



Republic of the Philippines
Department of Education
 REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 14, 2023

DIVISION MEMORANDUM
 NO. **288**, s. 2023

**MASTER TEACHERS PROFESSIONAL DEVELOPMENT PROGRAM (MTPDP) 2.0
 DIVISION ROLL-OUT**

To: Assistant Schools Division Superintendents
 Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Education Program Supervisors
 Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 MTPDP 2.0 Program Management Team and Learning Facilitators
 All Concerned





1. Anchored on the **DepEd Order 42, s. 2017** titled "*National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)*" and in reference to **DepEd Memorandum No. 50, s. 2020** titled "*DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023*", this Office, through the School Governance and Operations Division (SGOD), and Curriculum Implementation Division (CID) shall conduct the **Master Teachers Professional Development Program 2.0 Division Roll-out on July 17-22, 2023 at Tanza Oasis Hotel and Resort, Tanza Cavite.**

2. MTPDP 2.0 focuses on developing and enhancing the identified PD Priorities of new Master Teachers based on PPST domains, strands, and indicators that would enable them to effectively implement the curriculum in the 21st century. By the end of the program, they shall be able to acquire and demonstrate in-depth understanding of identified PPST indicators through developing and implementing a workplace application project (WAP) aimed at leading change through effective curriculum implementation toward improved learning outcomes.

3. The participants of the said roll-out are selected Master Teachers with 0-3 years of experience, RO-trained MTPDP Learning Facilitators, PMT from SDO, and a representative from the Regional Office-HRDD. The list of participants can be accessed from <https://bit.ly/MTPDPCAVITE>.

4. All attendees are advised to bring their laptops, adaptors, chargers, and extension cords for their use during the training. Those with medical conditions must bring their maintenance and emergency medications.



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5. Participants are expected to arrive before 8am on Monday. Registration starts at 7:00AM and opening program shall commence at exactly 8:00 AM. The first meal will be breakfast and the last meal on Day 6 is PM snacks.
6. Non-teaching and teaching-related participants, learning facilitator, class managers, and PMT shall be entitled to a Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered while teacher-participants shall be given a service credit as per DepEd Order No. 53, s. 2003 on Updated Guidelines on Grant of Service Credits to Teachers for their participation. Day 0 for selected PMT will be on Sunday, July 16, 2023
7. Attached are list of program management team with terms of reference, while the program matrix is downloadable via <https://bit.ly/MTPDP-PROGRAM-MATRIX>.
8. Board and lodging and other incidental expenses relative to the conduct of this activity shall be charged against HRD fund and PSF while the travel expenses of PMT, learning facilitators, and participants shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations.
9. Relevant concerns may be communicated to Ronalyn P. Salazar, SEPS-HRD, and Camille R. Ortila, EPS-II, HRD at depedcavite.hrd@deped.gov.ph.
10. Immediate dissemination of this memorandum is directed.

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be included in the Perpetual Index
Under the following subjects:
TRAINING PROGRAMS
TEACHERS
WORKSHOPS

RPS-CRO/ DM No. 288 s. 2023
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Annex A. Program Management Team with Terms of Reference

Committee	Terms of Reference	Members
Program/ Planning	<ul style="list-style-type: none"> • Prepare all documentary requirements such as, but not limited to, activity proposal • Organize and lead the whole program flow • Coordinate duties and responsibilities of PMT members • Prepare Activity Completion Report 	Rosemarie D. Torres Randy D. Punzalan Galileo L. Go Diana P. Topacio Elpidia B. Bergado
Attendance and Certificates/ Secretariat	<ul style="list-style-type: none"> • Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online) • Prepare and ensure dissemination of certificates for participants and PMT members 	Chairperson: Ronalyn P. Salazar Members: Camille R. Ortila
Technical/ ICT-in-Charge	<ul style="list-style-type: none"> • ensure that the device and equipment are prepared • before the start of the session; • assist the LF's in passing the microphone to the participants, if requested; • be present all the time to assist the LF's and class manager; • attend debriefing sessions 	Chairperson: Lara Vey Cabaya Members: Wilberto V. Bernales John Aceson Jimenez Kimberly Grace Bagsic
Documentation	<ul style="list-style-type: none"> • Prepare/ collect all audio-visual presentations and materials to be used during the event • Prepare a narrative or news report regarding the event 	Chairperson: May Anne Joy D. Romanes Members: Ronalyn P. Salazar Camille R. Ortila



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	<ul style="list-style-type: none"> Assist in accomplishing the Activity Completion Report 	
Process Observers/Monitoring and Evaluation/QATAME/	<ul style="list-style-type: none"> Prepare QATAME link/ form Consolidate participants' evaluation of conducted activity and identify areas for improvement Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations <ul style="list-style-type: none"> Observe key areas of implementation Provide points for improvement Conduct process debriefing 	Chairperson: Maria Belen C. Mojica Member: Kristine G. dela Rosa
Safety and Security	<ul style="list-style-type: none"> Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants Ensure observance of appropriate health and safety standards for physical or face-to-face activities 	Alyanna Marie Marquez Jomachris Javier Connie Mae Dela Peña Renee Jane Rustia Rhodora Matel Anna Marie Magsombol Ma. Theresa Reyes Jeric Javier Reagan Royce Luclucan Francis Guimputan Jennie Lynn Darvin
Food	<ul style="list-style-type: none"> Oversee the availability and distribution of food 	Chairperson: Mary Ann B. Gatpandan Member: Maria Belen C. Mojica
Accommodation	<ul style="list-style-type: none"> To facilitate room assignments; secure room keys and attend to the relevant needs of the attendees 	Chairperson: Camille R. Ortila Member: Ronalyn P. Salazar
Learning Facilitators	<ul style="list-style-type: none"> review the SG and SD for the assigned session/s; deliver and facilitate the assigned session on the scheduled day and time; 	Maritess M. Aguilar Benipie S. Atlas Vilma A. Buladas Marilyn M. Encarnacion Elizabeth Soriano Harold B. Pangilinan



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	<ul style="list-style-type: none">● attend debriefing sessions;● attend opening and closing programs;● check participants' outputs in Google Classroom; and● not share the LRP to others without permission from Regional PMT.	Magdaleno Lubigan Jennifer Rojo 4 Additional LF
Class Managers/ Monitors	<ul style="list-style-type: none">● ensure participants to sign the Attendance Sheets;● lead the conduct of Management of Learning (MoL);● remind the participants regarding management concerns;● monitor the readiness and behavior of the participants during the sessions;● prepare materials to be used;● attend debriefing sessions;● create Google Classroom for the participants; and● check the completeness of participants' outputs	Chairperson: Gregoria S. Atas Co- Chairperson: Ronaldyn P. Salazar Members: Camille R. Ortila Ma. Belen Mojica Kristine G. dela Rosa May Anne Joy D. Romanes Mary Ann B. Gatpandan 1 RO Monitor



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