15 September 2021

DIVISION MEMORANDUM
DM No. 677 , s. 2021

FINAL SCHEDULE OF E-RAISE UP PROGRAM/COURSES ROLLOUT BY CLUSTER

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Division Section/Unit Heads
Public Schools District Supervisors
Secondary and Elementary School Heads
Non-Teaching Personnel
All Others Concerned

1. In reference to **Regional Memorandum No. 429, S. 2021** or **Final Schedule of E-RAISE Up Program/Courses Rollout by Cluster (Batch 1)**, this Office advises the concerned regarding the preparation meeting on **September 20, 2021, 8 a.m. to 11 a.m.** which will be participated by the Regional and Schools Division Offices.The said meeting will be held via Google Meet through **https://meet.google.com/tju-pded-tge.**

2. For the list of participants and other important details of the said meeting, please see the attached Regional Memorandum.

3. Immediate dissemination of this Memorandum is highly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Department of Education
REGION IV-A CALABARZON
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DEPED-4A-06-RM-21-429

07 September 2021

Regional Memorandum

FINAL SCHEDULE OF E-RAISE UP PROGRAM/COURSES ROLLOUT BY CLUSTER (BATCH 1)

To   **Schools Division Superintendents**
       NEAP Learning Facilitators

1. Relative to the implementation of **E**mployees **R**eskilling **A**dvocacy, **I**nitiatives, **S**upport for **E**xcellence and **Up**skilling **P**rogram **(E-RAISE UP)**, which strongly supports the *Sulong Edukalidad* program of the Department of Education, this Office through the HRDD and NEAP-R announces the SDOs' final schedule of E-RAISE UP program/courses rollout by cluster according to their preferrence.

2. The program aims at producing caring, committed, and competent:
    a. teachers who are able to respond to diverse needs of learners by making the curriculum effective and instructional plans work efficiently;
    b. school heads who are equipped with competencies to effectively manage school operations and human resources; and
    c. supervisors who are equipped with competencies to respond to the professional needs of school heads and teachers effectively and efficiently.

3. Anent the subject of this memorandum, a preparation meeting by the RO and SDO PMTs on **Monday, 20 September 2021, 8am to 11 am** will be held via Google Meet through this link https://meet.google.com/tju-pded-tge.

4. Eligible expenses relative to the conduct of this course are chargeable to HRD Funds subject to usual accounting and auditing rules and regulations of the government. Please see attached DO 30, s. 2021 for your guidance and compliance.

5. Kindly refer to Enclosure 1 for the Cluster-Wide Implementation Schedule and Enclosure 2 for List of Learning Facilitators and Enclosure 3 for the Program Management Teams' Composition and Terms of Reference.

6. Should there be queries or other related concerns pertaining to this matter, feel free to e-mail us at neap.calabarzon@deped.gov.ph and look for **Mr. Mark Anthony R. Malonzo** or **Mr. Alvin P. Metrillo.**

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7. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

neapr/alvin/marm

Enclosure 1. Cluster-Wide Implementation Schedule

Cluster	SDO	Schedule
Cavite Cluster	1. Cavite Province 2. Cavite City 3. Bacoor City 4. Dasmariñas City 5. Imus City 6. General Trias City	Oct. 5 -8,2021
Laguna Sub-Cluster	7. Biñan City 8. Cabuyao City 9. Calamba City 10. San Pablo City	Oct. 12 -15,2021
Batangas Cluster	11. Batangas Province 12. Batangas City 13. Lipa City 14. Tanauan City	Oct. 5 -8,2021
Rizal Cluster	15. Rizal Province 16. Antipolo City	Oct. 19 -22,2021
Quezon Cluster	17. Quezon Province 18. Lucena City 19. Tayabas City	Oct. 19 -22,2021

Important Note: These dates were in consultation with the SDO counterparts of NEAPR-HRDD.

Synchronous sessions in the morning start at 8:00AM and end at 12:00 Noon via online platforms. Asynchronous sessions in the afternoon start at 1:00PM and end at 4:00PM through the instruction of class manager in the Google Classroom to provide the participants time to complete and submit their outputs in the Google Classroom. There may be flexibility in the management of learning that the synchronous session in plenary can extend until the afternoon.

SDO Program Focal Persons shall determine the 50% of the target participants to schedule this year, and another 50% next year. They shall be limited to the list of participants that the Regional Office will provide in determining the proportions.

Enclosure 2. Learning Facilitators

Assignment	Learning Facilitator	SDO
Proficient Teachers	Nida C. Santos	Batangas Prov.
	Jeanne Elaine T. Sangalang	Sta. Rosa City
	Paulino S. Castro	Laguna Prov.
	Vanessa R. Barcarse	Dasmarinas City
	Gina B. Dulce	Cavite Prov.
	Gayle J. Mabiliran	Antipolo City
	Arlene L. Tayona	Antipolo City
	Christian Mespher A. Hernandez	Imus City
	Mary Grace Cabili	Tayabas City
	Leslie V. Denosta	Binan City
	Michael Pantaleon	Cabuyao City
Master Teachers	Maria Cristina F. Lim	Cabuyao City
	Xandra Lee P. Cervitillo	Rizal Prov.
	Ma. Victoria Lorna S. Buenaventura	Antipolo City.
	Irene C. Domingo	Antipolo City
	Jerome C. Hilario	Antipolo City
	Mark Anthony P. Idang	Laguna Prov.
	Sharon A. Villaverde	Quezon Prov.
School Heads	Erickson T. Gutierrez	Batangas Prov.
	Gerlie T. Lopez	Tanauan City
	Mervin C. Tortoza	Antipolo City
	Magdaleno R. Lubigan	Cavite Prov.
	Evelyn P. Navia	Laguna Prov.
	Movita O. Cruzat	Batangas Prov.
	Gemma C. De Torres	Batangas City
	Mena M. De Torres	Batangas City
	Eleazar C. Magsino	Batangas Prov.
	Mary Jane M. Gonzales	Batangas Prov.
Supervisors	Marigen N. Leosala	Sta. Rosa City
	Nenita Adame	Batangas City
	Aileen E. Vocal	Rizal Prov.
	Shiela B. Peñano	Rizal Prov.
	Erma S. Valenzuela	Laguna Prov.
	Henry Contemplacion	San Pablo City
	Ronald Ramilo	Tanauan City
	Marife T. Morcilla	Lipa City
	Chinita A. Tolentino	Lucena City
	Marlon Marquez	Rizal Prov.

Enclosure 3. Program Management Team Composition and Terms of Reference

A. Regional Office

NAME	DESIGNATION	DIVISION	ROLE
FRANCIS CESAR B. BRINGAS	Regional Director	ORD	Chair
CHERRYLOU D. REPIA	OIC-Assistant Regional Director	OARD	Co-Chair
LUZ E. OSMEÑA	Chief Education Supervisor In-Charge of NEAP-CALABARZON	HRDD-NEAP	Co-Chair Overall Team Lead
JISELA N. ULPINA	EPS, In-Charge of NEAPR PDDT	HRDD	Member - Team Lead (Supervisors Group)
NADINA G. GATON	EPS, In-Charge of NEAPR LET	HRDD	Member -Team Lead (SH Group)
MARK ANTHONY R. MALONZO	SEPS	NEAPR	Member - Team Lead (HP Group and SDO PMTs)
ALVIN P. METRILLO	EPS II	NEAPR	Member - Team Lead (PT Group)
JOSEPH C. DAMIAN	ADAS III	HRDD	Member - Team Lead (Technical Works) with RO ICTU

B. Schools Division Office

POSITION	OFFICE	ROLE
Schools Division Superintendent	OSDS	Chair
Assistant Schools Division Superintendent	OSDS	Co-Chair
Chief Supervisor	SGOD	Co-Chair
HRD SEPS	SGOD	Member-Team Lead for PMT, Classroom Organization and Coordination, Completion Reporting
HRD EPS-II		Member-Team Lead for Classroom Management and Certification
SMME SEPS	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 3 and 4)

SMME EPS-II	SGOD	Member-Team Lead for Quality Assurance, Monitoring and Evaluation (Levels 1 and 2)
School Leaders (Supervisors or School Heads) - *Non-attendees of the batch*	Schools/ Districts	Class Managers

General Terms of Reference of the PMTs

NEAPR – CALABARZON shall:

1. ensure overall implementation of the courses in the given timeframe and according to quality standards;
2. lead in data capture and provide the SDOs guidance in issuing Certificates of Participation and Completion;
3. monitor and evaluate the progress of program implementation;
4. facilitate a consolidated completion report based on submitted ACRs of SDOs;
5. coordinate with NEAP-CO and SDOs the implementation schedules; and
6. submit to NEAPCO the consolidated completion report using R.6.

SDOs shall:

1. ensure that only the target participants will be the ones to register in the courses;
2. check outputs using the rubrics embedded in the Google Classrooms and consolidate the lists of completers using the prescribed template in the MS Excel (Office 365);
3. determine viable schedules for the implementation of the 4 courses considering the timeframe of the program;
4. set up Learning Management System (LMS) using Google Classrooms;
5. provide all the learning materials and assessment tools in the Google Classroom;
6. coordinate with the Regional PMT before, during and after the implementation of the program;
7. submit to NEAPR the Activity Completion Report (R.6) by the Division PMT;
8. include in the DFTAT's Plan mentoring and coaching sessions for the teachers and school leaders to guide them in implementing their Workplace Application Plan; and
9. schedule a Division-wide Workplace Application Evaluation Session through a virtual conference.

LFs shall:

1. make themselves available on the program implementation schedule;
2. upload the final copy of the recorded video in HRDD Google Drive;
3. utilize their own knowledge and abilities to achieve session objectives;
4. provide direction to SDO PMT on the course of their sessions;
5. coordinate with SDO PMT on the uploading of needed materials/resources to Google Classroom; and
6. answer the questions and respond to queries during Q and A session.