



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

November 13, 2023

DIVISION MEMORANDUM
NO. 72, S. 2023

**DIVISION UPSKILLING/ RESKILLING OF SCHOOL HEADS ON CURRICULUM
MANAGEMENT AND IMPLEMENTATION**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Marinduque through the Curriculum Implementation Division will conduct the **“Division Upskilling/ Reskilling of School Heads on Curriculum Implementation and Management”** on December 11-13, 2023 at Balar Events Place, Balaring, Boac, Marinduque.
2. The activity has the following objectives:
 - a) upskill/reskill school head participants on curriculum implementation, management and instructional supervision;
 - b) re-orient them on the different programs, projects and activities being implemented by the Curriculum Implementation Division;
 - c) review the different pedagogical approaches and strategies on teaching and learning delivery; and
 - d) provide them opportunities to practice the concepts and skills learned during the training.
3. Participants in this training are all elementary and secondary school heads. They are advised to be at the venue not later than 7:00 AM of December 11, 2023 to facilitate their check-in at the hotel since this is a live-in activity. They must pre-register at <https://bitly.ws/32g5a> to confirm their attendance in this activity and must have a mobile phone with data for the conduct of the online pre and post tests.
4. The Training Matrix, Composition of the Program Management Team (PMT) and the Terms of Reference for PMT are attached as enclosures to this Memorandum.

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5. Immediate dissemination of the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC – Schools Division Superintendent

Encl. As stated

Reference: None

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

ASSESSMENT
CURRICULUM
ELEMENTARY EDUCATION
KINDERGARTEN EDUCATION
LEARNING AREA
LEARNING RESOURCES
MONITORING & EVALUATION
POLICY
SECONDARY EDUCATION
SUPERVISION

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TRAINING MATRIX

Day 1		
Time	Activities	Facilitator/ In-Charge
7:00 – 8:30 AM	Arrival, Check-In and Registration	Hotel Staff & PMT
8:31 - 9:00 AM	Opening Program	PMT
9:01 – 9:45 AM	Online Pre-Test	
9:46 – 10:00 AM	Health Break	
10:01 – 10:45 AM	Levelling of Expectations	Mrs. Jelly L. Sore EPS, English
10:46 – 11:00 AM	Curriculum Implementation and Management: An Overview	Mr. John M. Chavez CES-CID
11:01 – 11:21 AM	CAIMMSA & CID PPAs: Its Background and Contribution to Better School Performance	
11:22 – 12:00 NN	Kindergarten Education Program	
12:01 – 12:50 PM	Lunch Break	
12:51 – 1:00 PM	Unfreezing Activity	Gasan District
1:01 – 2:30 PM	Elementary Education in the K to 12 Curriculum	Mrs. Jelly L. Sore EPS, English
2:31 – 4:00 PM	Junior High School in the K to 12 Curriculum	Miss Cristina R. Raza EPS, MAPEH
4:01 – 5:30 PM	Senior High School in the K to 12 Curriculum	Dr. Nestor T. Rualo EPS, AP/EsP SHS Coordinator
5:31 – 6:00 PM	Clearing House	
6:01 – 7:00 PM	Dinner	
Officers of the Day	Mrs. Maridel G. Lincallo Mrs. Aurea L. Mazo	

Day 2		
Time	Activities	Facilitator/ In-Charge
7:30 – 8:00 AM	Management of Learning	Boac North, Boac South and Mogpog
8:01 - 9:30 AM	Features of Elementary & Secondary Education	Dr. Ma. Shiela S. Saet EPS, Science
9:31 – 9:40 AM	Health Break	
9:41 – 11:00 NN	Assessment in the K to 12 Curriculum	Mr. Dingson A. De Sena EPS, Mathematics
11:01 – 12:00 NN	Comprehensive Rapid Literacy Assessment & Phil-IRI Administration (Analysis and Utilization)	Mrs. Florie M. Regencia EPS - Filipino
12:01 – 12:50 PM	Lunch Break	
12:51 – 1:00 PM	Unfreezing Activity	Buenavista District

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1:01 – 2:30 PM	Learning Resource Management Practices Materials (Production and Quality Assurance)	Mrs. Mariam B. Rivamonte EPS-LRMS
2:31 – 3:30 PM	Flexible Learning Options <ul style="list-style-type: none"> Alternative Learning System 	Mr. Rolito M. De la Cruz EPS – ALS/TLE
3:31 – 4:30 PM	Flexible Learning Options <ul style="list-style-type: none"> Alternative Delivery Mode 	Mrs. Maridel G. Lincallo PSDS, ADM Focal Person
4:31 – 5:45 PM	<ul style="list-style-type: none"> Standards for Instructional Supervision Interpersonal Approaches to Supervision	Constancia R. Vasco Public Schools District Supervisor
5:46 – 6:00 PM	Clearing House	
6:01 – 7:00 PM	Dinner	
Officers of the Day	Dr. Elvin C Perlas Dr. Josephine V. Marciano Mrs. Myra R. Labay	

Day 3		
Time	Activities	Facilitator/ In-Charge
7:30 – 8:00 AM	Management of Learning	Sta. Cruz East, Sta. Cruz North and Sta. Cruz South
8:01 - 9:30 AM	<ul style="list-style-type: none"> Getting Ready for Instructional Supervision 	Myra R. Labay Public Schools District Supervisor
9:31– 9:40 AM	Health Break	
9:41 – 11:00 AM	Conducting Instructional Supervisory Post Conference	Mrs. Aurea L. Mazo Public Schools District Supervisor
11:01 – 11:31 AM	Online Post-Test	
11:32– 12:50 PM	Lunch Break	
12:51 – 1:00 PM	Unfreezing Activity	Torrijos
1:01 – 2:00 PM	Demonstration Teaching (Breakout Session at Don Luis HMS, Marinduque National HS & at SDO Conference Hall)	
2:01 – 3:00 PM	Post Conference (Breakout Session at Marinduque National HS & at SDO Conference Hall)	EPSs and PSDSs
3:01 – 4:00 PM	Closing Program (SDO Conference Hall)	
Officers of the Day	Mrs. Constancia R. Vasco	

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	Mr. Warlito P. Constantino
In-Charge of Closing Program	Dr. Maria Lourdes P. Ricohermoso Dr. Jay P. Peña

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PROGRAM MANAGEMENT TEAM

Program Manager	<ul style="list-style-type: none"> • Mr. John M. Chavez Chief Education Supervisor, CID
Learning Managers	<ul style="list-style-type: none"> • Mrs. Jelly L. Sore Education Program Supervisor • Dr. Ma. Shiela S. Saet Education Program Supervisor, Science • Mrs. Aurea L. Mazo Public Schools District Supervisor, Boac North
Resource Persons/ Facilitators	<ul style="list-style-type: none"> • Mr. Rolito M. Dela Cruz Education Program Supervisor, EPP/TLE/ALS • Dr. Ma. Shiela S. Saet Education Program Supervisor, Science • Miss Cristina R. Raza Education Program Supervisor, MAPEH • Mrs. Jelly L. Sore Education Program Supervisor, English • Dr. Mariam B. Rivamonte Education Program Supervisor, LRMS • Dr. Nestor T. Rualo Education Program Supervisor, EsP/ AP • Mrs Florie M. Regencia Education Program Supervisor, Filipino • Mr. Dingson A. De Sena Education Program Supervisor, Mathematics • Mrs. Constancia R. Vasco Education Program Supervisor, Sta. Cruz North • Mrs. Myra R. Labay Public Schools District Supervisor, Buenavista • Mrs. Aurea L. Mazo Public Schools District Supervisor, Boac North
Documenters	<ul style="list-style-type: none"> • Mrs. Chona S. Recto Education Program Specialist for ALS

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	<ul style="list-style-type: none"> • Mrs. Charmain J. Mogol Librarian II
Secretariat	<ul style="list-style-type: none"> • Mrs. Michelle M. Mutya Education Program Specialist for ALS • Miss Eloisa Grace Najora
Logistic Officers	<ul style="list-style-type: none"> • Dr. Nestor T. Rualo Education Program Supervisor, EsP/AP • Mr. John Mark Saporna Project Development Officer II
Finance Officers	<ul style="list-style-type: none"> • Mrs. Florie M. Regencia Education Program Supervisor, Filipino • Dr. Maria Lourdes P. Ricohermoso Public Schools District Supervisor, Sta. Cruz East
M&E Coordinators	<ul style="list-style-type: none"> • Dr. Fretzie P. Alcantara Senior Education Program Specialist, SMME • Mr. Kyle David V. Atienza Senior Education Program Specialist, HRDS
Welfare/ Health Officers	<ul style="list-style-type: none"> • Mrs. Kym Luzette S. Maming • Nurse II • Mr. Jarrence S. Narito • Nurse II • Mrs. Ma. Concordia M. Ebor • Nurse II • Mrs. Maria Kristine Nicola D Iglesia • Nurse II • Mrs. Thessie P. Oracion • Nurse II • Mrs. Loida M Ordillano • Nurse II

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TERMS OF REFERENCE FOR THE PROGRAM MANAGEMENT TEAM

Role	Terms of Reference
Program Manager	<ul style="list-style-type: none"> • Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards • Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts • Leads in crafting the Program Completion Report
Learning Managers	<ul style="list-style-type: none"> • Leads the conduct of the program per session room • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject -matter experts • Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm -setting activities and by addressing emerging learning needs • Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room • Ensures submission of outputs of participants in the session room is tracked
Documenter	<ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template • Takes photos of the different parts of the program delivery (minimum of 5)
Welfare Officers	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue • Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.)
Secretariat	<ul style="list-style-type: none"> • Attends to registration needs of learners • Ensures that learners fill up attendance sheets every day • Prepares directory of participants based on registration forms • Assists in the distribution of learning materials and supplies • Assists in posting and collection of session outputs • Compiles session documents and learning resource materials
Logistic Officer	<ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities, equipment supplies and materials, vehicles,

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	<p>and other resources to support the successful implementation of the program</p> <ul style="list-style-type: none"> • Leads ocular inspection of venues to ensure adherence to standards and specifications • Checks that session room is always ready for use and conducive to learning
Finance Officers	<ul style="list-style-type: none"> • Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation • Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. • Monitors and documents all disbursements against budget to support liquidation • Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report
M&E Coordinator	<ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist before the training starts • Applies process observation and prescribed tools to monitor and evaluate program delivery • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation • Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report

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