



Republic of the Philippines
Department of Education

31 JUL 2017

DepEd MEMORANDUM
No. **130**, s. 2017

**FIRST NATIONAL MOTHER TONGUE BASED-MULTILINGUAL
EDUCATION CONFERENCE**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), will conduct the **First National Mother Tongue Based-Multilingual Education (MTB-MLE) Conference** from August 2 to 4, 2017 in Mariveles, Bataan.

2. The Conference aims to fully empower the Department's mandates in ensuring that the programs and projects are implemented with utmost quality, dedication, and commitment. Specifically, it aims to:

- a. ensure that the MTB-MLE is administered properly based on policies and guidelines issued by the Department;
- b. present best practices on how the MTB-MLE implementers have been successful in using the mother tongue in the teaching and learning process;
- c. showcase the initiatives done by each region through an exhibit; and
- d. tackle some issues, challenges and interventions done by the implementers.

3. Each region shall have a total of 25 participants composed of the following:

Participants	Total
Regional Director, CLMD Chief, MTB-MLE Coordinator	3
Selected 3 SDSs, 3 CID Chiefs, 5 MTB-MLE Coordinator	11
K-3 MTB-MLE Teacher	11
Grand Total	25 participants per region

4. The Conference is guided by the main implementer of MTB-MLE Dr. Rosalina J. Villaneza, and by the Assessment Curriculum and Technology Research Centre (ACTRC). The following are the themes for each session:

- Parallel Session 1 : Policy and Contextualization;
- Parallel Session 2 : Orthographies;
- Parallel Session 3 : Materials Development and Other Learning Resources;
- Parallel Session 4 : Community Involvement; and
- Parallel Session 5 : Moving Forward...Next Step.

5. There will be plenary sessions and breakout sessions according to themes. Enclosed are the Program Schedule, Parallel Session, Nomination Form, and Guidelines for Presenters for reference.

6. A space is also allotted for exhibit by each region presenting outputs such as big books and other teaching-learning materials produced by the implementers. There will be a cultural night on the last day for *Gawad Parangal*. All participants are expected to wear their regional costume.

7. Expenses shall be charged to Human Resource Training and Development (HRTD) Current Funds subject to the usual accounting and auditing rules and regulations.

8. For more information, all concerned may contact either **Ms. Nemia B. Cedo** or **Mr. Gaudencio Luis N. Serrano**, Bureau of Learning Delivery-Teaching and Learning Division (BLD-TLD), Department of Education (DepEd) Central Office, 4th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 638-4799.

9. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE
MOTHER TONGUE
OFFICIALS

PROGRAMS
PROJECTS

<p>Reactor</p>	<ul style="list-style-type: none"> ▪ Gives feedback on presentation based on experience, following the provided guide questions. ▪ Provides inputs during Open Forum ▪ Synthesizes agreements at the end of the session 	<p>Region VI Miguel Mac D. Aposin</p>	<p>Region VII Wilfreda D. Bongalos</p>	<p>Region VIII Asst. Supt. Edgar Tenasas</p>	<p>Region XI Djoane C. Aguilar</p>	<p>IVB Carla F. Reyes, PhD</p>	<p>NCR Ma. Teresita E. Herrera</p>
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<p>Documenters</p>	<ul style="list-style-type: none"> ▪ Provides input assistance to the RD or Chief. ▪ Prepares all related data to be used for the session ▪ Provides notes to RD or Chief for synthesis ▪ Accomplish templates to be submitted to the SM-chair of documentation committee 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD
<p>Session Managers</p>	<ul style="list-style-type: none"> ▪ Ensures that all necessary personnel and equipment are ready for the session ▪ Prepares power point presentation which includes conference logo and guide questions for small group sharing ▪ Secure presentations of the presenters ▪ Responsible in proper management of the parallel session 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD

	<ul style="list-style-type: none"> ▪ Account the total no. of pax inside the breakout session room ▪ In-charge of time monitoring ▪ Set-up presentations of the presenters and ensuring the audio-video are properly set-up ▪ Assists the documenter in documentation proceedings and safekeeping of files 						
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Time	Activity
1:00–1:45 1:45-2:30	<p style="text-align: center;">Presentation 1: Best Practices Presentation 2: Issues and Concerns</p>
2:30- 3:00	<p style="text-align: center;">Reactions</p> <p>Guide Questions:</p> <ol style="list-style-type: none"> 1. How were the presenters' experiences similar/different from yours? 2. How were the strategies presented similar/different from yours? 3. What have you learned and how will you apply these to your division/region? 4. What other concerns do you have on the theme?
3:00-3:30	<p style="text-align: center;">Small Group Sharing</p> <p>Mechanics:</p> <ul style="list-style-type: none"> ▪ Small groups will have maximum of ten members. ▪ Each group must designate a rapporteur. ▪ All the members will answer each question and share their answer to the group before moving on the next question. ▪ The moderator will keep the time.

Time	Activity																														
3:30-4:00	<p style="text-align: center;">Big Group Sharing</p> <p>Mechanics:</p> <ul style="list-style-type: none"> ▪ A presenter from the small groups may volunteer or may be called on to present. ▪ Chosen participants will be given maximum of five minutes to share to the plenary. 																														
4:00-4:45	<p style="text-align: center;">Open Forum</p> <p>Mechanics:</p> <ol style="list-style-type: none"> 1. Questions should be related to the theme and were not yet discussed by the previous presenters. 2. The moderator may open the floor for answers from other participants. 																														
4:45- 5:00	<p style="text-align: center;">Synthesis</p> <p>Mechanics: The synthesizer will close the session by giving a synthesis on the topics covered highlighting the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Guide Questions</th> <th style="width: 15%;">Topics</th> <th style="width: 15%;">Best Practices</th> <th style="width: 15%;">Results</th> <th style="width: 40%;">Comments/Reactions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> </div> <p>Other Matters:</p> <ol style="list-style-type: none"> 1. 2. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reminders:</p> <ol style="list-style-type: none"> 1. Fill in the header, footer and guide questions cells the night before the parallel session. 2. You will be asked to submit two separate files for each presenter. Make sure you fill up the cells for both presenters of your assigned parallel session. 3. Use different rows for different best practices. 4. Use numbers instead of bullets for lists. 5. Delete the table contents before starting the session. These are just samples. 6. Other Matters outside the table are for topics/concerns raised which are not related to the guide question. 7. Save file as Documentation_Parallel Session Number_name of presenter. For example: documentation_A1_Melinda Rivera </div> <p>Conference EA will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.</p>	Guide Questions	Topics	Best Practices	Results	Comments/Reactions																									
Guide Questions	Topics	Best Practices	Results	Comments/Reactions																											

Orthographies							
TOR							
Guide Questions for Presenters		Best Practices			Issues/ Concerns		
		<ul style="list-style-type: none"> ▪ What are the initiatives done to produce a standard orthography? ▪ How did you maximize participation of different groups to produce the orthography? ▪ What are the initiatives received from the internal/ external stakeholders (linguist, native speakers) in developing your orthography? 			<ul style="list-style-type: none"> ▪ What problems/ challenges have you encountered with regards to the language variations in the implementation of the MTB-MLE? ▪ How did you resolve the language variations in your region? ▪ How did you resolve the problems in translation and limited vocabulary? 		
Moderator	<ul style="list-style-type: none"> ▪ Introduces presenters and topics ▪ Facilitates open forum ▪ Ensures program starts and ends on time ▪ Closes the session 	Region VI Dr. Novrlyn M. Vichez	Region VII Marlou S. Maglinao	Region VIII Supt. Genis S. Murallos	Region XI Dr. Manuel P. Vallejo	Region V Grace Rabelas	NCR Victor Javena

	<p>RD or CLMD Chief for synthesis</p> <ul style="list-style-type: none"> ▪ Accomplishes templates to be submitted to the SM, and chair of documentation committee 						
Session Managers	<ul style="list-style-type: none"> ▪ Ensures that all necessary personnel and equipment are ready for the session ▪ Prepares powerpoint presentation which includes conference logo and guide questions for small group sharing. ▪ Secure presentations of the presenters ▪ Responsible in proper management of the parallel session ▪ Accounts the total no. of pax inside the breakout session room ▪ In-charge of time monitoring ▪ Set-up presentations of the presenters 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD

	and ensuring the audio-video are properly set-up Assists the documenter in documentation proceedings and safekeeping of files						
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Time	Activity
8:30-9:15 9:15-10:00	Presentation 1: Best Practices Presentation 2: Issues/ Concerns
10:00-10:15	Reactions Guide Questions: <ul style="list-style-type: none"> ▪ How were the presenters' experiences similar/different from yours? ▪ How were the strategies presented similar/different from yours? ▪ What have you learned and how will you apply these to your division/region? ▪ What other concerns do you have on the theme?
10:15-10:30	
10:30-11:00	Small Group Sharing Mechanics: <ul style="list-style-type: none"> ▪ Small groups will have maximum of ten members. ▪ Each group must designate a rapporteur. ▪ All the members will answer each question and share their answer to the group before moving on to the next question. ▪ The moderator will keep the time.
11:00-11:15	Big Group Sharing Mechanics: <ul style="list-style-type: none"> ▪ A presenter from the small groups may volunteer or may be called on to present. ▪ Chosen participants will be given maximum of five minutes to share to the plenary.
11:15-12:00	Open Forum Mechanics: <ul style="list-style-type: none"> ▪ Questions should be related to the theme and not covered by the previous presenters. ▪ The moderator may open the floor for answers from other participants.
12:00-12:15	Synthesis Mechanics: The Synthesizer will close the session by giving a synthesis on the topics covered highlighting the issues and concerns raised and the

Time	Activity																									
	<p>resolutions and agreements arrived at using the matrix below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Grade/Subject</th> <th style="width: 10%;">Topic</th> <th style="width: 15%;">Goal/Priority</th> <th style="width: 15%;">Results</th> <th style="width: 40%;">Comments/Exactions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> Note: Matrix 1. Fill in the teacher's name and grade/subject area that will be the primary focus of the session. 2. Use the list of topics to select the topic for the session. If you have more than one topic, list them in the "Comments/Exactions" column. 3. Use the list of goals/priorities to select the goal/priority for the session. 4. Use the list of results to select the results for the session. 5. Use the list of comments/exactions to select the comments/exactions for the session. 6. Other: State in your own words the goal/priority, results, and comments/exactions for the session. 7. Use the list of comments/exactions, results, and comments/exactions to select the comments/exactions, results, and comments/exactions for the session. For example, discuss the results of the session. </p> </div> <p>Conference EA will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.</p>	Grade/Subject	Topic	Goal/Priority	Results	Comments/Exactions																				
Grade/Subject	Topic	Goal/Priority	Results	Comments/Exactions																						

Day 2 PM
Parallel Session 3 @ 1:00 PM - 5:00 PM

Materials Development and Other Learning Resources							
TOR							
Guide Questions for Presenters		<p style="text-align: center;">Best Practices</p> <ul style="list-style-type: none"> ▪ What are the initiatives done in materials development and other learning resources? ▪ How did the administration support the teachers to produce their own contextualized materials? ▪ What other programs did your Division conduct to encourage teachers to produce their own materials? 			<p style="text-align: center;">Issues and Concerns</p> <ul style="list-style-type: none"> ▪ What are the issues encountered in materials development? ▪ What are the common problems encountered in getting the support to produce the materials? ▪ How did you resolve the mismatch of the learner's language to the language used in LMs? 		
Moderator	<ul style="list-style-type: none"> ▪ Introduces presenters and topics ▪ Facilitates open forum ▪ Ensures program starts and ends on time ▪ Closes the session 	<p>NCR Galcoso Alburo</p>	<p>CAR Gloria B. Buya-ao</p>	<p>Region VII Irene T. Pilapil</p>	<p>Region IX Dr. Ma. Liza R. Tabilon</p>	<p>NIR Ma. Theresa Avanzado</p>	<p>Region XI Maria Gina Flores</p>

Presenter	Presents topic based on guide questions.	Region IVA Pilita Villanueva Enelyn Badillo	Region IVB Rodgie Dimalino	Region V Franlie Corporal Lita Mijares	Region VIII Letecia Guerra Lourdes Matan	Region I Jo Euliemei Domingo Arabella May Z. Soniega	CARAGA Alma Jomio Dr. Fidela M. Rosas
Reactor	<ul style="list-style-type: none"> ▪ Gives feedback on presentation based on experience, following the provided guide questions. ▪ Provides inputs during Open Forum ▪ Synthesizes agreements at the end of the session 	Region II Orlando E. Manuel, PhD, CESO V	Region III Anastacia Victorino	Region VI Ma. Luz M. Delos Reyes	Region X Francis J. Buac	Region XI Joselito T. Dapitanon	Region XII Robert Montero

EA/ Document er	<ul style="list-style-type: none"> ▪ Provides input assistance to the RD or CLMD Chief ▪ Prepares all related data to be used for session ▪ Provides notes to RD or CLMD Chief for synthesis ▪ Accomplishes templates to be submitted to the SM, chair of documentation committee 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD
Session Managers	<ul style="list-style-type: none"> ▪ Ensure that all necessary personnel and equipment are ready for the session ▪ Prepare power point presentation which includes conference logo and guide questions for small group sharing. ▪ Secure presentations of the presenters ▪ Responsible in proper management of the parallel session ▪ Account the total no. of pax inside the breakout 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD

	<p>session</p> <ul style="list-style-type: none"> ▪ In-charge of time monitoring ▪ Set-up presentations of the presenters and ensuring the audio-video are properly set-up ▪ Assist the documenter in documentation proceedings and safekeeping of files 						
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Time	Activity
1:00–1:45 1:45-2:30	<p style="text-align: center;">Presentation 1: Best Practices Presentation 2: Issues and Concerns</p>
2:30- 2:45	<p style="text-align: center;">Reactions</p> <p>Guide Questions:</p> <ol style="list-style-type: none"> 1. How were the presenters' experiences similar/different from yours?
2:45-3:00	<ol style="list-style-type: none"> 2. How were the strategies presented similar/different from yours? 3. What have you learned and how will you apply this to your division/region? 4. What other concerns do you have on the theme?
3:00-3:30	<p style="text-align: center;">Small Group Sharing</p> <p>Mechanics:</p> <ul style="list-style-type: none"> ▪ Small groups will have maximum of ten members. ▪ Each group must designate a rapporteur. ▪ All the members will answer each question and share their answer to the group before moving on to the next question. ▪ The moderator will keep the time.
3:30-4:00	<p style="text-align: center;">Big Group Sharing</p> <p>Mechanics:</p> <ul style="list-style-type: none"> ▪ A presenter from the small groups may volunteer or may be called on to present. ▪ Chosen participants will be given maximum of five minutes to share to the plenary.
4:00-4:45	<p style="text-align: center;">Open Forum</p> <p>Mechanics:</p>

Time	Activity																									
	<p>3. Questions should be related to the theme and not covered by the previous presenters.</p> <p>4. The moderator may open the floor for answers from other participants.</p>																									
4:45- 5:00	<p style="text-align: center;">Synthesis</p> <p>Mechanics: The Synthesizer will close the session by giving a synthesis on the topics covered highlighting the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.</p> <table border="1" data-bbox="257 438 712 574"> <thead> <tr> <th>Code/Question</th> <th>Topic</th> <th>Best Practices</th> <th>Results</th> <th>Comments/Resolutions</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <div data-bbox="257 582 712 686" style="border: 1px solid black; padding: 5px;"> <p>Time: 15 minutes</p> <p>Instructions:</p> <ol style="list-style-type: none"> Fill in the topic, question and/or questions cells throughout the session. Only fill in the best practices, results, and resolutions cells after the session. Make sure you fill in the best practices, results, and resolutions cells. Use different colors for different topics. Use numbers instead of letters. Update the matrix whenever you are making the session. There are no erasers. After the session, fill in the question and/or questions cells and the best practices, results, and resolutions cells. For all of the above steps, provide session number, name of presenter. For example: Session #101, Mr. Mike Rivers </div> <p>Conference EA will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.</p>	Code/Question	Topic	Best Practices	Results	Comments/Resolutions																				
Code/Question	Topic	Best Practices	Results	Comments/Resolutions																						

Day 3 AM Parallel Sessions @ 8:00 AM - 12:00 AM

Community Involvement							
TOR		Best Practices			Issues and Concerns		
Guide Questions for Presenters		<ul style="list-style-type: none"> ▪ What are the initiatives done to involve your localities and other stakeholders in the implementation the policy? ▪ How did you collaborate with localities and other stakeholders in the implementation of the policy? 			<ul style="list-style-type: none"> ▪ What are the issues/ concerns encountered in collaborating with your localities and other stakeholders in implementing the policy? ▪ What are the problems in strengthening the commitments of your localities and other stakeholders? 		
Moderator	<ul style="list-style-type: none"> ▪ Introduces presenters and topics ▪ Facilitates open forum ▪ Ensures program starts and ends on time ▪ Closes the session 	Region I Nelson Robinol	Region V Corazon Fatima Silerio	Region VIII Dr. Carmelino O. Bernadas	NIR Erlinda N. Calumpang	Region V Haydee S. Bolivar	CARAGA Fe Dizon
Presenter	<ul style="list-style-type: none"> ▪ Presents topic based on guide questions. 	Region III Veronica B. Paraguison Bernadette N. Fabellon	Region IVB Jovita de Lara Paquibot	NCR Meliton Zurbano Jenilyn Rose Corpuz	Region VII Raquel C. Solis Pamela A. Rodemio	Region X Edna B. Dumaug	Region XI Dr. Allen T. Guilaran

<p>Reactor</p>	<p>Gives feedback on presentation based on experience, following the provided guide questions.</p> <ul style="list-style-type: none"> ▪ Provides inputs during Open Forum ▪ Synthesizes agreements at the end of the session 	<p>Region II Leila O. Areola, Phd</p>	<p>Region IVA Zenaida Yerro</p>	<p>CAR Marciana Aydinan</p>	<p>Region VI Roel F. Bermejo</p>	<p>Region IX Dr. Majarani M. Jacinto</p>	<p>Region XII Isagani Dela Cruz</p>
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EA/ Document er	<ul style="list-style-type: none"> ▪ Provides input assistance to the RD or CLMD Chief ▪ Prepares all related data to be used for session ▪ Provides notes to RD or CLMD Chief for synthesis ▪ Accomplish templates to be submitted to the SM, chair of documentation committee 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD
Session Managers	<ul style="list-style-type: none"> ▪ Ensures that all necessary personnel and equipment are ready for the session ▪ Prepares power point presentation which includes conference logo and guide questions for small 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD

	<p>group sharing.</p> <ul style="list-style-type: none"> ▪ Secure presentations of the presenters ▪ Responsible in proper management of the parallel session ▪ Accounts the total no. of pax inside the breakout session room ▪ In-charge of time monitoring ▪ Set-up presentations of the presenters and ensuring the audio-video are properly set-up ▪ Assists the documenter in documentation proceedings and safekeeping of files 						
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Time	Activity
8:30-9:15 9:15-10:00	<p style="text-align: center;">Presentation 1; Best Practices Presentation 2: Issues and Concerns</p>
10:00- 10:15	<p style="text-align: center;">Reactions</p> <p>Guide Questions: How were the presenters' experiences similar/different from yours?</p> <ul style="list-style-type: none"> ▪ How were the strategies presented similar/different from yours? ▪ What have you learned and how will you apply this to your division/region? ▪ What other concerns do you have on the theme?
10:15- 10:30	<p style="text-align: center;">Small Group Planning</p> <p>Mechanics:</p> <ol style="list-style-type: none"> 1. Small groups will have maximum of ten members. 2. Each group must designate a rapporteur. 3. All the members will answer each question and share their answer to the group before moving on to the next question. 4. The moderator will keep the time.
10:30- 11:00	<p style="text-align: center;">Big Group Sharing</p> <p>Mechanics:</p> <ol style="list-style-type: none"> 1. A presenter from the small groups may volunteer or may be called on to present. 2. Chosen participants will be given maximum of five minutes to share to the plenary.
11:00- 11:15	<p style="text-align: center;">Open Forum</p> <p>Mechanics:</p> <ol style="list-style-type: none"> 1. Questions should be related to the theme and not covered by the previous presenters. 2. The moderator may open the floor for answers from other participants.
11:15- 12:00	<p style="text-align: center;">Synthesis</p> <p>Mechanics: The Synthesizer will close the session by giving a synthesis on the topics covered highlighting the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.</p>

Presenter	Presents the output in planning	1 per region	1 per region	1 per region	1 per region	1 per region	1 per region
EA/ Documenter	<ul style="list-style-type: none"> ▪ Provides input assistance to the RD or CLMD Chief ▪ Prepares all related data to be used for session ▪ Provides notes to RD or CLMD Chief for synthesis ▪ Accomplish templates to be submitted to the SM, chair of documentation committee 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD
Session Managers	<ul style="list-style-type: none"> ▪ Ensures that all necessary personnel and equipment are ready for the session ▪ Prepares powerpoint presentation which includes conference logo and guide questions for small group sharing. ▪ Secure presentations of the 	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD	BLD/BCD

	<p>presenters</p> <ul style="list-style-type: none">▪ Responsible in proper management of the parallel session▪ Accounts the total no. of pax inside the breakout session▪ In-charge of time monitoring▪ Set-up presentations of the presenters and ensuring the audio-video are properly set-up▪ Assists the documenter in documentation proceedings and safekeeping of files						
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Annex B: 1st National MTB MLE Conference/ Nomination Form

Region _____

	Name	Gender	Assigned role (presenter, moderator, reactor, participant)	Level (Region, Division, School)	Rank/ Position	Mobile Nos	E-mail
1							
2							
3							
4							
5							
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25							

Presenter's Bionote

Presenter's Abstract

Annex C: 1st National MTB-MLE Training Matrix

Time	Day 1	Day 2	Day 3
6:30-8:00	Arrival		
8:00- 8:30	Registration	Parallel Session 2: Language Policies and Orthographies	Parallel Session 4: Teacher's Training and Supervision
8:30-9:30	Opening Program		
9:30-10:30	1 st Plenary Talk		
10:30-11:30	2 nd Plenary Talk		
11:30-12:00	Open Forum		Moving Forward... Next Step
12:00- 1:00	Lunch Break		
1:00- 3:00	Parallel Session 1: Curriculum Guidelines/ Adaptation	Parallel Session 3: Instructional Materials and Other Learning Resources	Presentation of Outputs
3:00-5:00			Closing Program/ Synthesis

Annex D. Power Point Presentation Guidelines

1. Each presenter is strictly given 45 minutes for his/her presentation. Please adhere to the time limit so as not to delay the activities that follow.
2. Adhere to the assigned topic.
3. Use only the official layout of the conference.
4. There should only be 7-9 lines per slide.
5. Make the Power Point Presentation simple. Refrain from very colorful background, decorations, effects, fancy design, and sound effects which may distract the audience' attention.
6. Use Arial font style.
7. Do not use pixelated pictures and graphics with a lot of curves.