



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

December 1, 2021

**DIVISION MEMORANDUM**

No. 287 s. 2021

**DIVISION ONLINE WRITESHOP ON THE DEVELOPMENT OF LEARNING PLANS,  
MODULES, ACTIVITY SHEETS IN MADRASAH EDUCATION PROGRAM (MEP)**

To: CID and SGOD Chiefs  
Elementary School Heads of Madrasah implementing schools  
All Others Concerned

1. With reference to the attached Memorandum DM-CI-2021-00296, dated July 30, 2020 of the Bureau of Learning Delivery – student Inclusive Division (BLD-SDI) on the conduct of Training of Trainers Workshop for ALIVE Teachers Handling ALIVE classes last August 9-13, 2021 via MS Teams which was rolled out by the RO – III Curriculum and Learning Management Division last September 15-17, 2021, this division will conduct the Division Online Write shop on the Development of Learning Plans, Modules and Activity Sheets in Madrasah Education Program (MEP) will be on December 6-10, 2021 via Google Meet.
2. The online writeshop aims to provide the participants on the knowledge, skills and attitude in the development of quality assured learning plans, modules and activity sheets in MEP; to apply the different theories and principles of writing a quality assured Learning Activity Sheets (LAS) and to demonstrate the developed LAS for further improvement; and to develop Self Learning Modules (SLM) for Quarter 3 and 4.
3. Enclosure no. 1 and 2 are training matrix, resource speakers, facilitators, list of participants, and work committees for easy reference.
4. The participants must have the following:
  - a. DepEd account;
  - b. Stable internet connection;
  - c. Laptop / Desktop / Smartphone; and
  - d. Head Set or Earphone
  - e. MS Teams account
5. All expenses incidental to the conduct of this division training shall be charged against the Division MEP support fund while travelling expenses (as needed) of the participants shall be charged from local or school funds subject to the usual accounting and auditing procedures.
6. Immediate and wide dissemination of this Memorandum is desired.

**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





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Enclosure No. 1 and 2 of DM No. 287 s. 2021

**A. TRAINING MATRIX**

| TIME / DAY    | DAY 1   | DAY 2   | DAY 3                  | DAY 4                           | DAY 5                               |
|---------------|---|---|------------------------|---------------------------------|-------------------------------------|
| 7:30 – 8:00   | Registration  |   |                        |                                 |                                     |
| 8:00 – 8:30   | Online Program  | Online MOL  |                        |                                 |                                     |
| 8:30 – 10:00  |   | Write shop Proper<br><br>Discussion on the conduct of write shop such as groupings and tasking on MEP learning competencies | Development of outputs | Critiquing of outputs per group | Demonstration Teaching              |
| 10:00 – 12:00 | Session 1:<br>Updates on MEP program.<br><br>Updates on the developed SLM for Quarter 1 and Quarter 2<br><br>Session 2: Development of Learning Activity Sheets |   |                        |                                 |                                     |
| 12:00 – 1:00  | HEALTH BREAK  |   |                        |                                 |                                     |
| 1:00 – 3:00   | ....continuation of Session 2   | Development of output   | ↓                      |                                 | Ways Forward<br><br>Closing Program |
| 3:00 – 5:00   |   |   |                        | Demonstration Teaching          |                                     |

**B. LIST OF PARTICIPANTS**

| NAME                       | SCHOOL        | POSITION        |
|----------------------------|---------------|-----------------|
| 1. Anisa P. Ibrahim        | San Jose ES   | Asatidz         |
| 2. Jennifer T. Gardose     | San Jose ES   | Writer          |
| 3. Emma A. Gatchalian      | San Jose ES   | Writer          |
| 4. Miguela B. Trinidad     | San Jose ES   | Writer          |
| 5. Nennette D. Reyes       | San Jose ES   | Writer          |
| 6. Jeffrey P. Yambot       | San Jose ES   | Layout Artist   |
| 7. Joseph M. Cruz          | San Jose ES   | Layout Artist   |
| 8. Marife O. del Rosario   | San Jose ES   | Language Editor |
| 9. Elsa P. Ingal           | San Jose ES   | Language Editor |
| 10. Bernadette E. Bautista | Sta. Maria CS | Writer          |
| 11. Melanie Q. De Vera     | Sta. Maria CS | Writer          |
| 12. Analyn S. Rosales      | Sta. Maria CS | Writer          |
| 13. Carlo B. Glorioso      | Sta. Maria CS | Writer          |
| 14. Adrian A. De Vera      | Sta. Maria CS | Layout Artist   |
| 15. Mary Grade D. Diaz     | Sta. Maria CS | Layout Artist   |
| 16. Virginia S. Juan       | Sta. Maria CS | Language Editor |
| 17. Emily DV. Fernando     | Sta. Maria CS | Language Editor |

**C. LIST OF CORE GROUP**

|                             |                   |                   |
|-----------------------------|-------------------|-------------------|
| 1. Virgilio L. Laggui       | SDO BULACAN       | MEP Focal Person  |
| 2. Erlinda Wagan            | San Jose ES       | Principal III     |
| 3. Virginia S. Juan         | Sta. Maria CS     | Principal IV      |
| 4. Marifi Antonio           | San Jose ES       | Master Teacher I  |
| 5. Melanie Q. de Vera       | Sta. Maria CS     | School Alive Coor |
| 6. Ammabelle R. dela Merced | Mariano Ponce NHS | Master Teacher I  |
| 7. Lawrence A. dela Cruz    | Lolomboy NHS      | Head Teacher III  |

