

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 20, 2023

DIVISION MEMORANDUM

NO. 2015, 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. Ortilla, EPS-II, HRD at depedcavite.hrd@deped.gov.ph.
- 9. Immediate dissemination of this memorandum is directed.

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 **M**s. 2023 BU-**2442**07/20/2023



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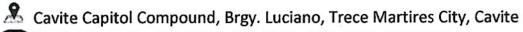
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Annex A. Program Management Team with Terms of Reference

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/Doc umentation	 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 Prepare/ collect all audio-visual presentations and materials to be used during the event Prepare a narrative or news report regarding the event Assist in accomplishing the Activity Completion Report 	Chairperson: Ronalyn P. Salazar Co-Chairperson: Camille R. Ortilla Members: Rosemarie Ugto Shannel Gancayco
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 	Chairperson: Wilberto V. Bernales Members: John Aceson Jimenez Kimberly Grace Bagsic





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	participants, if requested;be present all the time to	
	assist the LFs and class	
	• manager;	
	attend debriefing	
	sessions	
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	
	corresponding	
	recommendations	
	Observe key areas of	
	implementation	
	Provide points for	
	improvement	
	 Conduct process debriefing 	
Safety and	Secure physical and cyber-	August 24, 2023
Security	safety and security of the	24 hours
	participants including the	Angelica Hernandez
	provision and collection of	Pearly Mae Penales
	Signed Parental Consent Form	Day Duty
	if learners are involved as	Jhosa Krista Buendia
	participants	Glaizelle Dionido
-	• Ensure observance of	
	appropriate health and safety	August 25, 2023
	standards for physical or face-	24 hours
	to-face activities	Vidagracia Reyes
		Vanessa Colada
		Day Duty
		Ma. Remedios Dela Cruz
	A.	Alvin Cayetano
		August 26, 2023
		Day Duty
		Glaiza Herrera
		Grace Ambat
		Hannah Ubana
		Maria Fe Ayos
		mara re riyos





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Food	• Overgoe the eveilability and	Ola aima ama a sa
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	Co-Chairperson: Ronalyn P.
	keys and attend to the	Salazar
	relevant needs of the	
	attendees	
Learning	 review the SG and SD for 	Gina B. Dulce
Facilitators	the assigned session/s;	Marites M. Aguilar
racillators	deliver and facilitate the	Vilma A. Buladas
	assigned session on the	
		Marilyn M. Encarnacion
	• scheduled day and time;	Elizabeth Soriano
	attend debriefing	Harold B. Pangilinan
	sessions;	Jenette E. Saburao
	 attend opening and 	Jennifer Rojo
	closing programs;	Michael Andrew Gamba
	check participants'	Benipie Atlas
	outputs in Google	Jenette Saburao
	Classroom; and	Mark Airon Creus
	 not share the LRP to 	
	others without	
	permission from Regional	
	PMT.	
Class	ensure participants to	Overseer:
Managers/	sign the Attendance	Gregoria S. Atas
Monitors	Sheets;	arogoria 5. mas
WOIIICOIS	• lead the conduct of	SAHARA A-
		Class 4&5
	Management of Learning	·
	(MoL);	Ronalyn P. Salazar
	• remind the participants	Neil Ivan P. Lontoc
	regarding management	
	concerns;	SAHARA B-
	 monitor the readiness 	Class 2&3
	and behavior of the	Camille R. Ortilla
	participants during the	Ma. Belen Mojica
	sessions;	
	 prepare materials to be 	ACCONA-
	used;	Class 1&3
	attend debriefing	Mary Ann B. Gatpandan
	sessions;	Lito Camo, Jr.
		Dio Cano, or.
	8	
	for the participants; and	





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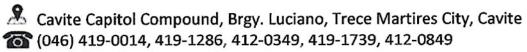
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check the completeness **Regional Monitor** of participants, outputs Bryan A. Pobe





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