



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

June 30, 2020

DIVISION MEMORANDUM

DM No. **159**, s. 2020

Organization of Program Management Team (PMT) and Classes via Google Classroom for the Implementation of Professional Development Programs for Teachers, School Heads and Supervisors

To: Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Elementary and Secondary School Heads, Teachers and All Concerned

1. With reference to **Regional Memorandum No. 312 s. 2020** regarding the "**Organization of Program Management Team (PMT) and Classess via Google Classroom for the Implementation of Professional Development Program for Teachers, School Heads and Supervisors**", this Office announces the conduct of Professional Development Programs (PDPs) for Teachers, School Heads and Supervisors.
2. In relation to the implementation of the PDPs, all Schools Division Offices (SDOs) shall organize the members of Program Management Team (PMT) who will lead and facilitate the organization of the **google classrooms** as well as provide technical assistance to the participants.
3. Hence, this Office informs the concerned SDO personnel in the composition of the PMT with their function/role as follows.

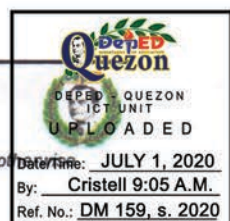
Position	Function/Role
HRD SEPS	<ul style="list-style-type: none"> Leads in organizing google calssroom per learning area, per grade level; and Facilitates the accomplishment of activity completion report
HRD EPS II	<ul style="list-style-type: none"> Leads in the issuance of e-certificates, online attendance checking and feedback using google form (CREST)
Division ITO	<ul style="list-style-type: none"> Leads in facilitating online platform such as google classroom, streamyard, youtube and google drive; and Ensures stron and reliable intrenet connection all througjout the condcut of classes
M&E SEPS/EPS II	<ul style="list-style-type: none"> Leads in preparing QAME forms using google form, in tabulating and analyzing data using google sheets and presenting QAME results using google slides and submitting QAME reprotos using google docs;
CID Learning Area Supervisors (EPSs)	<ul style="list-style-type: none"> Lead in providing technical assistance to school heads and if possible to teachers that concern learning area specialization

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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Date/Time: **JULY 1, 2020**
By: **Cristell 9:05 A.M.**
Ref. No.: **DM 159, s. 2020**



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4. The PMT members are required to register through bit.ly/06PMTDP2020 on or before **June 30, 2020**.
5. This Office also advises the **school heads (including the TICs) and all teachers (elementary, JHS and SHS)** to register through bit.ly/06PDPCONFIRM20 to confirm their participation on the PDPs organized by the Regional Office.
6. Registration deadline of the participants from the field is on **July 10, 2020**.
7. Please be advised that **final schedules and other details of the courses for the PDPs** shall be issued by the Regional Office to be communicated to the field through a Division Memorandum.
8. For further details of the PDP courses, instruction for google classroom organization, and tentative schedules, please see the attached Regional Memorandum for reference.
9. Immediate and widest dissemination of this Memorandum is desired.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent 

hrdmgd06/30/2020

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Email address: quezon@deped.gov.ph

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**





ASDS OFFICE

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DOS # 287024

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

Date/Time 6-24-2020
4:10



16 June 2020

Regional Memorandum

ORGANIZATION OF PROGRAM MANAGEMENT TEAM (PMT) AND CLASSES VIA GOOGLE CLASSROOM FOR THE IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PROGRAM FOR TEACHERS, SCHOOL HEADS, AND SUPERVISORS

To **Schools Division Superintendents**

1. In response to DepEd Memorandum 48, s., 2020, on the call for submission of proposals to NEAP-RO and guided by DepEd Memorandum 50, s. 2020 on DepEd Professional Development Priorities for Teachers and School Leaders, this Office through the interim National Educators Academy of the Philippines (NEAP) – CALABARZON requests the Schools Division Offices (SDOs) to submit the list of Organized Program Management Team (PMT) for the implementation of the Professional Development Programs for Teachers and School Leaders in the SDOs using the attached template.
2. Please see the attached Terms of Reference (ToR) of the PMT members, Instructions for Google Classroom Organization and List of Cluster SDOs, Tentative Schedules and Organization of Classes through Google Classroom.
3. Classes will be organized using Google Classroom. PMT shall register through **bit.ly/06PMTDP2020 on or before June 30, 2020.**
4. Immediate and full compliance of the concerned employees is expected.

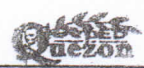
WILFREDO E. CABRAL
Regional Director

hrdd/neap/marm



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Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



RECEIVED

Date/Time: JUN 29 2020
By:



Attachment

COMPOSITION OF PROGRAM MANAGEMENT TEAM (PMT) PER SDO

POSITION	FUNCTION/ ROLE
HRD SEPS	<ul style="list-style-type: none"> • Leads in organizing Google Classroom per learning area, per grade level. • Facilitates the accomplishment of Activity Completion Report.
HRD EPS II	<ul style="list-style-type: none"> □ Leads in the issuance of e-certificates, online attendance checking and feedback using Google Form (CREST).
DIVISION ITO	<ul style="list-style-type: none"> • Leads in facilitating online platforms such as Google Classroom, StreamYard, YouTube and Google Drive. • Ensures strong and reliable internet connection all throughout the conduct of classes.
M&E SEPS/ EPS II	<ul style="list-style-type: none"> • Leads in preparing QAME forms using Google Form, in tabulating and analyzing data using Google Sheets and presenting QAME Results using Google Slides and submitting QAME Reports using Google Docs. • Supplies M&E report to the HRD SEPS in accomplishing Activity Completion Report (ACR).
CID LEARNING AREA SUPERVISORS	<ul style="list-style-type: none"> □ Lead in providing Technical Assistance to school heads and if possible to teachers that concern learning area specialization.

INSTRUCTION FOR GOOGLE CLASSROOM ORGANIZATION

1. Each Google Classroom consists of maximum 250 participants. Twenty (20) of them will have to be allotted for the members of the Program Management Team from the SDO and the RO.
2. Each member of the PMT has his/her own functions that complement with other members. Observe role delineation, communication, coordination and collaboration.
3. An online confirmation of the participants gathering their data such as full name, sex, email address, grade level, learning area/ specialization (for HS), and school ID is already prepared through bit.ly/06PDPCONFIRM20. **This link has to be communicated immediately through a Division Memorandum to expedite the registration. Deadline of registration is on July 10, 2020.**
4. A Division Memo has to be sent to give instruction to teachers, school heads and supervisors to register and confirm online and be advised to read **Regional Order 10, s. 2020** and **Regional Memorandum 296, s. 2020**. In this way, each class is organized beforehand.

**CLUSTER SDOs, TENTATIVE SCHEDULES AND ORGANIZATION OF CLASSES THROUGH GOOGLE CLASSROOMS FOR MODULE 1 OF COURSE 1:
DEVELOPMENT AND IMPLEMENTATION OF I.D.E.A. LESSON EXEMPLAR**

Cluster No. and Division	TOTAL NUMBER OF TEACHERS PER LEVEL			230 NO OF PARTICIPANTS PER CLASS				Total Number of Classes per Cluster	Schedule of Implementation (Subject to Change)	
	K-6	7-10	SHS	No. of classes	NO. OF CLASSES PER LEVEL					
Cluster No. and SDO										
1	Antipolo City	3,069	2,177	297	24	13	9	1	87	June 24-26, 2020 AM SESSION (8:00 am to 12:00 noon)
	Rizal	8,208	5,343	811	62	36	23	4		
2	Bacoor City	1,587	883	117	11	7	4	1	90	June 24-26, 2020 PM SESSION (1:00 pm to 5:00 pm)
	Cavite	6,543	4,236	894	51	28	18	4		
	Cavite City	471	262	71	3	2	1	0		
	General Trias City	1,150	668	78	8	5	3	0		
	Imus City	1,276	919	136	10	6	4	1		
	Tanauan City	782	554	63	6	3	2	0		
3	Batangas	8,112	4,552	1,302	61	35	20	6	90	July 1-3, 2020 AM SESSION (8:00 am to 12:00 noon)
	Batangas City	1,301	803	163	10	6	3	1		
	Lipa City	1,370	925	139	11	6	4	1		
	San Pablo City	1,202	662	98	9	5	3	0		
4	Cabuyao City	970	668	87	8	4	3	0	91	July 1-3, 2020 PM SESSION (1:00 pm to 5:00 pm)
	Lucena City	1,287	440	77	8	6	2	0		
	Quezon	9,695	5,384	1,509	72	42	23	7		
	Tayabas City	443	252	50	3	2	1	0		
5	Binan City	965	619	172	8	4	3	1	90	July 7-9, 2020 PM SESSION (1:00 pm to 5:00 pm)
	Calamba City	1,792	1,065	153	13	8	5	1		
	Dasmariñas City	2,161	1,657	256	18	9	7	1		
	Laguna	6,060	3,157	762	43	26	14	3		
	Sta. Rosa City	1,141	687	111	8	5	3	0		

**CLUSTER SDOs, TENTATIVE SCHEDULES AND ORGANIZATION OF CLASSES THROUGH GOOGLE CLASSROOMS FOR MODULE 2 OF COURSE 1:
ROLE OF SCHOOL HEADS IN THE DEVELOPMENT AND IMPLEMENTATION OF I.D.E.A. LESSON EXEMPLAR**

Cluster No.	SDO	TOTAL NUMBER OF SCHOOL HEADS PER SDO	No. of classes	Total No. of Classes per Cluster	Schedule of Implementation (Subject to Change)
1	Quezon	956	4.2	4	July 1-3, 2020 AM SESSION (8:00 am to 12:00 noon)
2	Batangas	765	3.3	3	July 1-3, 2020 PM SESSION (1:00 pm to 5:00 pm)
3	Bacoor City	43	0.2	3	July 7-9, 2020 AM SESSION (8:00 am to 12:00 noon)
	Cavite	323	1.4		
	Cavite City	14	0.1		
	Dasmariñas City	43	0.2		
	General Trias City	36	0.2		
	Imus City	35	0.2		
4	Antipolo City	67	0.3	3	July 7-9, 2020 PM SESSION (1:00 pm to 5:00 pm)
	Binan City	37	0.2		
	Cabuyao City	28	0.1		
	Laguna	373	1.6		
	Sta. Rosa City	28	0.1		
5	Batangas City	106	0.5	4	July 14-16, 2020 AM SESSION (8:00 am to 12:00 noon)
	Calamba City	73	0.3		
	Lipa City	85	0.4		
	Lucena City	53	0.2		
	Rizal	298	1.3		
	San Pablo City	80	0.3		
	Tanauan City	59	0.3		
	Tayabas City	36	0.2		

Note: Each class consists of 230 School Heads.

MODULE 3 OF COURSE 1: THE ROLE OF SUPERVISORS IN THE DEVELOPMENT AND IMPLEMENTATION OF I.D.E.A. LESSON EXEMPLAR IS TO BE ORGANIZED AND MANAGED BY THE REGIONAL OFFICE THROUGH THE NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)- CALABARZON ON JULY 14-16, 2020 AND JULY 23-25, 2020 FOR THE TWO BATCHES. E-MAILS WILL BE SENT TO THE REGISTERED PARTICIPANTS FOR FURTHER INSTRUCTIONS.