



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



04 June 2025

Division MEMORANDUM

No. **339-2025**

**UPSKILLING OF M.E.P. ARABIC LANGUAGE AND ISLAMIC VALUES (ALIVE)
ASATIDZ ON INSTRUCTIONAL MATERIAL PREPARATION**

To: Chief ES, Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Others concerned

1. In support of the Madrasah Education Program, the Division Office through the Curriculum Implementation Division, will conduct an upskilling of asatidz on instructional material preparation coupled with instructional strategies on June 10-11, 2025 at the Division 3rd Floor Training Hall.
2. The activity has the following objectives:
 - a. to equip asatidz with knowledge of the key components and characteristics of effective instructional materials that align with curriculum standards and learning competencies.; and
 - b. to train participants in designing and developing a variety of instructional materials that cater to different learning styles, student needs, and classroom contexts.
3. The following are enclosed for references:
 - a. Enclosure 1: List of Expected Participants
 - b. Enclosure 2: Training Matrix
4. For wide and immediate dissemination


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Schools Division Superintendent



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DepEd Tayo Baguio City



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Enclosure 1 to Division Memorandum 339 - 2025

Name of Expected Participants

School	ALIVE Teacher	
Rizal Elementary School	Jamaloden Maruhom	
San Vicente Elementary School	Ferdause Gogo	
Lucban Elementary School	Saadoden Macasulag	Ismail Samad
Magsaysay Elementary School	Salahodin Mauna	Shaima Laguindab-Masacal
Crystal Cave IS	Rayyan Unte	Nasep Muripaga
Roxas Elementary School	Abdulmalik Bedejim Jamal Barapantao	Yusoph Pundogar
Mabini Elementary School	Alexander Ocfemia Farhannah Barambangan Jamelah Manangca	Anisah Muslimen Rayhana Amirel
Aguinaldo Elementary School	Casraimah Tantua Yasser Muripaga Saguira Mangondaya Acmad Macaumbang	Saoquie Unte Saifoden Elias Hamem Sendad
Baguio Central School	Numah Elias Ansary Datumanong Nashibah Dirampaten Merilyn Sarip	Noraidah Casanguan Al-Fahani Ali Alnor Lawi
Josefa Cariño Elementary School	Aysah Datumanong Hafsah Omar Farhanah Gomobat Khaolah Lacsaman Abdumajied Masacal	Ali Datuimam Alrasid Abdulmunap Naimah Manangca Jamael Usodan
	New asatidz	
Technical Working Group/ Facilitator	Sydney Shan M. Carino, <i>CID-EPS, MEP Focal Person</i> Dwight Milan, MT II, Lucban ES Joy Ann R. Daniel, TII, Crystal Cave IS IT personnel	



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Enclosure 2 to Division Memorandum 339-2025

TRAINING MATRIX

Day and Time	Duration	Session	In-Charge
Day 1 (June 10, 2025)			
08:00 am – 08:30 am	30m	Registration	
08:30 am – 09:00 am	30m	Opening Program a. Lupang Hinirang b. Ecumenical Prayer c. DepEd Quality Policy Statement Welcome & Statement of Purpose MESSAGE	Audio-Visual Presentation Juliet C. Sannad, CID-ES CID – Chief Education Supervisor Soraya T. Faculo PhD, CESO VI OIC-Office of the Schools Division Superintendent
09:00 am – 10:00 am	1h	Session 1: Policy Reinforcement on MEP ALIVE implementation	Sydney Shan M. Cariño MEP Focal Person
10:00 am – 10:15 am	15m	Health Break	
10:15 am – 11:15 am	1h	Session 2: Enhancing Teaching and Learning through Effective Strategies	Joy Ann Daneil
11:15 am – 12:00 nn	45m	Session 2 Workshop	
12:00 nn – 01:00 pm	1h	Lunchbreak	
01:00 pm – 03:00 pm	2h	Continuation of workshop	
03:00 pm – 03:15 pm	15m	Healthbreak	
03:15 pm – 05:00 pm	45m	Presentation of outputs	
Day 2 (June 11, 2025)			
08:00 am – 08:30 am	30m	Registration Preliminaries	
08:30 am – 10:00 am	45m	Session 3: Designing Meaningful Instructional Materials	Dwight Milan Facilitator



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10:00 am – 10:15 am	15m	Healthbreak	
10:00 am – 12:00 am	2h	Demonstration of instructional material preparation	
12:00 nn – 01:00 nn	1h	Lunchbreak	
01:00 nn – 03:00 pm	2h	Instructional material preparation	
03:00 pm – 03:15 pm	15m	Healthbreak	
03:15 pm – 04:30 pm	1h15m	Modified demonstration teaching on using the IMs prepared	
04:30 pm – 05:00 pm	30m	Closing Program and Distribution of Certificates	