



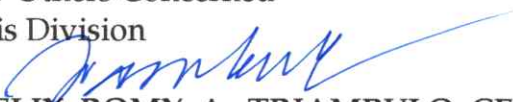

Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 106, s. 2022

To : Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned
This Division

From : 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent 


Subject : Seminar-Workshop on the Development of Session Guides and Training Materials for the Division Capacity Building on the Use of ICT in Facilitating Teaching and Learning Process cum Consultative Conference for Science and Kindergarten Teachers

Date : April 11, 2022

1. In line with the conduct of the training on Division Capacity Building on the Use of ICT in Facilitating Teaching and Learning Process on May 4 -6, 2022, the Curriculum Implementation Division (CID) will hold a limited face to face Seminar - Workshop on the Development of Session Guides and Training Materials cum Consultative Planning Conference for Science and Kindergarten Teacher/Facilitators on April 20, 2022 @ DepEd , SDO Conference Hall from 8:00 AM to 5:00 PM.
2. This activity aims to:
 - a. capacitate facilitators/speakers in the preparation of session guides and training materials to be used during the upcoming training;
 - b. orient the Program Management Team (PMT) the different topics/lectures on the said seminar-workshop;
 - c. prepare session guides and training materials to be used on the training.

Department of Education
Division of Dapitan City

RELEASED

NO. 106 DATE 4/13/2022
TIME 7:48 BY 

CID-K-004



Sunset Boulevard, Dawo, Dapitan City
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3. Participants to this activity are the Education Program Supervisors, science, kindergarten facilitators/speakers, select principals, PDO-LRMS and other training staff. (See Enclosure No. 01 of this Memorandum).
4. Enclosed are the Training Matrix and Working Committee in Enclosure No. 2 and 3 for your reference.
5. Agenda on this conference are the following:
 - a. roles and functions of the program management team
 - b. committee, topics, and assignment
 - c. Other important matters
6. Speakers/facilitators will bring laptop, extension wire and other materials that they need during the preparation of their training materials.
7. For your information, guidance and strict compliance of all concerned.





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SCHOOLS DIVISION OF DAPITAN CITY

Enclosure No.01 to DM No. _____ , series 2022

LIST OF PARTICIPANTS

N o.	Name	Sex	Position	School/Office/Station
1	Ronell Jamarolin	M	T-3	Dapitan City NHS
2	Edgardo J. Jamillar, Jr.	M	T-3	Dapitan City Experimental ES
3	Jeanie Navaja	F	HT-3	Dapitan City NHS
4	Jocel Icao	F	T-1	Dapitan City NHS
5	Helen T. Calaguian	F	Principal 3	Dapitan City SpEd Center
6	Ivy Josefa V. Ferolino	F	T-3	Dapitan City Central School
7	Marose N. Jamarolin	F	T-3	Polo ES
8	Vicente Ramon V. Suarez II	M	EPs	SDO-SGOD
9	Johann Andrie A. Acaylar	M	T-1	SDO-SGOD
10	Ruby V. Paguntalan	F	EPS	SDO-CID
11	Dr. Jephone P. Yorong	M	EPS	SDO-CID
12	Lindo O. Adasa, Jr.	M	EPS	SDO-CID
13	Ann J. Agda	F	EPS	SDO-CID
14	Ma. Perga A. Cadiente	F	EPS	SDO-CID
15	Luna Luz B. Racho	F	EPS	SDO-CID



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Enclosure No.02 to DM No. _____ , series 2022

TRAINING MATRIX

Seminar-Workshop on the Development of Session Guides and Training Materials for the Division Capacity Building on the ICT in Facilitating Teaching and Learning Process cum Consultative Planning Conference for Science and Kindergarten Teachers

April 20, 2022
 DepEd, SDO Conference Hall

TIME	TOPICS/ACTIVITIES	Resource Speakers/ Facilitators
7:30 – 8:00	Arrival /Registrations	Vicente Ramon V. Suarez II Education Specialist - SGOD
8:00 – 8:30	Opening Program	Ruby V. Paguntalan PDO - LRMS
8:30- 9:00	Plenary Session 1 Introduction to Session Guide Parts and Elements of a Session Guide	Luna Luz B. Racho, EdD. Education Program Supervisor (Kindergarten & Mother Tongue)
9:00 - 9:30	Plenary Session 2 Session Guide Objectives <i>Workshop 1:</i> <i>Writing Session Guide Objectives</i>	Ma. Perga A. Cadiente Education Program Supervisor (English)
9:30 – 10:00	Plenary Session 3: Writing the Key Learning Points/Content	Lindo O. Adasa , Jr Education Program Supervisor –Filipino
10:00- 10:15	Health Break	
10:15 – 11:00	Session 4: Learning Methodologies/Activities and their Underpinning Principles	Ann J. Agda Education Program Supervisor -Science
11:00 – 12:00	Workshop 2 Preparation of Slide Decks /Powerpoint of the Speakers/lecturers	Luna Luz B. Racho Education Program Supervisor (Kindergarten & MTB-MLE Coordinator)
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Break-Out Session Consultative Conference Science and Kindergarten	Ann J. Agda Education Program Supervisor-Science Luna Luz B. Racho, EdD. Education Program Supervisor
4:00- 4:30	Critiquing of Session Guide /Presentation and Evaluation of Outputs	Luna Luz B. Racho Ann J. Agda Ma. Perga A. Cadiente
4:30- 5:00	Closing	Johann Andrie A. Ladera Education Specialist-SGOD



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Enclosure No. 03 to DM No. _____ , series 2022

Working Committee

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration/ Secretariat	Vicente Ramon V. Suarez Education Specialist Ruby V. Paguntalan PDO II	Takes charge in the registration of participants, reproduction of hand-outs, certificates and other forms.
Procurement of Supplies/Snacks/	Nancy T.Tindero/Nathaniel Acaylar	Responsible in the procurement of supplies, materials, meals and snacks
Program / Invitation/ Certificates	Vicente Ramon V. Suarez	Prepare the program and invite and introduce speakers/guests. Ensure the smooth flow of the activities as the masters of ceremony.
		Prepares and print certificates indicating the actual number of hours there in and let signatories sign the same Distribute certificates during the closing program.
Documentation/ICT/T WG	Ruby V. Paguntalan PDO II -LRMS Johann Andrie A. Ladera ICT/TWG	Prepare and submit documentary, pictorials, a narrative reports to the SDS Office and
QUATAME	Dr. Nueva Acas Andag Senior Education Specialist Mr. Johann Andrie Ladera Education Especialist	Conduct Quality Assurance
Finance	Mrs. Olga P. Miranda Accountant V	Processes documents for the payment of obligations and sources out funds for the training.

