

Components	Major Accomplishments	Best Practices		
		Practice	Impact	Sustainability Plan
Curriculum and Instruction				
Capacity Development				
Partnership and Linkages				

IV. Challenges and Interventions

Areas of Concern	Challenges	Interventions
Curriculum		
Teaching-Learning		
Assessment		
Learning Resources		
Program Management		

V. Program Support Fund Utilization

A. Physical and Financial Accomplishment Report (based on DO 25, s. 2021)

Amount of MEP PSF Received (FY 2024): Php_____

Eligible Items of Expenditures	Planned (Based on WFP)		Accomplished		Utilization Rate	Remarks
	Physical	Financial	Physical	Financial		
1. Learning Resources Development • Print/non-print learning materials • Advocacy materials production						

Eligible Items of Expenditures	Planned (Based on WFP)		Accomplished		Utilization Rate	Remarks
	Physical	Financial	Physical	Financial		
2. Professional Development • Training/workshops for Asatidz • School heads capacity building • ALIVE coordinators training						
3. Monitoring and Technical Assistance • Quarterly monitoring visits • Technical assistance to schools • Program implementation review						
4. Strategic Planning & Advocacy • Stakeholder meetings • Community engagement activities • Information dissemination						
5. Asatidz Support • Asatidz monthly compensation						

B. Breakdown of Expenses Under MOOE

Eligible Items of Expenditures	Planned (Based on WFP)		Accomplished		Utilization Rate	Remarks
	Physical	Financial	Physical	Financial		
1. Travel expenses						
2. Meals						
3. Kits						
4. Venue rentals						
5. Courier Services						
6. Communication expenses						

Notes:

1. All expenditures must comply with government accounting and auditing rules
2. Attach supporting documents for all expenses
3. Include master list of Asatidz as required
4. Physical accomplishment should be quantified (e.g., number of participants, materials produced)
5. Financial accomplishment should match with official receipts and liquidation reports

VI. Proposed Interventions for 2025

A. Priority Improvement Areas and Strategic Interventions Matrix

Priority Improvement Areas (Identify at least 3)	Proposed Intervention	Resource Requirements

B. Implementation Timeline

Quarter	Key Initiatives	Expected Outputs
Q1 2025		
Q2 2025		
Q3 2025		
Q4 2025		

VII. Attachments

- ☐ Division MEP Implementation Photos
- ☐ Sample Best Practices Documentation
- ☐ Monitoring Reports
- ☐ Supporting Documents

Prepared by:

Division MEP Coordinator
Date: _____

Reviewed:

CID Chief
Date: _____

Approved:

Schools Division Superintendent

Note: This report should be submitted to the Regional Office through the RMEPC no later than December 4, 2024, to serve as reference during the PIRP sessions.

