



October 5, 2016

**DIVISION MEMORANDUM**

No. 628, s. 2016

**REGION-BASED TRAINING OF TRAINERS (TOT) AND TEACHERS FOR SCHOOL-BASED  
TEACHER PROFESSIONAL DEVELOPMENT**

**To: Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary School Heads**

1. Per Regional Memorandum No. 0622, s. 2016, the **Region-Based Training of Trainers (ToT) and Teachers for School-Based Teacher Professional Development** will be held on October 16-21, 2016 at DepEd Ecotech Training Center, Sudlon, Lahug, Cebu City.

2. The following are required to attend the training:

English	Science	Math	Filipino
Mrs. Evelyn Balang	Mrs. Juvimar Montolo	Dr. Pamela Rodemio	Mrs. Rosemary Oliverio
Mrs. Chloe Garrucha	Mrs. Doris Esmero	Dr. Gilda Bancog	Mrs. Janet Cobrado
Ms. Janeth Pacifico	Ms. Michelle Dobluis	Mr. Lornell Ramos	Mr. Abegail Villamor

3. Participants are to bring with them the following materials:

- Curriculum Guide of the assigned subject;
- Lesson Plans/Exemplars related to the subject;
- Textbooks and other reference materials; and
- Laptop.

4. The following shall be observed:

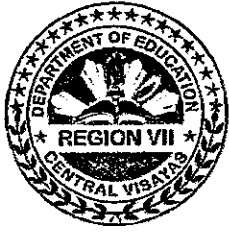
- Onsite registration will be on October 16, 2016 at 1:00 to 3:00 PM.
- Participants are required to attend the Opening and Closing Programs.
- The Authority to Travel shall be presented during the registration.
- Participants shall come in proper attire and observe proper decorum.

5. Traveling expenses of the participants shall be chargeable against **Local School/Division Funds**, while board and lodging and other incidental expenses incurred shall be chargeable against **Regional Training Funds**, subject to the usual accounting and COA auditing rules and regulations.

6. This serves as participants Authority to Travel.

7. Immediate dissemination of and compliance with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



SEP 29 2016

**REGIONAL MEMORANDUM**

No. 0622, s. 2016

**REGION-BASED TRAINING OF TRAINERS (ToT) AND TEACHERS FOR  
SCHOOLS-BASED TEACHER PROFESSIONAL DEVELOPMENT**

**To: Schools Division Superintendents/OICs  
Regional Functional Chiefs  
All Concerned Personnel**

1. The Department of Education Region VII in coordination with the Basic Education Sector Transformation (BEST) Teacher Development Team will conduct a Region-Based Training of Trainers (ToT) for Schools-Based Teachers Professional Development on October 16-21, 2016 at the DepED Ecotech Training Center, Sudlon, Lahug, Cebu City.
2. This training aims to:
  - a. deepen content knowledge (CK) and pedagogical content knowledge (PCK) in the teaching of Grade 6 English, Science, Mathematics and Filipino;
  - b. enhance the capability of Regional and Division trainers in conducting school cluster-based training;
  - c. develop instructional materials for professional development of teachers in identified needs areas;
  - d. gain skills in the implementation of needs- and school- based professional development models;
  - e. use the findings of TDNS (Teacher Development Needs Study) and other relevant studies/data (NAT Scores, least learned skills, other regional or division tests) to inform the content and processes of school- based teacher professional development; and
  - f. provide the participants experiences in the following: (a) setting of long term goals for lesson planning of a unit (b) developing Science/Mathematics/Filipino/English lessons that model the teaching of higher order thinking skills (c) using constructivist strategies; (d) demonstrating collaborative lesson planning, (e) observing and critiquing the implementation of a lesson demonstration and (f) improving the research lesson based on pupils' responses during the lesson

implementation and comments of the content experts during the post-lesson discussions.

3. In this connection, Schools Division Superintendents are requested to select and submit twelve (12) names of the participants (3 participants for each subject area preferably NEAP facilitators or have undergone facilitating skills training) to this training program following the template below. Please email to [tomas.pastor@deped.gov.ph](mailto:tomas.pastor@deped.gov.ph) on or before October 7, 2016.


Division	Position/Designation	No. of Participants				Total
		English	Science	Math	Filipino	
	Education Program Supervisor	1	1	1	1	4
	PSDS/School Head	1	1	1	1	4
	Master Teacher	1	1	1	1	4
<b>Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>

4. Selected participants are required to attend the training on the given dates and to bring with them the following:
  - a. Curriculum Guide of the assigned subject
  - b. Lesson Plans/Exemplars related to the subject
  - c. Textbooks and other reference materials
  - d. Laptop computers
5. Furthermore, participants are required to observe the following:
  - a. Onsite Registration will be on October 16, 2016 at 1:00 PM to 3:00 PM
  - b. Attend the Opening and Closing Programs
  - c. Present the authority to travel during registration
  - d. Come in proper attire and observe proper decorum throughout the duration of the training
6. Schedule for check-in/out, first and last meals:

Check-in	First Meal	Check-out	Last Meal
October 16, 2016 1:00 PM	October 16, 2016 PM Snack	October 21, 2016 5:00 PM	October 21, 2016 PM Snack

7. The Quality Assurance, Monitoring and Evaluation (QAME) of the day to day conduct shall be led by the Quality and Assurance Division (QAD). The QAME activities will provide important inputs that will serve as basis for improvement efforts and policy decisions.
8. Facilitators, Program Management Staff, and QAME team are expected to be at the Ecotech Center on October 16, 2016 at 1:00 PM for the usual training preparations and briefing.
9. The Education Support Services Division (ESSD) shall make the necessary arrangements in requesting for health personnel from the Schools Divisions to ensure physical soundness of the participants.

10. All concerned authorities shall make the necessary arrangements are expected to be done for the classes left behind by the master teachers attending to this training.
11. Participants shall be entitled to service credit for training day/s which fall on Saturdays, Sundays, and Holidays in accordance with the provisions of DepED Order No. 19, s. 2011, and DepED Order No. 53, s. 2003. Likewise, non-teaching personnel including management staff shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.
12. For proper guidance and reference of all concerned, enclosed are the following documents:
  - a. Enclosure No. 1 – Program Management Team
  - b. Enclosure No. 2 – Program Schedule Matrix.
13. Traveling expenses of the participants shall be charged against the School/Division/ Local Funds while board and lodging and other incidental expenses incurred shall be charged against the Regional Training Funds subject to the usual accounting and COA auditing rules and regulations.
14. Immediate dissemination of and compliance with this Memorandum is directed.

  
**JULIET A. JERUTA, Ph.D., CESO V**  
Director III  
OIC, Office of the Regional Director

*JAJ/FYA/FCS/ttp*

**REGION-BASED TRAINING OF TRAINERS (ToT) AND TEACHERS FOR  
SCHOOLS-BASED TEACHER PROFESSIONAL DEVELOPMENT**

**October 16-21, 2016**

**DepED Ecotech Center, Sudlon, Lahug, Cebu City**

**Program Management Team**

Program Director	Dr. Juliet A. Jeruta
Assistant Program Director	Atty. Fiel Y. Almendra
Program Manager	Dr. Flordeliza C. Sambrano, Chief, HRDD
Co-Program Manager	Dr. Emiliano B. Elnar, Jr., Chief, CLMD
<b>Asst. Program Managers</b>	
• Finance	Mr. Aniano T. Bautista, Jr., Chief, FD
• Ways and Means	Mr. Victor V. Yntig, Chief, AD
• Wellness	Dr. Luz C. Jandayan, Chief, ESSD
• QAME	Dr. Milagros C. Gabia, Chief, QAD
QAME Members	Mrs. Merden Bryant, QAD Dr. Eduardo Bacaltos, QAD Mr. Allan P. Villacampa, FTAD Dr. Maria Jesusa Despojo, FTAD
Resource Managers	Dr. Pedrito Ocba, Jr. HRDD Mrs. Roselle Aguilar, HRDD
<b>Class Managers, LRMD Representatives and Officers of the Day</b>	
• English Group	Miss Maurita Ponce, CLMD Dr. Josephine Eronico, Division of Bohol Mr. Eduardo Omaña, QAD
• Science Group	Mr. Sylvio Sabino, CLMD Mrs. Neolita Sarabia, Division of Tagbilaran City Mr. Misael Borgonia, HRDD

<ul style="list-style-type: none"> <li>• Math Group</li> </ul>	<p>Mr. Tomas T. Pastor, HRDD</p> <p>Mrs. Vanessa L. Harayo, Division of Cebu City</p> <p>Mrs. Helen Sabino, HRDD</p>
<ul style="list-style-type: none"> <li>• Filipino Group</li> </ul>	<p>Dr. Rosa H. Cabotaje, HRDD</p> <p>Mrs. Juanita Negapatan, CLMD</p> <p>Dr. Marilyn Miranda, CLMD</p>

**BASIC EDUCATION SECTOR TRANSFORMATION (BEST) TEACHERS DEVELOPMENT  
TEAM AND LIST OF FACILITATORS**

<ol style="list-style-type: none"> <li>1. Dr. Peter J. Grimes</li> <li>2. Soledad T. Lecaroz</li> <li>3. Dr. Twila G. Punsalan</li> <li>4. John Lester S. Nabata</li> <li>5. Irene Marie L. Malabanan</li> <li>6. Melissa C. Borela</li> <li>7. Krupskaya Añonuevo</li> <li>8. Regina Grace P. Pasion</li> <li>9. Kaisa Ligaya S. Sol Cruz</li> <li>10. Raquel Cabrieto</li> <li>11. Ma. Roxanne Fatima S. Rolle</li> </ol>	<ol style="list-style-type: none"> <li>12. Albert Flores Jr.</li> <li>13. Dr. Cornelia Soto</li> <li>14. Crisanta Ocampo</li> <li>15. Dr. Leticia Catris</li> <li>16. Dr. Benilda Butron</li> <li>17. Dr. Voltaire Villanueva</li> <li>18. Dr. Ruth Mabanglo</li> <li>19. Vangie Encabo</li> <li>20. Prof. Alice Karaan</li> <li>21. Dr. Alicia Bustos-Orosa</li> <li>22. Dr. Elineth Suarez</li> </ol>
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## TRAINING MATRIX

<b>Day</b>	<b>Time</b>	<b>Activity/session</b>	<b>Required resources</b>	<b>Person/s in charge</b>
<b>Day 0</b> Sunday - October 16	12:00	Best arrival/ check in		BEST
	2:00-3:00	Participants arrival; registration/room assignments		BEST/ REGION
	3:00- 3:45	Snacks		
	3:45-5:00	Introductions, welcome, overview: objectives and outputs	<b>PLENARY</b>	REGION (emcee; RD for welcome & BEST for objectives and outputs)
	5:00-7:00	Module 1 Training design review	<b>PLENARY</b>	Twila
	7:00-8:00	Dinner		
<b>Day 1</b> October 17 - Monday	6:30- 7:45	Breakfast		
	8:00- 10:00	Session 1 Content	<b>BREAK OUT SESSION</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>
	10:00-10:30	Morning break		
	10:30-12:00	Session 2 - Content	<b>BREAK OUT SESSION</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>
	12:00-1:00	Lunch break		
	1:30-3:00	Session 3- Content	<b>BREAK OUT SESSION</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>

	3:00-3:30	Afternoon break		FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST
	3:30-5:00	Session 4- Content	BREAK OUT SESSION	FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST
	5:00-5:30	De-brief		Management team/trainers
Day 2 Tuesday OCTOBER 18 Content	6:30- 7:45	Breakfast		
	8:00- 10:00	Session 5 - Collaborative Lesson Planning	Break out – 2 subject area groupings	Cholette & TWILA
	10:00-10:30	Morning break		
	10:30-12:00	Session 6- Collaborative Lesson Planning  Presentation of research lesson topics	Break out – 2 subject area groupings	Cholette & Twila
	12:00-1:00	Lunch break		
	1:00-3:00	Session 7- Inclusive Education Overview	Plenary; requires video coverage	IE team – Peter
	3:00-3:30	Afternoon break		
	3:30-6:00	Session - 8- Collaborative Lesson Preparation	Break out rooms/ per subject area  5-6 groups per subject area	FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST
	6:00-6:30	De-brief Management team/trainers		Management team/trainers



<b>Day 3</b> <b>OCTOBER</b> <b>19- Class</b> <b>observations</b>	<b>6:30- 7:45</b>	<b>Breakfast</b>		
	<b>8:00- 10:00</b>	<b>Session 9 – On site – Collaborative Lesson Planning</b>  <b>Classroom observations</b>	<b>Requires video coverage; bus, meal arrangements;</b>  <b>Previous notice to schools, teachers' classes to be involved, parents of students in classes to be used in the demonstration</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>
	<b>10:00-10:30</b>	<b>Morning break</b>		
	<b>10:30-12:00</b>	<b>Session 10 – Collaborative Lesson Planning</b>  <b>- interviews with students</b>	<b>Holding areas for interviews/ classrooms</b>	<b>Observing teams</b>
	<b>12:00-1:00</b>	<b>Lunch break</b>		
	<b>1:30-3:00</b>	<b>Session 11- Reflective Critiquing</b>	<b>Breakout rooms</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>
	<b>3:00-3:30</b>	<b>Afternoon break</b>		
	<b>3:30-5:00</b>	<b>Session 12 – Rewriting lesson</b>	<b>Breakout rooms</b>	<b>FACILITATOR/RESOURCE PERSONS; regional program coordinator; BEST</b>
	<b>5:00-5:30</b>	<b>De-brief Management team/trainers</b>		<b>Management team/trainers</b>
<b>Day 4</b>	<b>6:30- 7:45</b>	<b>Breakfast</b>		

	8:00- 10:00	Session 13 A - LAC	PLENARY	This can be the LAC tool kit or an appropriate module from the Principals' Leadership training
	10:00-10:30	Morning break		
	10:30-12:00	Session 13 B- LAC		LAC team
	12:00-1:00	Lunch break		
	1:30-3:00	Session 14- division team planning	9 parallel sessions (some in the plenary hall, others in the break out rooms)	Regional team, trainers, Best -1 oversight person per division
	3:00-3:30	Afternoon break		
	3:30-5:00	Session 15 – PLANNING	9 parallel sessions (some in the plenary hall, others in the break out rooms)	Regional team, trainers, Best -1 oversight person per division
	5:00-5:30	De-brief Management team/trainers		Management team/trainers
Day 5	6:30- 7:45	Breakfast		
	8:00- 10:00	Session 16- ACTION PLANNING	9 parallel sessions (some in the plenary hall, others in the break out rooms)	Regional team, trainers, Best -1 oversight person per division
	10:00-10:30	Morning break		
	10:30-12:00	Session 17- Action Planning	9 parallel sessions (some in the plenary hall, others in	Regional team, trainers, Best -1 oversight person per division

			the break out rooms	
	12:00-1:00	Lunch break		
	1:30-3:00	Session 18- Presentation of plans/wrap up	Plenary	Regional team/BEST
	3:00-3:30	Afternoon break		
	3:30-4:00	Closing; wrap up; distribution of certificates	Plenary	Regional team/BEST
		Departure		