

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 14, 2023

DIVISION MEMORANDUM

All Concerned

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

- 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.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

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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. Ortilla, 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 BU- **23425** / 07/14/2023



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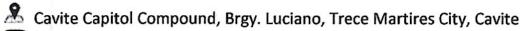
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Annex A. Program Management Team with Terms of Reference

Committee	Terms of Reference	Members
Program/ Planning	 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	 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. Ortilla
Technical/ ICT-in-Charge	 ensure that the device and equipment are prepared before the start of the session; assist the LFs in passing the microphone to the participants, if requested; be present all the time to assist the LFs and class manager; attend debriefing sessions 	Chairperson: Lara Vey Cabaya Members: Wilberto V. Bernales John Aceson Jimenez Kimberly Grace Bagsic
Documentation	 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. Ortilla





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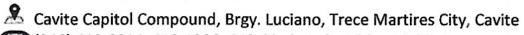
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	• Assist in accomplishing the	
	Activity Completion Report	
Process	• Prepare QATAME link/ form	Chairperson:
Observers/Moni	• Consolidate participants'	Maria Belen C. Mojica
toring and	evaluation of conducted	Member:
Evaluation/	activity and identify areas for	Kristine G. dela Rosa
QATAME/	improvement	
	 Provide proponent and all 	
	units concerned with a copy of	
	the evaluation results with	
10 a	corresponding	
	recommendations	
	Observe key areas of	
	implementation	
	 Provide points for 	
19	improvement	
	 Conduct process debriefing 	
Safety and	Secure physical and cyber-	Alyanna Marie Marquez
Security	safety and security of the	Jomachris Javier
	participants including the	Connie Mae Dela Peña
	provision and collection of	Renee Jane Rustia
	Signed Parental Consent Form	Rhodora Matel
	if learners are involved as	Anna Marie Magsombol
	participants	Ma. Theresa Reyes
	• Ensure observance of	Jeric Javier
	appropriate health and safety	Reagan Royce Luclucan
	standards for physical or face-	Francis Guimpatan
	to-face activities	Jennie Lynn Darvin
Food	Oversee the availability and	Chairperson:
	distribution of food	Mary Ann B. Gatpandan
		Member: Maria Belen C. Mojica
Accommodation	To facilitate room	Chairperson: Camille R. Ortilla
	assignments; secure room	Member:
	keys and attend to the	Ronalyn P. Salazar
	relevant needs of the	•
	attendees	
Learning	 review the SG and SD for 	Maritess M. Aguilar
Facilitators	the assigned session/s;	Benipie S. Atlas
	deliver and facilitate the	Vilma A. Buladas
	assigned session on the	Marilyn M. Encarnacion
	 scheduled day and time; 	Elizabeth Soriano
		Harold B. Pangilinan
		0





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	 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	 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: Ronalyn P. Salazar Members: Camille R. Ortilla Ma. Belen Mojica Kristine G. dela Rosa May Anne Joy D. Romanes Mary Ann B. Gatpandan





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