



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

20 OCT 2021

DIVISION MEMORANDUM

No. 498 s. 2021

PROGRAM IMPLEMENTATION REVIEW ON CHILDREN OF MIGRANT WORKERS

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

1. Pursuant to Memorandum DepEd-4A-RM-03-18-039 entitled "Implementation of Migration and Development Programs in Schools to be undertaken by the School Governance and Operations Division", the City Schools Division of the City of Tayabas will conduct the combined Virtual and Limited Face to Face Program Implementation Review on Children of Migrant Workers on Oct. 21-22, 2021 at SDO Tayabas City and via zoom.
2. This activity aims to conduct review for school implementation and discuss program implementation updates in lieu of the new normal and discuss Adult Module to school coordinators.
3. Attached are Enclosure 1 for the copy of the List of Onsite Participants, Enclosure 2 for the Program Matrix and Enclosure 3 for the Technical Working Committee.
4. This activity shall comply with the required health standards consistent with the Inter-Agency Task Force, Department of Health standards, local and national quarantine rules and all related protocols detailed in the DepEd and DepEd Task Force Covid-19 issuances.
5. Immediate dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



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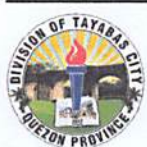


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Enclosure 1: List of Onsite and Virtual Participants

Program Implementation Review on the Children of Migrant Workers
List of Onsite Participants
 October 21-22, 2021

Day 1			Day 2		
No.	Name	Office/ School	No.	Name	Office/ School
1	Gerlie M. Ilagan, CESO VI	SDO	1	Gerlie M. Ilagan, CESO VI	SDO
2	Antonio P. Faustino Jr.		2	Antonio P. Faustino Jr.	
3	Dr. Edwin R. Rodriguez		3	Dr. Edwin R. Rodriguez	
4	Imelda C. Raymundo		4	Imelda C. Raymundo	
5	Sancho C. Calatrava		5	Sancho C. Calatrava	
6	Jean Rose Rabano		6	Jean Rose Rabano	
7	Maria Corazon A. Borbon		7	Maria Corazon A. Borbon	
8	Joan Kathleen T. Brizuela		8	Joan Kathleen T. Brizuela	
9	Nicole May R. Lagar		9	Nicole May R. Lagar	
10	Frenalyne B. Tabernilla		10	Frenalyne B. Tabernilla	
11	Jerome Javin		11	Jerome Javin	
12	Dr Joy Buban- Go	TECS	12	Dr Joy Buban- Go	TECS
13	Renilda Javal	LPIHS	13	Ma. Aileen Averilla	LPIHS
14	Ronan Ranillo	TWCS I	14	Ronan Ranillo	TWCS I
15	Almira Barquilla	RQMNHS	15	Mildred Anoso	RQMNHS
16	Amelia Nanong	Dapdap IS	16	Cherry Hugo	Dapdap IS
17	Elzen Joy Veranga	SPES	17	Maria Paz Jamilano	SPES
18	Larmen Joy Malto	Lakawan	18	Glenda Capistrano	Lakawan
19	Nicole Olivar	Bosco	19	Nicole Olivar	Bosco
20	Gianne Jhaziel Lavarro	MLILC	20	Maria Aurora Santos	MLILC
			21	Raquel Pacaigue	San Roque
VIRTUAL PARTICIPANTS VIA ZOOM for Day 1 and Day 2					
21	Aileen Constantino-Penas	ATIKHA	45	Resette Cabriga	Ilasan
22	Riza Sevilla		46	Mariel Cabalsa	Lawigue
23	Dr. Christine Cabuyao	TWCS I	47	Sarah Jane Romero	North Palalae
24	Maria Edissa Contreras	TECS	48	Princess Camelle Rocas	Masin
25	Geraldine Oblea	TWCS IV	49	Maria Gela Lleva	Potol
26	Anadel Gob	TWCS III	50	Leanne Pornela	WPES
27	Luisa Francia	TWCS II	51	Alexander Kaye Esmiller	CNJT
28	Allan Immanuel Ortiz	BANHS	52	Raydis Placio	Little Mikko
29	Dalle Jane Reyes	WPNHS	53	Gie Salunoy	St. Therese
30	Pureza Dadios	FELES	54	Paola Lea De Arao	PFCA
31	Marites Yupio	MC Avida	55	Jeanne Annie Basco	ASTI
32	Joie Ellaine Lacorte	Kalumpang ES	56	Yara Anessa Cabile	CNJP
33	Marilyn Quizana	Wakas	57	Lowela D. Perez	Ilasan Adventist
34	Shella Pasacsac	Alsam	58	Salve Sichoan	Philippine Valor
35	Angeline Tagum	Domoit	59	Bernardita Corong	TECS
36	Jo Ann Luna	EFES	60	Imelda Galapati	
37	Katrina Paula Zaide	Gibanga	61	Jocelyns Nanez	
38	Robera Esmiller	Ipilan	62	Agnes Lagdameo	TWCS I
39	Cherie Joy Vilalnewva	Katigan -Alupay	63	Esmeralda Quesea	
40	Mary Joy Edressa	Lalo	64	Adrian Naynes	Busal
41	Dulce De Vera	Malaoa-Calantas	65	Priscila Infante	EPES
42	Jewel Cabriga	Mate	66	Magdalena Nanez	Valencia
43	Jayson Abanador	Pandakake			



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Enclosure 2: Program Matrix

Program Implementation Review on the Children of Migrant Workers
October 21-22, 2021
7:30 – 5:00 PM

Day 1		
Time Frame	Activity	Moderators and Facilitators
7:30 – 8:00	Preliminaries ➤ Registration ➤ Prayer Overview of the Activity	TWGs
8:00 – 8:30	ATIKHA Program Implementation Updates	Aileen Constantino - Penas Deputy Executive Director
8:30 – 9:00	Division Accomplishment Report	Joan Kathleen T. Brizuela EPS II Nicole May R. Lagar PDO I
9:00 – 12:00	Implementers' Program Implementation Review	School Coordinators and School Heads
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:45	Implementers' Program Implementation Review	School Coordinators and School Heads
4:45 – 5:00	Debriefing	TWGs

Day 2		
Time Frame	Activity	Moderators and Facilitators
7:30 – 8:00	Preliminaries ➤ MOL	TWGs
8:00 – 12:00	Discussion of Adult Module	Aileen Constantino - Penas Deputy Executive Director
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00	Discussion of Adult Module	Riza Sevilla Project Officer
4:00 – 4:15	Future Targets	Joan Kathleen T. Brizuela EPS II Nicole May R. Lagar PDO I
4:15 – 4:45	Closing Program	TWGs
4:45 – 5:00	Debriefing	



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Enclosure 3: Technical Working Committee

Program Implementation Review on the Children of Migrant Workers

October 21-22, 2021

Over all Chairperson: Gerlie M. Ilagan, CESO VI
Co- chairpersons: Antonio P. Faustino Jr.
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Joan Kathleen T. Brizuela Nicole May R. Lagar	<ul style="list-style-type: none"> Plans on the conduct of the program Prepare Training Design
Over-all L&D Management including (Logistics)	Jean Rose Rabano	<ul style="list-style-type: none"> Manages the conduct of L&D. Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. Monitors L&D activities. Prepares and submits complete report (narrative report) to SGOD Chief Leads the debriefing sessions. Prepares memo/advisories. Assists the proponent in the preparation of documentary requirements including but not limited to PR. Oversees the cleanliness, sanitation, and orderliness in the venue/s . Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> Prepare the evaluation tool and conduct M&E and gather feedback. Gathers, feedback, analyses and evaluates to be able to prepare findings and recommendations for the endorsement to SGOD Chief. Prepares findings and recommendations.
Medical/First Aid	N/A	<ul style="list-style-type: none"> Ensures observance/compliance of



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		<p>health protocols including but not limited to conduct of Triage.</p> <ul style="list-style-type: none"> • Administers first aid and health services during the event. • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Atikha Representatives	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	Jayron Baer	<ul style="list-style-type: none"> • Assist in preparation of documents. • Assist in the inventory and distribution of supplies and food.
Certificates and Programs	Jerome Javin	<ul style="list-style-type: none"> • In charge of Certificate Approval and Printing. • Distributes certificates and Program.
Moderator	Nicole May R. Lagar	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	N/A	<ul style="list-style-type: none"> • Prepares and maintain cleanliness and orderliness of session hall. • Ensures that left-over food and used food packs are properly disposed. • Ensures that comfort room have enough supply of water..
Process Observer/s	N/A	<ul style="list-style-type: none"> • Observe/s the processes being employed by the speaker/facilitator.

		<ul style="list-style-type: none"> Engage/s in the debriefing sessions.
Class Managers	N/A	<ul style="list-style-type: none"> Monitor attendance of the participants and assist speakers on the whole durations. Assist the speaker/facilitator throughout the session. Take over the session when the speaker/facilitator attends to an emergency call/ matter. Conducts the MOL.
ICT and Sound System	Frenalyne B. Tabernilla	<ul style="list-style-type: none"> Prepare the technical set up of the venue. Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity. Assist presenters and master of ceremony in technical aspect during the training.
Documentation	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> Document the event from the opening until the closing program. Prepare and submit complete report (narrative report) 2 days after the event.