



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 1252
 Series of 2022

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hajir
 DATE: NOV 03 2022
 TIME: 2:00 PM
 Ctrl. No. 2022-11-014

TO : PROF. TAHIR G. NALG, MAIS
 Director General for Madaris Education

: ALL SCHOOLS DIVISION SUPERINTENDENTS
 ICT DIVISION COORDINATORS
 ALL OTHERS CONCERNED

FROM : MOHAGHER M. IQBAL
 Minister



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
 RELEASED
 By: Molin
 Date: NOV 03 2022
 Time: 3:10 PM
 Control No. 2022-11-019

SUBJECT : TRAINING OF TRAINERS FOR THE CAPACITY BUILDING OF ISAL
 TEACHERS ON 21st CENTURY SKILLS DEVELOPMENT TRAINING

DATE : November 2, 2022

1. Pursuant to Section 107 of the Professional Development: The Ministry shall promote the continuing professional development of madrasah teachers to develop their personal and professional qualities and to improve their knowledge, skills, values, and practices leading to the improvement of the quality of the teaching-learning process.
2. Relative to this and in the preparation for the safe return to school, the Ministry of Basic, Higher and Technical Education (MBHTE), through its Directorate General for Madaris Education (DGME) will be conducting a **Training of Trainers for the capacity building of ISAL teachers on 21st Century Skills Development Training on November 2-3, 2022** at Pagana Kutawato, Cotabato City.
3. The participants in the training are the ICT Coordinators and DGME staff who are competent to handle the In-Service Training (INSET) for ISAL Teachers. ICT Coordinators from the divisions of Lanao del Sur I and II, Marawi City, Tawi-Tawi, Basilan, Lamitan City, and Sulu shall participate via an online platform.
4. Attached are the list of participants (Annex A) and activity flow (Annex B).
5. For information and compliance.



ANNEX A: List of Participants

No.		Management Team
1.	Tahir G. Nalg, MAIS	Director General - DGME
2.	Aratoc A. Macarambon	Regional Office -MBHTE ICT Section/Unit
3.	Haron D. Salah	Regional Office -MBHTE ICT Section/Unit
Participants		
1.	Mohtar H. Salik	Senior Education Program Specialist/Team Leader Curriculum Section Head
2.	Mohammad Hersihad A. Lugayak	Admin Assistant/ Data Controller
3.	Sahla N. Abdulwahab	Education Research II
4.	Maimona D. Bayan	Senior Education Program Specialist/Team Leader LRMDS Section Head
5.	Sandra S. Karim	Education Program Specialist I
6.	Fatima K. Bakar	Admin Assistant I
7.	Joehairin G. Dimanalao	Education Program Specialist II/Team Leader Private Madrasah Section
8.	Nersa L. Ismael	Teacher I
9.	Sittie Aisha Rashannie S. Camin	Education Program Specialist I/Team Leader DGME
10.	Bairose M. Abo	Education Program Specialist I
11.	Bai Fairuza H. Macatanong	Admin Aide VI
12.	Jihan L. Abdulrasid	Senior Education Program Specialist/Team Leader Quality Assurance Division – M&E Section
13.	Umikalsum D. Watamama	Admin Assistant I
14.	Abdulrahman M. Gamoranao	Computer Programmer II
15.	Zuhria P. Usman	Admin Assistant I
16.	Sittie Rowena G. Clao	Admin Officer I
17.	Abehurayra A. Abdulgani	Senior Education Program Specialist/Team Leader Planning Section Head
18.	Rayhana M. Abdulsalam	Admin Assistant
19.	Warda T. Tahir	Education Program Specialist II/Team Leader Data Management Section Head
20.	Mohammad A. Ahmad	Admin Assistant IV/ICT
21.	Montazer Ali Akbar M. Gani	Education Program Specialist II/Team Leader Teacher's Formation and Professional Development Section Head
22.	Yasmeen M. Gandawali	Admin Assistant
23.	Nizar H. Hamid	Admin Assistant I/Data Controller
24.	Ralph Jassani H. Salah	Education Program Specialist II/Team Leader Traditional Madrasah Section Head
25.	Sittie Ashia L. Ali	Education Research Assistant
26.	Edres D. Watamama	Education Program Specialist II
27.	Al-Jastrie Mohd Arip	Tawi Tawi SDO/ICT Coordinator
28.	Sadar Said	Tawi Tawi SDO/ ICT Coordinator
29.	Nabdar C. Alli	Sulu SDO/ ICT Coordinator
30.	Abdurasul Sajili	Sulu SDO/ ICT Coordinator

31.	Shoraya Jane M. Bagundang	Cotabato City SDO/ ICT Coordinator Information Technology Officer 1
32.	Bai Sheina B. Kusain	Cotabato City SDO/ ICT Coordinator Educational Technology Specialist
33.	Conrad B. Garcia	Basilan Division SDO/ ICT Coordinator
34.	Raffy H. Indanan	Basilan Division SDO/ ICT Coordinator
35.	Abunaif G. Gayak	Maguindanao 2 SDO/ ICT Coordinator
36.	Ronald D. Usman	Maguindanao 2 SDO/ ICT Coordinator
37.	Abubakar A. Maguid	Maguindanao 1 SDO/ ICT Coordinator
38.	Florida D. Maddie	Maguindanao 1 SDO/ ICT Coordinator
39.	Abdulsanny M. Mangkong	Special Geographic Area SDO/ ICT Coordinator
40.	Ansare K. Ganion	Special Geographic Area SDO/ ICT Coordinator
41.	Waida Sandawa	Marawi City/ ICT Coordinator
42.	Norfaidah P. Usoph	Marawi City/ ICT Coordinator
43.	Johary Isah	Lanao Del Sur 2 SDO/ ICT Coordinator
44.	Asnipah A. Marohom	Lanao Del Sur 2 SDO/ ICT Coordinator
45.	Mohaimen U. Potawan	Lanao Del Sur 1 SDO/ ICT Coordinator
46.	Macaya M. Tarangas	Lanao Del Sur 1 SDO/ ICT Coordinator
47.	Reynald Sykimte	Lamitan City SDO/ ICT Coordinator
48.	Juvy Espino	Lamitan City SDO/ ICT Coordinator

ANNEX B

Training of Trainers (TOT) for the Capacity Building of ISAL Teachers on 21st CENTURY SKILLS DEVELOPMENT TRAINING (ICT and Basic Computer Literacy)

Objectives:

1. Gain knowledge and skills on the role of information and communications technology (ICT) in facilitating teaching and learning process;
2. Gain knowledge and skills on ensuring the positive use of ICT to facilitate the teaching and learning process;
3. Apply knowledge and skills on the use of ICT in developing appropriate ICT-based teaching and learning resources to address learning goals.

Venue: Cotabato City (Pagana)

Date: November 2-3, 2022

Activity Flow

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
DAY 1 – November 2, 2022				
7:00am- 7:30am	Registration of Participants	Physical and/or online form	Get the attendance of participants of the workshop	DGME
7:30am- 8:00am	Preliminaries: <ul style="list-style-type: none"> • Dua • National Anthem • Bangsamoro Hymn • Opening and Welcome Remarks • Messages • Overview of the Program 		Open the activity with a prayer, singing of the national anthem and Bangsamoro hymn, and welcome messages; Get to know participants and their expectations	DGME
8:00am- 9:00am (1 hour)	Session 1: Introduction to Information and Communications Technology (ICT) in Education <ul style="list-style-type: none"> • Definition of ICT 	Plenary presentation with interactive and scenario-based assessment strategies	Introduce participants to Information and Communications Technology (ICT) integrated into the teaching and learning process	Aratoc A. Macarambon Regional Office - MBHTE ICT Section/Unit

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
	<ul style="list-style-type: none"> • Role of ICT in teaching and learning • Benefits of ICT in teaching and learning • Positive use of ICT to facilitate the teaching and learning process 		Provide participants with input on ensuring the responsible, ethical and appropriate use of ICT to achieve and reinforce learning	
9:30am-10:00am (30 minutes)	<p>Session 2: Introduction to Computer (Computer Basics) and Using a Computer</p> <ul style="list-style-type: none"> • Basic parts of the computer • Laptop Computer vs. Mobile Device • Setting up a computer • Getting started with computer - Turning on a computer - Using a computer (i.e., Desktop, Icons, Buttons, Menus) - Opening files and applications - Adjusting computer settings <p>Shutting down</p>	<p>Plenary Presentation with interactive and scenario-based assessment strategies</p> <p>Plenary Presentation with hands-on workshop and feedbacking</p>	Introduce the basic parts of the computer (hardware) and differentiate laptop computer vs. mobile device as ICT-tools in teaching and learning Guide participants in using a computer from setting up, turning on, opening files and applications, adjusting computer settings, to shutting down the computer	Abdulsanny S. Mangkong Special Geographic Area SDO/ ICT Coordinator
10:00am-10:15am	Snacks			
10:00am-11am (1 hour)	Session 4: Understanding	Plenary Presentation with interactive and scenario-based	Provide participants with inputs on the	Shoraya Jane M. Bagundang

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
	Applications for Teachers <ul style="list-style-type: none"> • What is an application? • Desktop applications <ul style="list-style-type: none"> - Word processors - Web browsers - Media players - Games • Mobile apps Installing new applications	assessment strategies	basic applications useful for teachers in facilitating teaching and learning	Cotabato City SDO/ICT Coordinator
11:00am-12:00nn (1 hour)	Session 5: Understanding the Cloud (Importance to ISAL Teachers) <ul style="list-style-type: none"> • What is the cloud? • Why use the cloud? <ul style="list-style-type: none"> - For file storage - For file sharing - For backing up data • What is a web app (with focus on Gmail) Hands-on workshop: Using web app (Gmail) Gmail (logging in, creating email, replying emails, attaching files, logging out)	Plenary Presentation with interactive and scenario-based assessment strategies Hands-on workshop Hands-on Workshop with individual and group feedbacking	Provide participants with inputs on Cloud with emphasis on Gmail Introduce the use of Gmail and its importance to ISAL teachers in facilitating teaching and learning Guide participants in using web applications specifically the Gmail app	Shoraya Jane M. Bagundang Cotabato City SDO/ICT Coordinator
12:00nn-1:00pm (1 hour)	Break/Duhor Prayer			
1:00pm-2:00pm (1 hour)	Session 6: ICT-based Teaching and Learning Resources (using select productivity tools)	Plenary presentation with interactive and scenario-based assessment strategies	Provide participants with input on appropriate teaching and	Shoraya Jane M. Bagundang Cotabato City SDO/ICT Coordinator

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
2:00pm- 3:00pm (1 hour)	<p>Select, develop, organize and use appropriate ICT-based teaching and learning resources to address learning goals</p> <p>Session 6.1: Word Processing (Microsoft Word)</p> <ul style="list-style-type: none"> • Word fundamentals <ul style="list-style-type: none"> - Understand the Word Screen - Create new documents in Word - Open and save a file in Word - Print Word Documents - Close and exit Microsoft Word • Work with and edit text <ul style="list-style-type: none"> - Select and edit text in Word - Cut, copy and paste in Word - Undo and redo actions in Word • Format text and paragraphs <ul style="list-style-type: none"> - Format fonts - Paragraph alignment • Graphics 	Plenary presentation with interactive and scenario-based assessment strategies	<p>learning resources using ICT to address learning goals</p> <p>Provide participants with input on fundamentals of Word Processing tool and introduce its basic functions that are useful in facilitating teaching and learning</p>	<p>Bai Sheina B. Kusain Cotabato City SDO/ICT Coordinator</p>

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
	<ul style="list-style-type: none"> - Insert and crop pictures - Insert screenshots - Insert text boxes - Insert shapes - Insert and format WordArt in Word - Position images and wrap text in Word 			
3:00pm-3:30pm	Break/Asar Prayer			
3:30pm-5:00pm (1 hour and 30 minutes)	<p>Practical Application: Using Microsoft Word in Making Printed Instructional Materials</p> <ul style="list-style-type: none"> • Worksheets • Display materials 	<p>Hands-on Workshop with individual and group feedbacking</p> <p>May be done through group activity (groups to choose between worksheet and display materials for the output)</p> <p>Instructional materials to be created should be aligned with ISAL learning competencies</p>	Guide participants in using Microsoft Word in making printed instructional materials	<p>Bai Sheina B. Kusain</p> <p>Cotabato City SDO/ICT Coordinator</p>
Day 2 - October 31, 2022				
7:30am-8:00am	Arrival/Dua/Recap			
8:00am-9:00mm (1 hour)	<p>Session 6.2: Presentation (Microsoft PowerPoint)</p> <ul style="list-style-type: none"> • PowerPoint Fundamentals 	Plenary presentation with interactive and scenario-based assessment strategies	Provide participants with input on fundamentals of Presentation tool and introduce its basic functions	<p>Bai Sheina B. Kusain</p> <p>Cotabato City SDO/ICT Coordinator</p>

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
	<ul style="list-style-type: none"> • Work with Presentations • Organize a Presentation • Deliver a Presentation 		that are useful in facilitating teaching and learning	
9:00pm-10:15pm (1 hour and 15 minutes)	Practical Work: Using Microsoft PowerPoint in Storytelling	<p>Hands-on Workshop with group feedbacking</p> <p>May be done through group activity</p> <p>Outputs should be aligned with ISAL learning competencies</p>	Guide participants in using Microsoft PowerPoint in storytelling	Bai Sheina B. Kusain Cotabato City SDO/ICT Coordinator
10:15am-10:30am	<p>Storytelling Presentations</p> <p>Processing of Experience</p>			
10:30am-12:00nn (1 hour and 30 minutes)	<p>Session 6.3: Spreadsheet</p> <ul style="list-style-type: none"> • Excel Fundamentals • Edit a Workbook • Basic Formulas • Basic Formatting 	Plenary presentation with interactive and scenario-based assessment strategies	Provide participants with input on fundamentals of Spreadsheet and introduce its basic functions that are useful in facilitating teaching and learning	Shoraya Jane M. Bagundang Cotabato City SDO/ICT Coordinator
12:00nn-12:45pm (45 minutes)				
12:45am-2:15am (1 hour and 30 minutes)	Practical Work: Using Microsoft Excel in Encoding and Recording Learners' Data (DepEd Forms)	<p>Hands-on Workshop with individual and group feedbacking</p> <p>Group Work (Each group will be provided with a scenario/problem. Outputs of the groups will be</p>	Guide participants in using Microsoft Excel in encoding and recording learners' data	Shoraya Jane M. Bagundang Cotabato City SDO/ICT Coordinator

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
		presented in plenary.) Use DepEd forms in the practical work: <ul style="list-style-type: none"> E-class Record School Form 9, Learner Progress Report Card 		
2:15pm-2:45pm (30 minutes)	Group Presentation			Participants
2:45pm-3:15pm (30 minutes)	Snack and Asar Prayer			
3:15pm-4:15pm (1 hour)	Session 7: Troubleshooting Possible Challenges in the Rollout of Training with ISAL Teachers (Coaching and Mentoring Session)	Group sharing and discussion Scenario-based	Share tips, strategies and best practices on troubleshooting possible and foreseeable challenges in the rolling out of training with ISAL teachers in the field <ul style="list-style-type: none"> No internet connection No electricity Different versions of hardware and software Others 	Co-facilitation by DGME and PNU-RCTQ Resource Person/s
4:15pm-4:30pm	Ways forward and evaluation			
4:30pm-5:00pm	Closing Program <ul style="list-style-type: none"> Ways forward and evaluation Impression from participants 			DGME

Day/Duration (minutes/hour per topic)	Topic/Session	Methodology/ Content	Session Objectives	Resource Person/s
	<ul style="list-style-type: none"> • Distribution of certificates • Closing message • Photo Opportunities 			

"Monthly Staff Meeting of DGME Personnel"

Control No.

BO-2022-0068

Target Indicator:

No. of staff meeting conducted

Implementing unit/section/division

DGME-MADARIS

Objectives:

1. To provide updates, deliver announcements, share information and develop a participative team environment in the workplace.
2. Ensure delivery of PAPs through updated or routinary staff meetings for reporting of post activity evaluations and analysis.
3. Establishment of commitment to assigned task by allowing discussion or open forum in an official staff meetings.

Period Covered/Schedule:

Month of April, May, June, July, August, September, October, November, and December 2022

Reference: 2022 Program Implementation Plan

Verified availability of fund by:

Source of Fund:

GAAB 2022-General Administration and Support (GAS)

Total Number of Participants:

Total Participants Cost

Participants:

All DGME Personnel

Number

70

70

Total Number of Pax:

Estimated Cost

Participant Support: (Please enumerate specific expenditures)

Food	Amount	# of Pax	Qty.	Estimated Cost
April 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00
May 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00
June 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00
July 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00
August 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00

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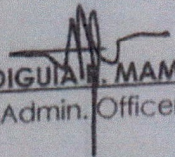
6P-397-0068

4/25/20

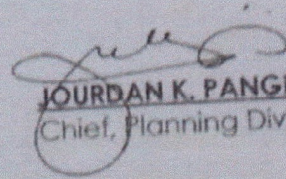
September 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00	
October 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00	
November 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00	
December 2022 (1 Meal @ 250/pax & 1 Snack @ 150/pax)	400.00	70	1	28,000.00	
GRAND TOTAL				252,000.00	<i>abc</i> 4/25/20

NOTE:
*Cash Advance of Stand-by or Contingency Fund/Incidental Expense are allowed only for Activities to be conducted outside Gotabaya City
*Unforeseen expenses may be reimbursed subject to Internal Audit evaluation and validation based on Rules on Government Accounting and COA Guidelines

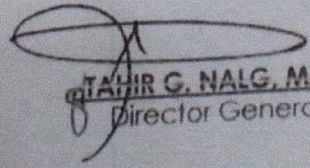
Prepared by:


KADIGUNA MAMADRA
Admin. Officer V


Reviewed by:


JOURDAN K. PANGILAN
Chief, Planning Division

Recommending Approval:


TAHIR G. NALG, MAIS
Director General

Approved by:


MONAGHER M. IQBAL
Minister

SIG