



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 JUNE 2020

DIVISION MEMORANDUM
No. 125 s. 2020

**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: OICs-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. As per **RM 312, s. 2020** with the same title as above, CALABARZON will be conducting capacity-building activities for the implementation of the Professional Development Programs for Teachers and School Leaders in the SDOs, on dates to be announced later.
2. In view of this, Teachers, School Heads, and Education Program Supervisors shall have an online confirmation through **bit.ly/06PDPCONFIRM20**.
Deadline of registration is **JULY 10, 2020**.
3. Furthermore, all participants are advised to read in advance, **Regional Order 10, s. 2020**, and **Regional Memorandum 296, s. 2020**.
4. Attached is RM 312, s. 2020 for further instructions.
5. Wide dissemination and strict compliance of this memorandum is desired.


ANIANO M. OGAYON, CESO V
Schools Division Superintendent



 Brgy. Potol, Tayabas City
 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph
 tayabas.depedr4a.net





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



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/06PMTPDP2020 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



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487 loc. 462
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon



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

- 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.
- Each member of the PMT has his/her own functions that complement with other members. Observe role delineation, communication, coordination and collaboration.
- 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.**
- 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		
	Dasmaringas 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	<u>Schedule of Implementation</u> (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.