



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 14 2025

MEMORANDUM

**2025 TARA, BASA! TUTORING PROGRAM CAPABILITY BUILDING
ACTIVITY FOR TUTORS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads
All Others Concerned

1. Attached is the letter from Ms. Elma S. Salamat, Director III, Deputy Program Manager of Tara, Basa! Tutoring Program, National Program Management Office, dated May 8, 2025, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to Paragraph Nos. 2 & 3, for details.
3. Enclosed is the list of Resource Persons and Program of Activities, for reference.
4. Immediate, wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index:

Under the following subjects:

LITERACY

PARTNERSHIPS

JABC/ 2025 Tara, Basa! Tutoring Program Capability Building for Tutors

203 / May 13, 2025

UN-2025-203

203

8 May 2025

DR. VIOLETA M. GONZALES

School Division Superintendent
School Division Office of Muntinlupa City,
Centennial Avenue, Laguerta St. Brgy. Putatan,

Dear Dr. Gonzales:

The Department would like to express its sincerest gratitude to the School Division Office of Muntinlupa for attending the Regional Training of Trainers (RTOT) held on 17–21 March 2025.

Relative to this, the Department shall conduct a **Capability Building Activity for Tutors and Youth Development Workers (YDWs)** on **13–16 May 2025** via online Google Meet. The aforementioned activity aims to strengthen the competencies of college students who shall be deployed as tutors and YDWs in handling Tara, Basa Session in , which will be conducted from May to June 2025.

In view of the above, we would like to request the following focal persons listed below to be a Subject Matter Expert (SME) during the said activity:

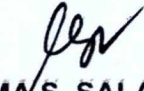
1. Mr. John Albert B. Colle
2. Ms. Ma. Theresa C. Dela Cruz
3. Ms. Marie Ann R. Esmeria
4. Ms. Olivia G. Elloso
5. Ms. Alma O. Bituin

An advisory, explaining the administrative requirements, program flow, and other relevant details, will be communicated to all participants prior to the event.

Your staff may directly coordinate with **Ms. Hannah Amber G. Cansino**, Social Welfare Officer III of Tara, Basa! Tutoring Program - NPMO through mobile number 0998 345 0601 and via email address hagcansino@dswd.gov.ph, copy furnishing tbtp@dswd.gov.ph in all communications in all communications.

Thank you for the usual support.

Very truly yours,


ELMA S. SALAMAT
Director III
Deputy Program Manager
Tara, Basa! Tutoring Program - NPMO

(Enclosure No. 1: List of Resource Persons)

2025 Tara, Basa! Tutoring Program Capability Building (CapBuild) for Tutors

LIST OF RESOURCE PERSONS

May 13-17, 2025 (Tuesday-Saturday), 8:00AM-5:00PM
via Google Meet

No.	Name of Resource Person	Designation	Office/ School
1	John Albert B. Colle	EPS, Filipino Division Focal Person	SDO-CID
2	Ma. Theresa C. Dela Rosa	PSDS	SDO-CID
3	Marie Ann R. Esmeria	School Principal	Buli ES
4	Olivia G. Elloso	School Principal	Tunasan ES
5	Alma O. Bituin	School Principal	Filinvest Alabang ES

Program of Activities

TARA, BASA! TUTORING PROGRAM Capability Building Activities for Tutors in Pasig City May 10,13-16, 2025 | via Google Meet

Date/Time	Activities	Responsible Person
Day 1- 10 May 2025		
Saturday 8:00 AM - 5:00 PM		
8:00 AM - 9:00 AM	Arrival of Participants Registration	Tara, Basa! - NCR Secretariat
9:01 AM - 9:15 AM	Opening Program <ul style="list-style-type: none"> • Interfaith Prayer • National Anthem • DSWD Quality Policy <u>Acknowledgment of Participants</u> <u>Welcome Remarks</u>	Ms. Aireen S. Tiblani Project Development Officer II
9:15 AM - 9:30 AM	Preliminary Activities <ul style="list-style-type: none"> • Acknowledgement of Participants • House Rules • Expectation Setting • Getting to Know Activity • Administration of Pre-Test 	Ms. Aireen S. Tiblani Project Development Officer II
09:30 AM - 12:00 NN	Overview of the Training Objectives and Content <u>Overview of Tara, Basa! Tutoring Program</u>	Ms. Aireen S. Tiblani Project Development Officer II
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 1:15 PM	Energizer	Tara, Basa! - NCR
01:15 PM - 4:30 PM	Tutors and Youth Development Worker's Starter Pack <ul style="list-style-type: none"> • Understanding Self-Roles and Responsibilities of Tutors and YDWs • Kabataan sa Bagong Pilipinas • Safe Spaces Act • Data Privacy Act • Basic Gender and Cultural Sensitivity • Financial Literacy • Grievance Protocol • DSWD Child Protection Policy 	Ms. Aireen S. Tiblani Project Development Officer II
4:30 p.m - 4:45 p.m	Open Forum / Question and Answer	
04:45 PM - 05:00 PM	Administration of the Daily Learning Journal & Administrative Announcements	Tara, Basa! - NPMO Staff
Day 2- 13 May 2025		
Tuesday 8:00 AM - 5:00 PM		

8:00 AM - 9:00 AM	Arrival of Participants Registration	Tara, Basa! - NCR Secretariat
9:01 AM - 9:15 AM	Learning Management Activities	Tara, Basa! - NPMO Staff
9:15 AM - 11:30 AM	Session I: Getting to know the Tutees <ul style="list-style-type: none"> • <i>Recognizing the Diversity of Learners Identifying Learning Styles and Preferences</i> 	Ms. Olivia Galvero - Elloso Resource Speaker
11:30 AM - 12 NN	Open Forum	
12:00 NN - 01:00 PM	Lunch Break	
01:00 PM - 01:15 PM	Energizer	Tara, Basa! - NCR Secretariat
1:15 PM - 4:00 PM	Session II: Differentiated Instruction and Classroom Management <ul style="list-style-type: none"> • <i>Understanding Differentiated Instruction</i> • <i>Elements of Differentiated Instruction</i> • <i>Strategies for Differentiated Instruction</i> 	Ms. Alma O. Bituin Resource Speaker
04:15 PM - 04:45 PM	Open Forum	All Participants
04:45 PM - 05:00 PM	Administration of the Daily Learning Journal & Administrative Announcements	Tara, Basa! - NPMO Staff
Day 3- 14 May 2025		
Wednesday 8:00 AM - 5:00 PM		
8:00 AM - 9:00 AM	Arrival of Participants Registration	Tara, Basa! - NCR Secretariat
9:01 AM - 9:15 AM	Learning Management Activities	Tara, Basa! - NPMO Staff
09:15 AM - 11:30 AM	Session III: Pillars of Reading <ul style="list-style-type: none"> • <i>Print Awareness</i> • <i>Phonemic Awareness and Phonics</i> • <i>Fluency</i> • <i>Vocabulary</i> • <i>Comprehension</i> 	Ms. Marie Ann R. Esmeria Resource Speaker
11:30 AM - 12:00 NN	Open Forum	
12:00 NN - 01:00 PM	Lunch Break	
01:00 PM - 01:15 PM	Energizer	Tara, Basa! - NCR Secretariat
1:00 PM - 4:00 PM	Continuation of Session III: Pillars of Reading <ul style="list-style-type: none"> • <i>Print Awareness</i> • <i>Phonemic Awareness and Phonics</i> • <i>Fluency</i> • <i>Vocabulary</i> • <i>Comprehension</i> 	Ms. Marie Ann R. Esmeria Resource Speaker
4:00 PM - 4:45 PM	Open Forum	
04:45 PM - 05:00 PM	Administration of the Daily Learning Journal & Administrative Announcements	Tara, Basa! - NPMO Staff
Day 4 - 15 May 2025		
Thursday 8:00 AM - 5:00 PM		
8:00 AM - 9:00 AM	Arrival of Participants Registration	Tara, Basa! - NCR Secretariat

9:01 AM - 9:15 AM	Learning Management Activities	Tara, Basa! - NPMO Staff
09:15 AM - 12:00 NN	Session IV: Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners (Filipino)	Ms. Theresa C. Dela Rosa Resource Speaker
12:00 NN - 01:00 PM	Lunch Break	
01:00 PM - 01:15 PM	Energizer	Tara, Basa! - NCR Secretariat
01:15 PM - 03:00 PM	Session V: Orientation and Discussion on the Guidebook for Tutors and Workbook for Learners	Ms. Theresa C. Dela Rosa Resource Speaker
03:00 PM- 04:15 PM	Return Demonstration	All participants
04:15 PM - 04:45 PM	Financial Literacy Session 101	Ms. Alma O. Bituin Resource Speaker
04:45 PM - 05:00 PM	Administration of the Daily Learning Journal & Administrative Announcements	Tara, Basa! - NPMO Staff
Day 5 - 16 May 2025		
Friday 8:00 AM - 12:00 NN		
8:00 AM - 9:00 AM	Arrival of Participants Registration	Tara, Basa! - NCR Secretariat
9:01 AM - 9:15 AM	Learning Management Activities	Tara, Basa! - NPMO Staff
09:15 AM - 10:30 AM	Calendar of Activities and Roll-out Training Plan for Capability-Building Activities	Tara, Basa! - NPMO Staff
10:30 AM - 12:00 NN	Administration of Post Test Awarding of Certificates Photo Opportunity Closing Program	Tara, Basa! - NPMO Staff
Home Sweet Home		