



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



June 10, 2025

**REGIONAL MEMORANDUM**

No. 519, s. 2025

**To:** Schools Division Superintendents  
 All Others Concerned

**SERIES OF WRITESHOP ON THE DEVELOPMENT OF MADRASAH EDUCATION PROGRAM CONTEXTUALIZED TEACHING AND LEARNING RESOURCES**

1. The Department of Education – National Capital Region (DepEd-NCR) through the Curriculum and Learning Management Division (CLMD) – Learning Resource Management Section and Madrasah Education Program (MEP) in its continuous efforts to support inclusive education shall conduct the following activities:

Activity	Date	Participants	Venue
Development of MEP Contextualized Teaching and Learning Resources	May 26-30, 2025	Division MEP Supervisors and Focal Persons, select EPSAs, School MEP Coordinators, Teachers and Asatidz, Project Development Officer II or Layout Artists and Illustrators	Tanza Oasis Hotel and Resort, Tanza, Cavite
Review and Quality Assurance of MEP Contextualized Teaching and Learning Resources	June 9-13, 2025	Division MEP Supervisors and Focal Persons, LR Supervisors, ALIVE Teachers and Asatidz, School MEP Coordinators, Education Program Supervisors, Public Schools District Supervisors, Head Teachers, Master Teachers	Eurotel Hotel, North EDSA, Quezon City
Revision of MEP Contextualized Teaching and Learning Resources	June 23-27, 2025	Division MEP Supervisors and Focal Persons, select EPSAs, School MEP Coordinators, Teachers and Asatidz, Project Development Officer II or Layout Artists and Illustrators	Tanza Oasis Hotel and Resort, Tana, Cavite
Review of the Revised of MEP Contextualized Teaching and Learning Resources	July 14-18, 2025	Division MEP Supervisors and Focal Persons, LR Supervisors, ALIVE Teachers and Asatidz, School MEP Coordinators, Education Program Supervisors, Public Schools District Supervisors, Head Teachers, Master Teachers	Apo View Hotel, Davao City
Finalization of MEP Contextualized Teaching and Learning Resources	July 21-25, 2025	Division MEP Supervisors and Focal Persons, LR Supervisors, Education Program Supervisors, PSDSs, Head Teachers, Master Teachers, select EPSAs, School MEP Coordinators, Teachers and Asatidz, Project Development	Within Pasay City



6 Misamis Street, Bago Bantay, Quezon City 1105

[ncr@deped.gov.ph](mailto:ncr@deped.gov.ph) [www.depedncr.com.ph](http://www.depedncr.com.ph)

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		Officer II or Layout Artists and Illustrators	
Pilot Implementation (Field Validation)			By SDO
Refinement of the MEP Contextualized Teaching and Learning Resources	November 10-14, 2025	Division MEP Supervisors and Focal Persons, select EPSAs, School MEP Coordinators, Teachers and Asatidz, Project Development Officer II or Layout Artists and Illustrators	Within Baguio City

2. The activities aim to:

- Develop Contextualized Lesson Exemplars and Learning Activity Sheets - Create high-quality, culturally sensitive, and engaging instructional materials aligned with the DepEd K-12 curriculum and the Most Essential Learning Competencies (MELCs) for Muslim learners in NCR.
- Enhance the Quality of Teaching and Learning – Provide educators with structured and well-designed lesson exemplars and activity sheets that integrate Islamic values and real-life applications to improve student engagement and comprehension.

3. The Division MEP Supervisors are requested to identify and submit the names of participants based on the allocations outlined in Enclosure A. The list of participants shall be submitted to CLMD-MEP on or before **June 16, 2025**, through email address **charito.villanueva@deped.gov.ph**. The number of participants should be within the allotted pax per division.

4. In addition, participants are advised to observe the following:

- Registration for each activity is from 8:00 – 10:00 AM on the first day. First meal will be morning snack, and the last meal will be an afternoon snack on the final day.
- The activities are live-in training. All participants are enjoined to stay in the venue for the entire duration of the seminar. Leaving the venue or failing to stay for the full duration without prior approval from the management team may result in non-issuance of the certificate of participation and/or other applicable consequences.
- Participants are requested to bring their own laptop, extension cord and a pocket Wi-Fi to ensure connectivity in case of intermittent internet access during the writeshop.
- Participants must be physically fit and must not have undergone any major or minor operation in the past one to two years.
- Participants will be informed of the specific venue through separate communication.
- The program management team, staff and technical working group are advised to be at the venue on the afternoon before Day 1 of each activity for the orientation and simulation.
- The list of training management team, technical working group and Indicative Program of Activities is found in Enclosure B.



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- The identified participants must pre-register through the following links to access the necessary documents for pre-work activities **on or before May 10, 2025**.

Activity	Pre-Registration Links
Development of MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-LRS-DEVELOPMENT">https://tinyurl.com/MEP-LRS-DEVELOPMENT</a>
Review and Quality Assurance of MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-REVIEW-REG">https://tinyurl.com/MEP-REVIEW-REG</a>
Revision of MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-SLRs-REVISION-REG">https://tinyurl.com/MEP-SLRs-REVISION-REG</a>
Review of the Revised of MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-SLRs-REVIEW-OF-REVISED-REG">https://tinyurl.com/MEP-SLRs-REVIEW-OF-REVISED-REG</a>
Finalization of MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-SLRs-FINALIZATION-REG">https://tinyurl.com/MEP-SLRs-FINALIZATION-REG</a>
Pilot Implementation (Field Validation)	
Refinement of the MEP Contextualized Teaching and Learning Resources	<a href="https://tinyurl.com/MEP-SLRs-REFINEMENT-REG">https://tinyurl.com/MEP-SLRs-REFINEMENT-REG</a>

5. Board and lodging, travel expenses of the identified participants and other expenses relative to the conduct of the activities shall be charged to **OSEC-NCR-24-1852 (LR Funds)**. If, under any unforeseen circumstances, the travel expenses exceed the initially allocated costs for participants, expenses shall be charged to **MOOE/Local Funds**, subject to the usual government accounting and auditing rules and regulations. The participation of teachers is **purely voluntary** and entitles them to service credits in accordance to DO 53 s. 2023, "Updated Guidelines on Granting Vacation Service Credits to Teachers" and the Amendment to DepEd Order (DO) No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, subject to existing DepEd rules and regulations.

6. Consequently, the participation to this activity of non-teaching personnel that falls on a weekend and holiday entitles them to a 1.5-day compensatory overtime credit (COC), as per CSC and DBM joint circular no. 2 s. 2004.

7. Immediate dissemination of and strict compliance of this Memorandum are desired.

  
**JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 and concurrent Officer-in-Charge  
 Office of the Assistant Secretary for Operations

CLMD/CAVillanueva2025



6 Misamis Street, Bago Bantay, Quezon City 1105

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**Enclosure A: Expected Number of Participants per Schools Division Office**

1. Writeshop on the **Development** of Madrasah Education Program (MEP) Teaching and Learning Resources

<b>Division</b>	<b>Number of Participants</b>	<b>Description of Participants</b>
Caloocan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Las Pinas City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Makati City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Malabon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Mandaluyong City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Manila	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Marikina City	5	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Muntinlupa City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Navotas City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Paranaque City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Pasay City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Pasig City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Quezon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
San Juan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Taguig City & Pateros	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Valenzuela City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
RO-CLMD	4	
TWG	5	
<b>TOTAL NUMBER</b>	<b>137 Pax</b>	



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2. Writeshop on the **Review** of Madrasah Education Program (MEP) Teaching and Learning Resources

Division	Number of Participants	Description of Participants
Caloocan City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
Las Pinas City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
Makati City	6	DMEPC, 2 Content Validators, 2 Language Editor, LR Supervisor
Malabon City	4	DMEPC, 2 Language Editor, 1 LR Supervisor
Mandaluyong City	6	DMEPC, 2 Content Validators, 2 Language Editor, LR Supervisor
Manila	10	DMEPC, 6 Content Validators, 2 Language Editor, LR Supervisor
Marikina City	5	DMEPC, 1 Content Validators, 2 Language Editor, LR Supervisor
Muntinlupa City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
Navotas City	6	DMEPC, 2 Content Validators, 2 Language Editor, LR Supervisor
Paranaque City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
Pasay City	12	DMEPC, 9 Content Validators, 2 Language Editor, LR Supervisor
Pasig City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
Quezon City	12	DMEPC, 8 Content Validators, 2 Language Editor, LR Supervisor
San Juan City	6	DMEPC, 2 Content Validators, 2 Language Editor, LR Supervisor
Taguig City & Pateros	12	DMEPC, 8 Content Validators, 2 Language Editor, LR Supervisor
Valenzuela City	8	DMEPC, 4 Content Validators, 2 Language Editor, LR Supervisor
RO – CLMD	4	PMT
TWG	5	TWG
<b>TOTAL NUMBER</b>	<b>136 pax</b>	



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3. Writeshop on the **Revision** of MEP Contextualized Teaching and Learning Resources

Division	Number of Participants	Description of Participants
Caloocan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Las Pinas City	7	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Makati City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Malabon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Mandaluyong City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Manila	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Marikina City	5	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Muntinlupa City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Navotas City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Paranaque City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Pasay City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Pasig City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Quezon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
San Juan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Taguig City & Pateros	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
Valenzuela City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator
CLMD	4	
TWG	5	
<b>TOTAL NUMBER</b>	<b>136 Pax</b>	



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4. Writeshop on the **Review of the Revised** MEP Contextualized Teaching and Learning Resources

Division	Number of Participants	Description of Participants
Caloocan City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
Las Pinas City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
Makati City	6	DMEPC, Content Validators, Language Editors, LR Supervisor
Malabon City	4	DMEPC, Language Editors, LR Supervisor
Mandaluyong City	6	DMEPC, Content Validators, Language Editors, LR Supervisor
Manila	10	DMEPC, Content Validators, Language Editors, LR Supervisor
Marikina City	5	DMEPC, Content Validators, Language Editors, LR Supervisor
Muntinlupa City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
Navotas City	6	DMEPC, Content Validators, Language Editors, LR Supervisor
Paranaque City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
Pasay City	12	DMEPC, Content Validators, Language Editors, LR Supervisor
Pasig City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
Quezon City	12	DMEPC, Content Validators, Language Editors, LR Supervisor
San Juan City	6	DMEPC, Content Validators, Language Editors, LR Supervisor
Taguig City & Pateros	12	DMEPC, Content Validators, Language Editors, LR Supervisor
Valenzuela City	8	DMEPC, Content Validators, Language Editors, LR Supervisor
RO-CLMD	5	PMT
TWG	5	TWG
<b>TOTAL NUMBER</b>	<b>137 pax</b>	



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5. Writeshop on the **Finalization** of MEP Contextualized Teaching and Learning Resources

Division	Number of Participants	Description of Participants
Caloocan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Las Pinas City	12	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Makati City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Malabon City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Mandaluyong City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Manila	12	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Marikina City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Muntinlupa City	13	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Navotas City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Paranaque City	10	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Pasay City	15	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Pasig City	13	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor



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Quezon City	13	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
San Juan City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Taguig City & Pateros	13	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Valenzuela City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
RO CLMD	4	PMT
TWG	5	TWG
<b>TOTAL NUMBER</b>	<b>192 pax</b>	

6. Writeshop on the **Refinement** of MEP Contextualized Teaching and Learning Resources

Division	Number of Participants	Description of Participants
Caloocan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Las Pinas City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Makati City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Malabon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Mandaluyong City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Manila	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Marikina City	5	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor



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Muntinlupa City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Navotas City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Paranaque City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Pasay City	11	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Pasig City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Quezon City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
San Juan City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Taguig City & Pateros	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
Valenzuela City	8	MEP Supervisor, Writers, PDO/Layout Artist, Illustrator, Content Validators, Language Editors, LR Supervisor
RO - CLMD	4	PMT
TWG	5	TWG
<b>TOTAL NUMBER</b>	<b>137 pax</b>	



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**Enclosure B: Program Management Team and Technical Working Group**

*1. Program Management Team*

No.	NAME	Designation		Office
1	Micah G. Pacheco	OIC – Chief	Education Program Supervisor	RO – CLMD
2	Dennis M. Mendoza	Education Program Supervisor	Chairperson LRMS - Head	RO – CLMD
3	Charito A. Villanueva	Education Program Supervisor	Chairperson ALS/MEP	RO – CLMD
4	Eloisa Marie Baylon	Contract of Service	Technical Support Staff	RO - CLMD

*2. Technical Working Group*

No.	NAME	Designation	Division	Committee
1	Myla B. Ramirez	EPSA	Mandaluyong City	Secretariat
2	Cindy F. Obiena	EPSA	Navotas City	Certificates and Logistics
3	Gelyn R. Lagman	EPSA	Pasay City	Documentation and Video Editing
4	Jennilyn G. Ching	EPSA	Quezon City	Accommodation
5	Marival C. Sapad	EPSA	Caloocan City	Registration and Attendance