



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

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July 20, 2023

**DIVISION MEMORANDUM**





NO. 205, s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 288, S. 2023 TITLED  
 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. As Corrigendum to **DM No. 288, s. 2023** titled *Master Teachers Professional Development Program 2.0 Division Roll-out*, this Office announces the final dates of continuation of the PD Program implementation from July 20-22, 2023 to **July 24-26, 2023 (Monday to Wednesday) at Tanza Oasis Hotel and Resort, Capipisa, Tanza, Cavite**. The change of date was brought about by the urgent call to prioritize the conduct of the National Learning Camp.
2. The same set of participants of the said roll-out are selected Master Teachers with 0-3 years of experience, RO-trained MTPDP Learning Facilitators (LF), Program Management Team (PMT) from SDO, and a representative from the Regional Office-HRDD. The list of participants can be accessed from <https://bit.ly/MTPDPCAVITE>.
3. Anent to this, **the PMT and LF will hold a virtual emergency meeting on July 21, 2023, at 9:00 am** to finalize the program matrix and topic assignment. The link to the meeting can be accessed through:  
<https://tinyurl.com/check-in-sessions>  
 Meeting ID: 894 2342 5614  
 Passcode: hrd2021
4. All MTPDP 2.0 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 medications and send the details of their contact persons to the HRDS to be reached in case of emergency.




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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 the last day is PM snacks.
6. Attached are list of program management team with terms of reference, while the program matrix is downloadable via <https://bit.ly/MTPDP-PROGRAM-MATRIX>.
7. All other stipulations in the **DM No. 288, s. 2023** shall still be in effect unless repealed.
8. Relevant concerns may be communicated to Ronalyn P. Salazar, SEPS-HRD, and Camille R. Ortila, EPS-II, HRD at [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).
9. 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. ~~21~~ s. 2023  
BU-~~21~~ 07/20/2023



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**Annex A. Program Management Team with Terms of Reference**

<b>Committee</b>	<b>Terms of Reference</b>	<b>Members</b>
Program/ Planning	<ul style="list-style-type: none"><li>• Prepare all documentary requirements such as, but not limited to, activity proposal</li><li>• Organize and lead the whole program flow</li><li>• Coordinate duties and responsibilities of PMT members</li><li>• Prepare Activity Completion Report</li></ul>	Rosemarie D. Torres Randy D. Punzalan Galileo L. Go Diana P. Topacio Elpidia B. Bergado
Attendance and Certificates/ Secretariat/Doc umentation	<ul style="list-style-type: none"><li>• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)</li><li>• Prepare and ensure dissemination of certificates for participants and PMT members<ul style="list-style-type: none"><li>• Prepare/ collect all audio-visual presentations and materials to be used during the event</li><li>• Prepare a narrative or news report regarding the event</li><li>• Assist in accomplishing the Activity Completion Report</li></ul></li></ul>	Chairperson: Ronaldyn P. Salazar Co-Chairperson: Camille R. Ortila Members: Rosemarie Ugto Shannel Gancayco
Technical/ ICT-in-Charge	<ul style="list-style-type: none"><li>• ensure that the device and equipment are prepared</li><li>• before the start of the session;</li><li>• assist the LFs in passing the microphone to the</li></ul>	Chairperson: Wilberto V. Bernales  Members: John Aceson Jimenez Kimberly Grace Bagsic



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	<ul style="list-style-type: none"> <li>• participants, if requested;</li> <li>• be present all the time to assist the LFs and class manager;</li> <li>• attend debriefing sessions</li> </ul>	
<p>Process Observers/Monitoring and Evaluation/QATAME/</p>	<ul style="list-style-type: none"> <li>• Prepare QATAME link/ form</li> <li>• Consolidate participants' evaluation of conducted activity and identify areas for improvement</li> <li>• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations               <ul style="list-style-type: none"> <li>• Observe key areas of implementation</li> <li>• Provide points for improvement</li> </ul> </li> <li>• Conduct process debriefing</li> </ul>	<p>Chairperson: Maria Belen C. Mojica Member: Kristine G. dela Rosa</p>
<p>Safety and Security</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure observance of appropriate health and safety standards for physical or face-to-face activities</li> </ul>	<p><b>August 24, 2023</b> 24 hours Angelica Hernandez Pearly Mae Penales Day Duty Jhosa Krista Buendia Glaizelle Dionido</p> <p><b>August 25, 2023</b> 24 hours Vidagracia Reyes Vanessa Colada Day Duty Ma. Remedios Dela Cruz Alvin Cayetano</p> <p><b>August 26, 2023</b> Day Duty Glaiza Herrera Grace Ambat Hannah Ubana Maria Fe Ayos</p>



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
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Food	<ul style="list-style-type: none"> <li>• Oversee the availability and distribution of food</li> </ul>	<p>Chairperson:  Mary Ann B. Gatpandan  Member: Maria Belen C. Mojica</p>
Accommodation	<ul style="list-style-type: none"> <li>• To facilitate room assignments; secure room keys and attend to the relevant needs of the attendees</li> </ul>	<p>Chairperson: Camille R. Ortila  Co-Chairperson: Ronalyn P. Salazar</p>
Learning Facilitators	<ul style="list-style-type: none"> <li>• review the SG and SD for the assigned session/s;</li> <li>• deliver and facilitate the assigned session on the scheduled day and time;</li> <li>• attend debriefing sessions;</li> <li>• attend opening and closing programs;</li> <li>• check participants' outputs in Google Classroom; and</li> <li>• not share the LRP to others without permission from Regional PMT.</li> </ul>	<p>Gina B. Dulce  Marites M. Aguilar  Vilma A. Buladas  Marilyn M. Encarnacion  Elizabeth Soriano  Harold B. Pangilinan  Jenette E. Saburao  Jennifer Rojo  Michael Andrew Gamba  Benipie Atlas  Jenette Saburao  Mark Airon Creus</p>
Class Managers/ Monitors	<ul style="list-style-type: none"> <li>• ensure participants to sign the Attendance Sheets;</li> <li>• lead the conduct of Management of Learning (MoL);</li> <li>• remind the participants regarding management concerns;</li> <li>• monitor the readiness and behavior of the participants during the sessions;</li> <li>• prepare materials to be used;</li> <li>• attend debriefing sessions;</li> <li>• create Google Classroom for the participants; and</li> </ul>	<p>Overseer:  Gregoria S. Atas</p> <p><b>SAHARA A-</b>  Class 4&amp;5  Ronalyn P. Salazar  Neil Ivan P. Lontoc</p> <p><b>SAHARA B-</b>  Class 2&amp;3  Camille R. Ortila  Ma. Belen Mojica</p> <p><b>ACCONA-</b>  Class 1&amp;3  Mary Ann B. Gatpandan  Lito Camo, Jr.</p>



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


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	<ul style="list-style-type: none"><li>• check the completeness of participants' outputs</li></ul>	<b>Regional Monitor</b> Bryan A. Pobe
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