



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
Gate 2, Karangalan Village, Cainta Rizal



DEPED-4A-RM-06-17-

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONIO  
Director IV

**SUBJECT :** FINAL SCHEDULE AND TRAINING MANAGEMENT TEAM OF SENIOR  
HIGH SCHOOL TRAINING ON COMMON TOPICS

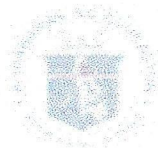
**DATE :** March 2, 2017

With reference to Regional Memorandum No. 078, s. 2017 on the Conduct of Mass Training of Untrained Grade II Teachers for Common Topics – Tranche 2, this office announces the final schedule and list of training management team for Senior High School training on Common Topics.

Please refer to the attached list of cluster venues, dates of training, facilitators, class managers, process observers, training management team and terms of reference (TOR).

Travel expenses of participants, facilitators, staff, class managers and process observers shall be charged to local/MOOE funds while food and accommodation of participants, facilitators, program manager and monitoring official will be charged against HRID downloaded funds. Food and accommodation of class managers, process observers, staff and monitoring & evaluation team will be charged against local or MOOE funds.

Immediate dissemination of this Memorandum is desired.



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**CLUSTER 1: Rizal**

Date: **March 21-24, 2017**

Venue: **Boso-Boso Highlands Resort, Antipolo City**

Program Manager: **Teresita T. Paredes/Ferdinand Pascual**

Staff: **Marita Gonzales**

Monitoring Official: **Viernafyn M. Nama**

Class Number	Trainers	Class Manger	Process Observer
1	Lerna L. Bandoz August Jamora	Judith Clarito	Melissa Garrovillas
2	Aileen E. Vocal Magna R. Abueme	Tirso Arambulo	Nicanor Macanuloy
3	Dahlia Ceriezo Nedia Laustan	Genaro Cequena	Evelyn Mina

**CLUSTER 2: Antipolo City**

Date: **March 21-24, 2017**

Venue: **Boso-Boso Highlands Resort, Antipolo City**

Program Manager: **Luisito F. Diego/Arnelmo C. Celeste, Jr.**

Staff: **Gayle Malibiran**

Monitoring Official: **Donna Lago**

Class Number	Trainers	Class Manger	Process Observer
1	Cristina C. Salazar Lito A. Palomar	Virgilio Paal	Rommel Beltran
2	Jonathan Domingo Ariene Tavona	Rowena Sison	Esteban Casaway

**CLUSTER 3: Batangas (Batangas Province, Batangas City, Lipa and Tanauan)**

Date: **March 21-24, 2017**

Venue: **Matabungkay Beach Resort, Batangas**

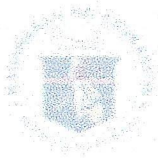
Program Manager: **David M. Nuay**

Staff: **Evelyn De Sagun**

Monitoring Official: **Jisela N. Ulpina**

Class Number	Trainers	Class Manger	Process Observer
1	Avelino Moriel Nenita Adame	Dulce Abante	Agrifina Drain
2	Ericson Gutierrez Maldarencia Morasioan	Marilyn Penallor	Connie Hernandez
3	Minerva Caraos Fernando Enrique	Catherine Gonzales	Edna Katigbak
4	Ronald Ramilo Jufel Ilagan	Nancy Lubis	Marieta Perez





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**CLUSTER 4: Laguna (Laguna, Calamba, Santa Rosa, San Pablo, Binan and Cabuyao)**

Date: **March 20-23, 2017**

Venue: **Asia Blooms, Sta. Cruz, Laguna**

Program Manager: **Neil Angeles**

Staff: **Lita Curacho**

Monitoring Official: **Glenda Dela Torre**

Class Number	Trainers	Class Manger	Process Observer
1	Marijen N. Leosata Ginatyn B. Freo	Evelyn Navia	Mirza Linga
2	Roderica R. Camacho Erma S. Valenzuela	Christian Batino	Judith Clemente
3	Edwina C. Nabo Henry Contemplacion	Emma Izon	Reidella Vista

**CLUSTER 5: Cavite Province**

Date: **March 19-22, 2017**

Venue: **Tanza Oasis Hotel and Resort, Capipisa, Tanza, Cavite**

Program Manager: **Epidia B. Bergado**

Staff: **Lorena Arca**

Monitoring Official: **Nadina G. Gatun**

Class Number	Trainers	Class Manger	Process Observer
1	Margdalena Lubigan Felino B. Sidacon	Liberty Flores	Cresencia Nazarena
2	Anna Marie Aranzanza Noel Ortega	Belinda Loyola	Carolina R. Magallanes
3	Wenifreda S. Diquit Bernadettes Sumagui	Fannie Apay	Laura Garcia
4	Eduarda Zapanta	Cristina Austria	Edelisa Catacutan

**CLUSTER 6: Cavite Cities (Cavite, Imus, Bacoor and Dasmariñas)**

Date: **March 19-22, 2017**

Venue: **Tanza Oasis Hotel and Resort, Capipisa, Tanza, Cavite**

Program Manager: **Vanessa Barcarse**

Staff: **V**

Monitoring Official: **Maricris Tadioan**

Class Number	Trainers	Class Manger	Process Observer
1	Francis Kenneth P. Hernandez Ivan Honorpette A. Micares	Ronald Diao	Virgilio O. Guevara
2	Ruchelle A. Boyson Malea Alwyn H. Trinidad	Riza C. Garcia	Adoracion L. Dejos Santos



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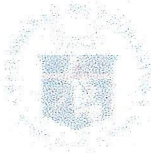


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<b>CLUSTER 7: Quezon (Quezon, Tayabas and Lucena)</b>			
<b>Date: March 14-17, 2017</b>			
<b>Venue: Sevilla's Resort, Lucena City</b>			
<b>Program Manager: Angelina Castillo</b>		<b>Staff: Regina Marino</b>	
<b>Monitoring Official: Mark Anthony Malonzo</b>			
<b>Class Number</b>	<b>Trainers</b>	<b>Class Manager</b>	<b>Process Observers</b>
1	Reynaldo Nanong Ma. Lourdes Cabanaga	Joseph Hinanay	Siony Gabolero
2	Angelina Castillo Gregorio Racefis	Susana Nera	Nimpha Reyes
3	Jessie Vasquez Buenaventura Luces	Mharlee Derecho	Conrado Prudente
4	Anicia Villanuel Chinita Tolentino	Gelyn De Castro	Leami Gloria

**Note: Regional Monitoring Officials: CLMD Chief, HRDD Chief and ARD can visit any cluster venue**





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## **TERMS OF REFERENCE**

### **REGIONAL MONITORING OFFICIAL**

1. Consolidates daily the following data from the class manager:
  - Process observation reports
  - QAME reports
  - Daily attendance
2. Participate in the debriefing activity.
3. Provide feedback guidance, and support to the trainers/learning facilitators and looks after their welfare and development.
4. Assists the program manager in the provisions of needed logistics.
5. Consolidate the training completion report per class submitted by class manager and document for submission to central office.
6. Submit report to HRDD Chief.

### **CLASS MANAGER**

1. Serves as class adviser all throughout the four (4) days training program.
2. Assist the needs of participants and facilitator during the sessions.
3. Gives / announces management concerns.
4. Checks the attendance.
5. Remind participants regarding the daily evaluation.
6. Post, records and checks the output of participants.
7. Attend / participate in the debriefing sessions.

### **PROCESS OBSERVER**

1. Serves as process observer all throughout the four (4) days training program.
2. Accomplish the process observation form.
3. Attend / participate in the debriefing sessions to disseminate what is written in the process observation form.

### **TRAINING STAFF**

1. Ensures attendance of participants.
2. Keeps the masterlist of participants.
3. Spearheads the registration and checking of attendance of participants
4. Safekeeps the training materials and supplies and monitors usage.
5. Coordinates with Training Manager.
6. Gathers and keeps supporting documents for liquidation and reporting purposes
7. Prepares/consolidates the Program Completion Report following the prescribed format for submission to RO and CO
8. Takes down minutes of all meetings/debriefing sessions.



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#### FACILITATORS

1. Conducts assigned sessions using the SGs given.
2. Responsible for participants' learning.
3. Ensures provision of training materials to participants.
4. Where necessary, develops, reviews, contextualizes the Session Guides for the assigned session.
5. Attends training/orientation.
6. Provides feedback to Training Manager.
7. Attends the debriefing sessions.
8. Checks readiness of the training venues/ session rooms

#### QAME

1. Prepares QAME plan and submits the same to the program manager and QAME Regional Coordinator.
2. Ensures that the QAME processes such as the gathering (through monitoring tools and FGD), analysis of data as well as the presentation of findings are observed and ensures protocol is observed in these processes.
3. Consolidates QAME results and submits report to the program manager.
4. Oversees the entire QAME processes of the program
5. Provides input i.e. results of the QAME during the debriefing.
6. Ensures that debriefing happens at the end of the day.
7. Prepare the consolidated graphical analysis of QAME results of the training and report during the closing program.