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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 21, 2023

**REGIONAL MEMORANDUM**

No. **632** s.2023

**PARTICIPANTS TO THE WRITESHOPS ON THE REVIEW, REVISION,  
AND FINALIZATION OF MONITORING TOOLS FOR THE  
IMPLEMENTATION OF INCLUSION PROGRAMS**

To: Schools Division Superintendents  
Divisions of Baybay City and Tacloban City  
All Others Concerned

1. Relative to the attached DepEd Memorandum DM-CT-2023-139 on the Writeshops on the Review, Revision, and Finalization of Monitoring Tools for the Implementation of Inclusion Programs, this Office, through the Curriculum and Learning Management Division (CLMD), requires the participation of the following:

<b>Participants</b>	<b>Writeshops</b>	<b>Date and Venue</b> <i>(Specific venues to be announced)</i>
Jose Aldrin Avellana Dandy G. Acuin Ronald D. Llaneta Ernani S. Fernandez Jr.	Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs	July 11-14, 2023 National Capital Region
Jose Aldrin Avellana Ernani S. Fernandez Jr.	Finalization of Monitoring Tools for the Implementation of Inclusion Programs	July 25-28, 2023 Region VII

2. The writeshops aim to review, revise, and finalize the standard monitoring tools that will be used to gather evidence-based information on the status of field implementation of various inclusion programs such as Special Needs Education (SNEd), Madrasah Education Program (MEP), and Special Curricular Programs (SCP).

3. The identified participants must pre-register on or before June 27, 2023 through <https://rebrand.ly/OnlineReg-MandETools> and are expected to bring their own laptop.

4. Accommodation, traveling, and other incidental expenses shall be charged to 2023 Madrasah Education Program (MEP) Funds and to Local Funds in case the downloaded funds are insufficient, subject to the usual government accounting and auditing rules and regulations.



5. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**  
Regional Director

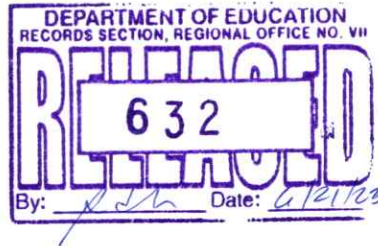
Enclosures: None

References: RM no. 307 / 339, s. 2023

To be indicated in the Perpetual Index under the following subjects:

INCLUSION PROGRAMS    MONITORING TOOLS    WRITESHOP

CLMD-ESF

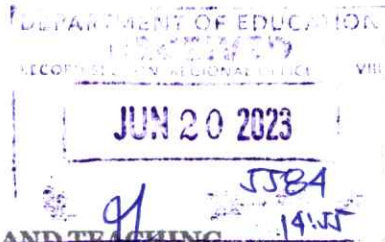


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Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
 DM-CT-2023-139



**TO :** REGIONAL DIRECTORS

**FROM :**   
 GINA O. GONONG  
 Undersecretary for Curriculum and Teaching

**SUBJECT :** WRITESHOPS ON THE REVIEW, REVISION, AND FINALIZATION OF MONITORING TOOLS FOR THE IMPLEMENTATION OF INCLUSION PROGRAMS

**DATE :** June 2, 2023

The Bureau of Learning Delivery-Student Inclusion Division (BLD- SID) announces the conduct of the following writeshops:

Writeshop	Target Participant	Date and Venue (Specific venues to be announced)
Review and Revision of Monitoring Tools for the Implementation of Inclusion Programs	four (4) participants per region	July 11-14, 2023 National Capital Region
Finalization of Monitoring Tools for the Implementation of Inclusion Programs	two (2) participants per region	July 25-28, 2023 Region VII

The writeshops aim to review, revise, and finalize the standard monitoring tools that will be used to gather evidence-based information on the status of field implementation of various inclusion programs such as Special Needs Education (SNEd), Madrasah Education Program (MEP), and Special Curricular Programs (SCP).

Participants must pre-register on or before June 27, 2023 through <https://rebrand.ly/OnlineReg-MandETools> and are expected to bring their own laptop.

Enclosed in **Annex A** is the list of identified participants per region while **Annex B** contains the indicative program of activities.

Accommodation, traveling and other incidental expenses will be charged to **2023 Madrasah Education Program (MEP) Funds** and to **Local Funds** in case that the downloaded funds are insufficient, subject to the usual government accounting and auditing rules and regulations.

For inquiries or concerns, contact **Mr. Nicanor M. San Gabriel Jr.**, Supervising Education Program Specialist, through email at [nicamor.sangabriel@deped.gov.ph](mailto:nicamor.sangabriel@deped.gov.ph).

For immediate dissemination and compliance.

Copy furnished: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations

*Handwritten note:* 0100 mail 4/20/23

**Annex A****DISTRIBUTION OF PARTICIPANTS****Writeshop on the Review and Revision of Monitoring Tools for the  
Implementation of Inclusion Programs**July 11-14, 2023  
NCR

Regions	SPED	MEP	SCPs						SCPs	Total
			SPA	SPS	SPJ	STE	SPFL	SPTVE		
I	1	1	1	1					2	4
II	2	1			1				1	4
III	1	2				1			1	4
CALABARZON	1	1					1	1	2	4
MIMAROPA	2	1	1						1	4
V	1	2		1					1	4
VI	1	1			1	1			2	4
VII	2	1					1		1	4
VIII	1	2						1	1	4
IX	1	1	1	1					2	4
X	2	1			1				1	4
XI	1	2				1			1	4
XII	2	1					1		1	4
CARAGA	1	1						2	2	4
CAR	2	1	1						1	4
NCR	1	2		1					1	4
<b>Total</b>	<b>22</b>	<b>21</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>21</b>	<b>64</b>

## DISTRIBUTION OF PARTICIPANTS

### Writeshop on the Finalization of Monitoring Tools for the Implementation of Inclusion Programs

July 25-28, 2023  
Region VII

Regions	SPED	MEP	SCPs						SCPs	Total
			SPA	SPS	SPJ	STE	SPFL	SPTVE		
I	1	1							0	2
II		1	1						1	2
III	1			1					1	2
CALABARZON	1	1							0	2
MIMAROPA		1			1				1	2
V	1					1			1	2
VI	1	1							0	2
VII		1					1		1	2
VIII	1							1	1	2
IX	1	1							0	2
X		1			1				1	2
XI	1					1			1	2
XII	1	1							0	2
CARAGA		1					1		1	2
CAR	1							1	1	2
NCR	1	1							0	2
<b>Total</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>32</b>



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**ANNEX B**

**INDICATIVE PROGRAM OF ACTIVITIES**  
**Workshop on the Review and Revision of Monitoring Tools for the**  
**Implementation of Inclusion Programs**  
 July 10-14, 2023, NCR

TIME	Day 0 July 9, 2023 (Sunday)	DAY 1 July 10, 2023 (Monday)	DAY 2 July 11, 2023 (Tuesday)	DAY 3 July 12, 2023 (Wednesday)	DAY 4 July 13, 2023 (Thursday)	DAY 5 July 14, 2023 (Friday)
6:00 – 7:00		BREAKFAST				
7:00 – 8:00		MANAGEMENT OF LEARNING				
8:00 – 9:00		Opening Program	Breakout Session 1: Writing of LogFrame (per Inclusion Program)	Plenary Session 4: Monitoring and Evaluation (M and E) Standard Process  Q and A	Breakout Session 3: Presentation of the Comments and Suggestions on the existing M and E Tools (per Inclusion Programs)	Plenary Session:  • Synthesis of the Activity/Final Comments of the Consultants • Other Agreements • Submission of Final Revised Monitoring Tools per Inclusion Programs
9:00 – 10:00	Travel Time	Plenary Session 1: Presentation and Discussion of DepEd Order No. 029 s. 2022 entitled Adoption of Basic Education Monitoring and Evaluation Framework (BEMEF)  Q and A	↓	Breakout Session 3: Accomplishment of Template for M and E Standard Process (per Inclusion Program)		
10:00 – 11:00		AM BREAK				
11:00 – 12:00		Plenary Session 2: The Logical Framework (Log Frame)	↓	↓	Breakout Session 4: Revision of the Existing M and E Tools for Inclusion Programs	Closing Program
12:00 – 1:00		LUNCH BREAK				
1:00 – 2:00		Cont. of Plenary Session 2: Analytical Tools needed in LogFrame Formulation and M and E Planning	Plenary Session 3: Presentation and Critiquing of LogFrame (per Inclusion Program)  Breakout Session 2: Revision of LogFrame (per Inclusion Program)	Plenary Session 4 Presentation of output per group M and E Standard Process	Cont. of Breakout Session 4  • Presentation of the Draft Revised M and E Tools (per Inclusion Programs) • Incorporate Other Suggestions	Home Sweet Home
2:00 – 3:00	Arrival and Billeting					
3:00 – 4:00		PM BREAK				
4:00 – 5:00		Cont. Plenary 2 Q and A	Cont. Breakout Session 2	Breakout Session 3: Review of the Existing Monitoring Tools (per Inclusion Programs)		
5:00 – 6:00		DEBRIEFING				
6:00 – 8:00		DINNER				
Officer of the Day	SID Staff	PEPITO C. VENTURA Senior EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	ARMI S. VICTOR Supervising EPS	MARITES P. ROMEN Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS
Daily Output	• List of Registered / Directory of Participants	• List of Questions/ Queries about the discussed Topics	LogFrame of each Inclusion Program	Accomplished M and E Standards Template	Draft Revised Monitoring Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program



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**INDICATIVE PROGRAM OF ACTIVITIES**  
**Workshop on the Finalization of Monitoring Tools for the**  
**Implementation of Inclusion Programs**  
 July 24-28, 2023, Region VII

TIME	Day 0 July 23, 2023 (Sunday)	DAY 1 July 24, 2023 (Monday)	DAY 2 July 25, 2023 (Tuesday)	DAY 3 July 26, 2023 (Wednesday)	DAY 4 July 27, 2023 (Thursday)	DAY 5 July 28, 2023 (Friday)
6:00 - 7:00						
7:00 - 8:00						
8:00 - 9:00		Opening Program	Breakout Session 2: Cross Validation of the First Draft of the Finalized M and E Tools (First Round)	Breakout Session 5: Presentation of Comments and Suggestions based on Cross Validation (Second Round)	Breakout Session 7: Presentation of the First Draft M and E Tools (per Inclusion Programs)	Plenary Session: <ul style="list-style-type: none"><li>Synthesis of the Activity/Final Comments of the Consultants</li><li>Other Agreements</li><li>Submission of Final Revised Monitoring Tools per Inclusion Programs</li></ul>
9:00 - 10:00	Travel Time	Plenary Session 1: Presentation of the First Draft of the Revised M and E Tools for Inclusion Programs  Q and A	↓	↓		
10:00 - 11:00						
11:00 - 12:00		Breakout Session 1: Group Discussion of each Inclusion Program and drafting the first draft of the finalized M and E Tools	Breakout Session 3: Presentation of Comments and Suggestions based on Cross Validation (First Round)	↓	↓	Closing Program
12:00 - 1:00						
1:00 - 2:00		Cont. of Breakout Session 1:	↓		Breakout Session 8: Finalization of the Last Draft of M and E Tools for Inclusion Programs	
2:00 - 3:00	Arrival and Billeting	↓	Breakout Session 4: Cross Validation of the First Draft of the Finalized M and E Tools (Second Round)	Breakout Session 6: Finalization of the 2 <sup>nd</sup> Draft of M and E Tools for Inclusion Programs		Home Sweet Home
3:00 - 4:00						
4:00 - 5:00		↓	↓	↓	Closing Program	
5:00 - 6:00						
6:00 - 8:00						
Officer of the Day	SID Staff	DENN MARC P. ALAYON Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS	MARITES P. ROMEN Supervising EPS	ARMIS. VICTOR Supervising EPS	NICANOR M. SAN GABRIEL, JR. Supervising EPS
Daily Output	<ul style="list-style-type: none"> <li>List of Registered / Directory of Participants</li> </ul>	First Draft of the Finalized M and E Tools	Comments and Suggestions of the Cross Validation (First and Second Round)	Finalized 2 <sup>nd</sup> Draft of M and E Tools per Inclusion Programs	Finalized of the Last Draft of M and E Tools per Inclusion Programs	Final Revised Draft Monitoring Tools per Inclusion Program