

Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

September 3, 2014

### DIVISION MEMORANDUM

No. 419 s. 2013

### INTERNATIONAL ENGLISH LEARNERS TRAINING INSTITUTE

To: Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Heads, Private Elementary and Secondary Schools

1. Attached is a copy of a letter from Prof. Maria Vanesa Palafox-Arador, Seminar Director, of the International English Learners Training Institute Inc. (IELTI), inviting the field to attend the series of trainings and seminars they will be conducting, per DepEd Advisory No. 304,s. 2014, dated August 1, 2014, which is self-explanatory."

2. Immediate dissemination of the contents of this Memorandum is desired.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

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Telephone Numbers:

Schools Division Superintendent  
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(032)255-6405  
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**INTERNATIONAL ENGLISH LEARNERS  
TRAINING INSTITUTE**

Block 1, Barangay Ungot, Tarlac City

Mobile Nos.: 09399260272 / 09174993554

Email Address: [internationalenglishlearners@gmail.com](mailto:internationalenglishlearners@gmail.com)

August 18, 2014

Dr. ARDEN D. MONISIT  
Schools Division Superintendent  
Division of Cebu Province  
Sudlon, Lahug, Cebu City

Dear Dr. Monisit,

The INTERNATIONAL ENGLISH LEARNERS TRAINING INSTITUTE INC. (IELTI) will conduct a series of seminars from September 2014 to February 2015. The first in the list is the National Training of Teachers, School Administrators and Office Employees in Handling Critical Issues on Gender-Based Cases and Gender-Fair Management of Schools and Offices. It will be held at RELC, Pulung Bulu, Angeles City on September 13-15, 2014. Themed "Integrating Gender-Fair Principles in Schools and Offices," this seminar is open to all teachers, GAD coordinators, school administrators and office heads and employees.

The seminar aims to help participants:

1. Promote zero-tolerance to gender-based violence including sexual harassment within the department;
2. Orient participants on the functions and responsibilities of GAD coordinators;
3. Design school and office programs that promote the importance of gender-fair practices;
4. Inform about relevant laws on the rights and protection of women; and
5. Empower women and address gender issues in accordance with R.A. 7192.

In view of these objectives, we request your cooperation to help us disseminate information about our Seminar at RELC, and all other seminars that we will be conducting, to the different schools of your Division.

Attached are DepEd Advisory 304 and the letter of invitation for your reference.

We fervently hope for your favorable action on this request.

Respectfully yours,

PROF. MARIA VANESA PALAFOX-ARADOR  
Seminar Director

DepEd Advisory No. 304, s. 2014

August 1, 2014

In compliance with DepEd Order No. 8, S. 2013  
this advisory is issued for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph).)

NATIONAL SEMINAR WORKSHOPS OF THE INTERNATIONAL ENGLISH LEARNERS  
TRAINING INSTITUTE INC. (IELTI)

The INTERNATIONAL ENGLISH LEARNERS TRAINING INSTITUTE INC. (IELTI) announces the conduct  
of its *National Seminar-Workshops* on the following dates and venues:

Title	Date and Venue	Objectives: The seminars aim to help the participants:
National Training of Teachers, School Administrators and Office Employees in Handling Critical Issues on Gender-Based Cases and Gender-Fair Management of Schools and Offices "Integrating Gender-Fair Principles in Schools and Offices"	September 13-15, 2014  Venue: REI.C, Pulong Bulo Angeles City	1. Promote zero-tolerance to gender-based violence including sexual harassment within the department; 2. Orient participants on the functions and responsibilities of GAD members/coordinators; 3. Design school and office programs that promote the importance of gender-fair practices; 4. Inform about relevant laws on the rights and protection of women; 5. Empower women and address gender issues in accordance with R.A. 7192.
National Seminar-Workshop in Teaching Philippine Literature in English and Filipino	October 18-20, 2014  Venue: Crown Royale Hotel, San Jose, Balanga, Bataan	1. Discuss issues and demonstrate knowledge of strategies in the teaching of new subjects in the K-12 curriculum such as Philippine Literature in the 21 <sup>st</sup> Century and Regional Literature; 2. Describe the various types of Philippine literature in relation to the particular historical conditions that had produced them; 3. Analyze sample representative works by Filipinos from various regions in terms of their human, cultural, and social significance; 4. Demonstrate knowledge of strategies in teaching Noli Me Tangere, El Filibusterismo, Ibong Adarna and Florante at Laura.
National Seminar-Workshop for Teachers and School Administrators in Handling Bullying Cases Among Students and Employees	November 15-17, 2014  Venue: Hotel Supreme Convention Plaza, Magsaysay Ave., Baguio City	1. Discuss different forms of bullying with emphasis on cyber-stalking, cyber-bullying and harassment; 2. Create policies that will prevent bullying in schools and in the workplace; 3. Prevent and respond to acts of bullying among students and employees; 4. Discuss the negative effects of bullying to employee morale and student performance; 5. Present relevant laws on the rights and protection of children.
National Seminar-Workshop on Alternative Assessment and Rubrics Writing for ESL Learners in K-12 Classrooms	December 20-22, 2014  Venue: Hotel Supreme Convention Plaza, Magsaysay Ave., Baguio City	1. Discuss features of alternative assessment; 2. Design tasks for alternative assessment; 3. Incorporate alternative assessment into classroom activities; 4. Discuss alternative assessment methods such as rubrics writing; 5. Explain different types of rubrics and their uses; 6. Write rubrics for different tasks.
Writing Research Papers for Refereed Journals and for Conference Presentations	January 24-26, 2015 Baguio  Venue: Hotel Supreme Convention Plaza, Magsaysay Ave., Baguio City	1. Explain the steps and processes involved in writing a research paper, particularly an action research; 2. Understand the process in publishing research papers in refereed journals; 3. Analyze sample action research papers; 4. Discuss major theories underpinning action research; 5. Explain the elements of action research such as tone, style, length, clarity and headings; 6. Generate doable topics for action research; 7. Discuss guidelines in writing abstracts for conference presentations.
National Seminar-Workshop on Best Practices in Teaching Grammar, Speaking, Listening and Writing	February 21-23, 2015  (Venue will be announced soon.)	1. Discuss issues in the teaching of grammar, speaking, listening and writing; 2. Demonstrate techniques in teaching grammar, speaking, listening and writing; 3. Discuss the various assessment procedures that can evaluate students' performances in grammar, speaking, listening and writing.

Participation of both public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*.

More information may be inquired from Ms. Maria Vanesa Palafox-Arador, Seminar Director, IELTI, Reyes Subd., Brgy. Ungot, Tarlac City at 0939-926-0272 and through this email address: [internationalenglishlearners@gmail.com](mailto:internationalenglishlearners@gmail.com). You may also visit their Facebook Account: *Ielti Learners* and Fan Page: *IELTI*.



# INTERNATIONAL ENGLISH LEARNERS TRAINING INSTITUTE

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Mobile Nos.: 09399260272 / 09174993554  
Email Address: [internationalenglishlearners@gmail.com](mailto:internationalenglishlearners@gmail.com)

August 18, 2014

To all TEACHERS, GAD COORDINATORS, SCHOOL ADMINISTRATORS, OFFICE EMPLOYEES, THESIS WRITERS/ADVISERS/COORDINATORS and GUIDANCE COUNSELORS

Dear Sir/Madam:

Greetings!

The INTERNATIONAL ENGLISH LEARNERS TRAINING INSTITUTE INC. (IELTI), in cooperation with the Department of Education and Commission on Higher Education, will conduct the following national seminars:

Topic/Theme	Objectives
<p><b>National Seminar-Workshop for Teachers, School Administrators and Office Employees in Handling Critical Issues on Gender-Based Cases and Gender-Fair Management of Schools and Offices</b> "Integrating Gender-Fair Principles in Schools and Offices" Date: September 13-15, 2014 Venue: RELC, Pulungbulo, Angeles City Speakers: Dr. Corazon A. David &amp; Prof. Marita C. Pimentel (Miriam College) Live-in registration fee: P4,500.00 Live-out registration fee: P3,000.00</p>	<p>The seminars aim to help the participants to:</p> <ol style="list-style-type: none"> <li>1. Promote zero-tolerance to gender-based violence including sexual harassment within the department;</li> <li>2. Orient participants on the functions and responsibilities of GAD coordinators;</li> <li>3. Design school and office programs that promote the importance of gender-fair practices;</li> <li>4. Inform about relevant laws on the rights and protection of women;</li> <li>5. Empower women and address gender issues in accordance with R.A. 7192.</li> </ol>
<p><b>National Seminar-Workshop in Teaching Philippine Literature in English and Filipino in K-12 Classrooms</b> "Preparing Teachers to Meet New Challenges in the K-12 Program" Date: October 18-20, 2014 Venue: Crown Royale Hotel, San Jose, Balanga, Bataan Speakers: Prof. Danilo Francisco M. Reyes and Prof. Annette Soriano, Ateneo De Manila University Live-out registration fee: P3,000.00 Live-in registration fee: P5,500.00 (Crown Royale accommodation) <i>IELTI will also recommend affordable dormitory-type accommodation near the venue.</i></p>	<ol style="list-style-type: none"> <li>1. Discuss issues and demonstrate knowledge of strategies in the teaching of new subjects in the K-12 curriculum such as 21st Century Literatures from the (Philippine) Regions and Contemporary Philippine Literature and the Arts from the Regions;</li> <li>2. Describe the various types of Philippine literature in relation to the particular historical conditions that had produced them;</li> <li>3. Analyze sample representative works by Filipinos from various regions in terms of their human, cultural, and social significance;</li> <li>4. Demonstrate knowledge of strategies in teaching Noli Me Tangere, El Filibusterismo, Ibong Adarna and Florante at Laura.</li> </ol>
<p><b>National Seminar-Workshop for Teachers and School Administrators in Handling Bullying Among Students and Employees</b> "Dealing with Difficult and Challenging Students and Employees" Date: November 15-17, 2014 Venue: Hotel Supreme Convention Plaza, Magsaysay Avenue, Baguio City Live-in registration fee: P5,300 Live-out registration fee: P3,800</p>	<ol style="list-style-type: none"> <li>1. Discuss different forms of bullying with emphasis on cyber-stalking, cyber-bullying and harassment;</li> <li>2. Create policies that will prevent bullying in schools and in the workplace;</li> <li>3. Prevent and respond to acts of bullying among students and employees;</li> <li>4. Discuss the negative effects of bullying to employee morale and student performance;</li> <li>5. Present relevant laws on the rights and protection of children.</li> </ol>
<p><b>National Seminar-Workshop on Alternative Assessment and Rubrics Writing for ESL Learners in K-12 Classrooms</b> Date: December 20-22, 2014 Venue: Hotel Supreme Convention Plaza, Magsaysay Avenue, Baguio City Live-in registration fee: P5,300</p>	<ol style="list-style-type: none"> <li>1. Discuss features of alternative assessment;</li> <li>2. Design tasks for alternative assessment;</li> <li>3. Discuss alternative assessment methods such as rubrics writing;</li> <li>4. Incorporate alternative assessment into classroom activities;</li> <li>5. Explain different types of rubrics and their uses</li> </ol>

<p>Live-out registration fee: P3,800  Speakers: Dr. Elneth Elizabeth Suarez (Miriam College and Ateneo De Manila University) and Prof. Cecilia Suarez (Ateneo De Manila University)</p>	
<p><b>National Seminar-Workshop in Writing Research Papers for Refereed Journals and for Paper Presentations</b></p> <p>Date: January 24-26, 2015  Venue: Hotel Supreme Convention Plaza, Magsaysay Avenue, Baguio City</p> <p>Live-in registration fee: P5,300  Live-out registration fee: P3,800</p>	<ol style="list-style-type: none"> <li>1. Explain the steps and processes involved in writing an action research;</li> <li>2. Understand the process in publishing research papers in a refereed journal;</li> <li>3. Analyze sample action research papers;</li> <li>4. Discuss major theories underpinning action research;</li> <li>5. Explain the elements of action research such as tone, style, length, clarity and headings;</li> <li>6. Generate doable topics for action research;</li> <li>7. Discuss guidelines in writing abstracts for conference presentations.</li> </ol>
<p><b>National Seminar-Workshop on Best Practices in Teaching Grammar, Speaking, Listening and Writing</b></p> <p>Date: February 21-23, 2015  One of the Speakers: Dr. Elneth Elizabeth Suarez (Miriam College and Ateneo De Manila University)  (Specific venue and registration fees will be announced soon.)</p>	<ol style="list-style-type: none"> <li>1. Discuss issues in the teaching of grammar, speaking, listening and writing;</li> <li>2. Demonstrate techniques in teaching grammar, speaking, listening and writing;</li> <li>3. Discuss the various assessment procedures that can evaluate students' performances in grammar, speaking, listening and writing.</li> </ol>

In connection with this, we would like to invite you to join us in these seminar-workshops. The seminars are open to all teachers/school administrators/student leaders/guidance counselors in all levels from public and private institutions.

Attached is a copy of the CHED Memo and/or DepEd Advisory No. 304 for the seminars that we will conduct from September 2014 to February 2015. We also request that you confirm your attendance via text or call before you decide to attend.

Registration time is from 8am to 12nn of the first day. The first session starts at 1pm of the same day. The seminar ends at 12nn of the third day. Participants are requested to bring their USB (or flash drive) during the seminar.

Below is the registration fee information:

- Live-out registration fee includes lunch(2), snacks(4), seminar kit, hand outs in book form, bag & certificates
- Live-in registration fee includes breakfast (2), lunch (2), dinner (2), snacks(4), accommodation for 2 nights, seminar kit, hand outs in book form, bag & certificates
- IELTS Club Members with valid IDs OR Group of eight participants from the same school/district (certified by their principal/supervisor) get P300 discount.

To avail of Early Birds' discounts, please deposit payment two weeks before the schedule of the seminar:

1. PHILIPPINE VETERANS BANK  
IELTI / 0016 007758 100
2. UCPB  
Maria Vanesa Arador / 10 201 000427 8
3. DBP  
Maria Vanesa Arador / 0550 140554 560

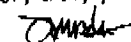
- To reserve slots for the seminars, please text us the names of participants.
- Participants may also register on site (on the first day of the seminar).
- Please email scanned copies of your bank deposit slip at [internationalenglishlearners@gmail.com](mailto:internationalenglishlearners@gmail.com)

Registration fee may be charged to the local funds or MOOE subject to proper accounting and approval of higher authorities.

For inquiries and confirmation of attendance, please text or call us at 09174993554 (Globe) / 09399260272 (Smart) or send email to [internationalenglishlearners@gmail.com](mailto:internationalenglishlearners@gmail.com).

Thank you very much and, hoping that you will join us in our seminars, we beg to remain

Very truly yours,

  
**MARIA VANESA PALAFOX-ARADOR**  
Seminar Director