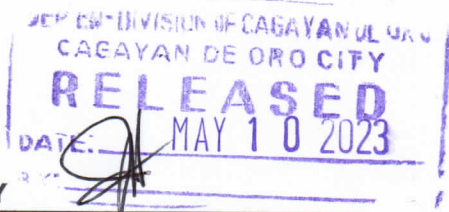




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

09 May 2023

DIVISION MEMORANDUM

No. 191, s. 2023

**INVITATION FOR TEACHERS TO PARTICIPATE IN THREE (3) YEAR TRAINING
PROGRAM ON TEACHING SKILLS**

To: Alex A. Ventero - Master Teacher, Agusan ES (Math)
Antonieta H. Macabodbod - Master Teacher, Agusan ES (English)
Rosemarie S. Lolong - Master Teacher, Cugman ES (English)
Mary Marjorie C. Jabao - Master Teacher, Cugman ES (Math)
Ma. Luisa G. Absin - Master Teacher, SCCS (Math)
Joy S. Pangan - Master Teacher, SCCS (English)
This Division

1. Security Bank Foundation, Inc. (SBFI) is providing a three-year, all-expenses-paid training program for one (1) English and one (1) Mathematics Master Teacher at each of their thirty-five (35) classroom recipient elementary schools in Visayas and Mindanao. Among the identified recipient schools in Mindanao include Agusan Elementary School, Cugman Elementary School and South City Central School. Hence, the six (6) identified Master Teachers are recommended and enjoined to attend on the training program.

2. The aforesaid training will cover the following competencies:

1. Teaching Students 21st Century Skills.
2. Developing Model Lesson Plans.
3. Creating and Administering Effective Assessments, and
4. Engaging Stakeholders to improve student performance.

3. The program includes 3.5 days of in-person instruction and 9 days of online training. The in-person training will take place at Ateneo de Iloilo on August 22-25, 2023.

4. SBFI will cover participants' meals, lodging, and transportation, as well as training kits and materials.

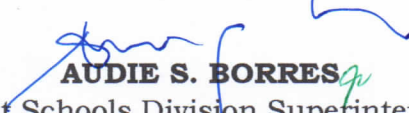


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

5. Inline with this, you are requested to submit your letter of application to participate in the program, deadline is on or before May 12, 2023. Application must be sent via email to aced@ateneo.edu. For questions on applying for the program, please get in touch with Mrs. Amelia Dycoco of ACED at 09175760036.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
7. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

For the Schools Division Superintendent:


AUDIE S. BORRES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl : Invitation Letter

Reference: Invitation for Teachers to Participate in 3 year Training Program

To be included in the Perpetual Index

Under the following subjects:

TRAINING PROGRAM

DMSA/DM- training program
May 8, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

April 14, 2023

DR. ROY ANGELO E. GAZO

Schools Division Superintendent

Department of Education - Division of Cagayan De Oro City

Invitation for Teachers to Participate in 3 Year Training Program on Teaching Skills

Dear Dr. Gazo,

Greetings!

Security Bank Foundation, Inc. (SBFI) is offering an all-expense paid 3-year training program for 1 English and 1 Mathematics Master Teacher in each of our 35 classrooms beneficiary elementary schools in Visayas and Mindanao.

The training will cover the following competencies:

1. **Teaching Students 21st Century Skills**
2. **Developing Model Lesson Plans**
3. **Creating and Administering Effective Assessments**
4. **Engaging Stakeholders to improve student performance**

We believe that the Division Office plays a crucial role in ensuring that qualified and deserving Master Teachers benefit from the program by:

1. Issuing endorsement memo to the principals of SBFI classrooms beneficiary elementary schools in your division to send their Master Teachers for the slots
2. Supporting selected Master Teachers in implementing the strategies acquired from the program and cascading these to fellow teachers in the school and in the division

The Program

1. The three-year program covers transformation of self, school and community. Teachers are expected to:
 - a. Develop model lesson plans addressing specific learning gaps
 - b. Implement complementary learner support programs in partnership with community stakeholders
 - c. Improve students' academic performance as measured by better results in DepEd standardized tests or equivalent where school performance is within or above national average
 - d. Be part of a professional fellowship of trained Master Teachers to continue the work by mentoring teachers in other schools in the DepEd Division



2. Eligible for the training are Master Teachers in Elementary Math (Grades 1-3) and Elementary English (Grades 1-3)
3. Module development and training are handled by Ateneo De Manila University
4. The program involves 35 beneficiary elementary schools in Visayas and Mindanao where each school will be entitled to send one participant for English and one participant for Math
5. The program includes 3.5 days of in-person training and 9 online training days. The in-person training will be held at Ateneo de Iloilo from August 22-25, 2023.
6. SBFI will shoulder the meals, accommodation, and transportation of participants as well as provide training kits and materials.
7. Submission of applications to participate in the program is on or before **May 12, 2023**.
8. Application must be sent via email to aced@ateneo.edu with instructions stated in Annex 4 and 5. For questions on applying for the program, please get in touch with **Mrs. Amelia Dycoco of ACED** at **09175760036**.

We have provided for your additional information the following relevant details about the Program:

Annex 1: Program Details

Annex 2: Participant Selection Criteria

Annex 3: List of SBFI Beneficiary Elementary Schools in Visayas and Mindanao

Annex 4: Application Requirements

Annex 5: Application Form

May we therefore request the DepEd Division Office to issue an endorsement memo to the principals of SBFI classrooms beneficiary elementary schools in your division to send their qualified Master Teachers for the slots.

For concerns regarding our request for partnership, you may contact our **Training Program Officer, Karlo Marko D. Valladores** at kvalladores@securitybank.com.ph and 0999-8899-309.

Very truly yours,



MELISSA R. AQUINO

Trustee and Corporate Secretary
Security Bank Foundation, Inc.

ANNEX 1: PROGRAM DETAILS

1. **The three-year training program will be implemented through the following phases:**
 - **Year 1 (Transforming the Self)** involves the testing of the competencies of Master Teachers in model lesson plan development and implementation with intended impact to the trained teachers' handled sections
 - **Year 2 (Transforming the School)** involves training Master Teachers in mentoring their fellow teachers to undergo the model lesson plans process to address significant learning gaps and improve academic performance of students
 - **Year 3 (Transforming the Community)** involves training Master Teachers in creating and activating a team of mentored teachers and stakeholders to develop school-wide programs to complement model lesson plans and address significant learning gaps of students
2. **At the end of the 3 year training program, the following must be achieved through training participants:**
 - Developed model lesson plans addressing specific learning gaps
 - Implemented complementary learner support programs in partnership with community stakeholders
 - Achieved improvement in students academic performance as measured by better results in DepEd standardized tests or equivalent (i.e. above the baseline) where school performance is within or above national average
 - Created a professional fellowship of trained Master Teachers to continue the work by mentoring teachers in other schools in the DepEd Division
3. **The Program targets to specifically see improvement in the academic performance of the following students:**
 - Elementary Math and English - Grades 1 to 3 Students
 - Junior High School Science - Grades 7 to 10 Students
4. **The Program involves the participation of the following parties as Program Partners:**

Partner	Roles
Ateneo Center for Educational Development (ACED)	Develops modules and conducts training for Elementary English and Math teachers (beginning 2023)
De La Salle Philippines Inc. (DLSP)	Develops modules and conducts training for Junior High School Science teachers (beginning 2024)
Security Bank Foundation, Inc. (SBFI)	Funds logistics requirements of the Program, covering meals, accommodations and transportation of participants

5. The Program requires a 3-year training commitment of the Master Teacher to attend 1 3day In-person Training and 10 online training sessions per year. For Year 1 of Elementary English and Math Master Teachers Training covering SY 2023-2024:

SESSION	DATE/S	VENUE
IN-PERSON (3.5 DAYS)	22- 25 August 2023	Ateneo De Iloilo (Iloilo City)
ONLINE (10 SESSIONS/ 3 HOURS EACH)	September 2023 - June 2024	

6. Year I Training Calendar and Topics are as follows:

DATES	TOPICS
August 22-25, 2023 In-Person Training	• Program Overview, Global Educational Landscape • National Educational Landscape and School and Student Context • 21st Century Skills and Instruction Methods (Problem-Based Learning, Developing Critical Thinking, and Using Digital, Innovative and Alternative Traditional Learning Resources) • Student Assessments (Diagnostic, Formative, Summative, and Higher Order Thinking Tests) Addressing Recurring Least Mastered Competencies of Students • Strategies in Engaging Stakeholders to Improve Student Performance • What is a Model Lesson Plan? Integrating Acquired Skills and Strategies to Develop a Model Lesson Plan • Presentation and Critique of Model Lesson Plans for Challenged, Average and Exceptional students and Next Steps
September 8, 2023	Improving Student Mastery of Competencies covered by Standardized Tests
October 6, 2023	Incorporating Relevant and Effective Performance Tasks to Improve Student Performance
November 3, 2023	Designing Appropriate Student Performance Rubrics/Rating System
December 1, 2023	Fostering a Collaborative Learning Environment inside and outside the Classroom
January 12, 2024	Maximizing Information and Communications Technologies for Student Works/Tasks
February 2, 2024	Teaching Students on Study Habits to Improve their Academic Performance
March 1, 2024	Immediately Adjusting Lesson Plans based on Current Student Performance

April 5, 2024	Better Capturing, Analyzing, Reporting, and Sharing Data on Student Performance
May 3, 2024	Identifying Opportunities for Further Lesson Plan Improvement

7. Certificates to be given per training phase are as follows:

- a. Certificate of Attendance given upon completion of the 3.5 days In-Person Course
- b. Certificate of Completion given after completing 3.5 days In-Person and 9 Online Courses with submission and successful defense of model lesson plans implemented

ANNEX 2: PARTICIPANT ELIGIBILITY AND SELECTION

1. **2 slots will be given for each of the 35 SBFI classrooms beneficiary elementary schools from Visayas and Mindanao where:**
 - i. 1 slot is for Elementary English
 - ii. 1 slot is for Elementary Math
2. Slots shall be taken by the **highest ranking master teachers in the school.**
3. In case the school has multiple master teachers of the same highest rank, the school shall send the teacher with the highest performance rating in SY 2021-2022.
4. In case the school only has 1 or no master teacher, the school shall send the **highest ranking regular teacher.**
5. **Assignment of teacher to a specific training path (English or Math)** is based on **teaching load experience, training and competence, or interest in terms of curriculum development** to be declared by the teacher in the application form.
6. Teachers to be sent to the program must still have **at least 5 remaining years of teaching service.**

ORGANIZATION <i>DepEd School Division you belong:</i> _____ <i>Your position/designation:</i> _____ (Include subject/s and grade level/s taught) <i>Name and address of your school:</i> _____ <i>No. of years in government service:</i> _____ <i>No. of sections and students currently handled:</i> _____	
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<i>From (year)</i>	<i>To (year)</i>	<i>Institute/School</i>	<i>Degree Obtained</i>
List any scholarships, prizes & awards received			

[illegible]

(D) TRAININGS

Fill-out the tables below. Feel free to attach additional sheets of paper if space provided is not enough.

Table 1: Past Trainings: Kindly refer to the categories given below for Column 3. Write the number of the corresponding category. Include also if Training is related to English or Math (if Elementary) or Science if Junior High School.

Categories

1. Curriculum and Design - may involve training on setting objectives, pedagogical strategies, innovative approaches
2. Teaching 21st Century Skills - refers to training on developing critical thinking and problem solving skills as well as digital literacy for students
3. Assessment - refers to training on developing effective and real assessments, from formative, diagnostic to summative assessment
4. Stakeholder engagement - refers to trainings on how to effectively collaborate with community stakeholders to improve learner performance
5. Others (kindly specify)

<i>Inclusive Dates</i>	<i>Title of the Training</i>	<i>Category</i>

Table 2: Topics/ Skills you want to enhance

<i>Topic/Skill</i>

Table 3: Reasons why previous trainings were ineffective or not able to achieve their goals

<i>Reasons</i>

(E) WORK EXPERIENCE

(Starting with your present position, please indicate in reverse chronological order your employment history.)

<i>From (mm/yy)</i>	<i>To (mm/yy)</i>	<i>Designation</i>	<i>Organization/ School/Company</i>

(F) APPLICANT'S CHECKLIST

Please send **clear scanned copies** of each of the following documents together with your application form at the time of submission:

- | | |
|---|--------------------------|
| 1. Birth Certificate | ☐ |
| 2. Professional Regulation Commission ID card | ☐ |
| 3. Affidavit or documentary evidence to substantiate the addition or change in your name as recorded in the Birth Certificate (if applicable) | ☐ |
| 4. Marriage Certificate (if applicable) | ☐ |
| 5. University Transcript or equivalent | ☐ |
| 6. Any other educational certificate or diploma | ☐ |
| 7. Department of Education ID card | ☐ |

NOTE:

1. All applications with incomplete information and/or not accompanied by copies of supporting documents will not be considered.
2. Certified true copies of your academic documents must be submitted with your application.

(G) DECLARATION

1. I affirm that all statements made by me on this form are true and correct.
2. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the programme.

Signature of Applicant

Date

ANNEX 3: LIST OF SBFI BENEFICIARY ELEMENTARY SCHOOLS IN VISAYAS AND MINDANAO

	SCHOOL NAME	MAJOR ISLAND	REGION	PROVINCE	CITY
1	KALIBO PILOT ELEMENTARY SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	AKLAN	KALIBO
2	PRES MANUEL A. ROXAS MEMORIAL SCHOOL SOUTH AND SPED	VISAYAS	REGION VI - WESTERN VISAYAS	CAPIZ	ROXAS CITY
3	BAKHAW INTEGRATED SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	ILOILO	ILOILO CITY
4	A. BONIFACIO INTEGRATED SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	ILOILO	ILOILO CITY
5	A.L. JAYME ELEMENTARY SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	NEGROS OCCIDENTAL	BACOLOD CITY
6	GOVERNOR EMILIO GASTON MEMORIAL ELEMENTARY SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	NEGROS OCCIDENTAL	SILAY CITY
7	SILAY SOUTH ELEMENTARY SCHOOL	VISAYAS	REGION VI - WESTERN VISAYAS	NEGROS OCCIDENTAL	SILAY CITY
8	TAGBILARAN CITY CENTRAL SCHOOL	VISAYAS	REGION VII - CENTRAL VISAYAS	BOHOL	TAGBILARAN CITY
9	TAGBILARAN CITY EAST ELEMENTARY SCHOOL	VISAYAS	REGION VII - CENTRAL VISAYAS	BOHOL	TAGBILARAN CITY
10	SABANG ELEMENTARY SCHOOL (DANAO)	VISAYAS	REGION VII - CENTRAL VISAYAS	CEBU	DANAO CITY
11	PUSOK ELEMENTARY SCHOOL	VISAYAS	REGION VII - CENTRAL VISAYAS	CEBU	LAPU-LAPU CITY
12	BASAK ELEMENTARY SCHOOL	VISAYAS	REGION VII - CENTRAL VISAYAS	CEBU	MANDAUE CITY
13	IPIL CENTRAL SCHOOL	VISAYAS	REGION VIII - EASTERN VISAYAS	LEYTE	ORMOC CITY
14	SAN JOSE CENTRAL SCHOOL	VISAYAS	REGION VIII - EASTERN VISAYAS	LEYTE	TACLOBAN CITY
15	BARRA ELEMENTARY SCHOOL	MINDANAO	REGION IX - ZAMBOANGA PENINSULA	ZAMBOANGA DEL NORTE	DIPOLOG CITY
16	CANELAR ELEMENTARY SCHOOL	MINDANAO	REGION IX - ZAMBOANGA PENINSULA	ZAMBOANGA DEL SUR	ZAMBOANGA CITY
17	VALENCIA CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	BUKIDNON	VALENCIA CITY
18	TAMBO CENTRAL SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	LANAO DEL NORTE	ILIGAN CITY
19	AGUSAN ELEMENTARY SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	MISAMIS ORIENTAL	CAGAYAN DE ORO CITY

20	CUGMAN ELEMENTARY SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	MISAMIS ORIENTAL	CAGAYAN DE ORO CITY
21	SOUTH CITY CENTRAL SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	MISAMIS ORIENTAL	CAGAYAN DE ORO CITY
22	FELIPE CARREON CENTRAL SCHOOL	MINDANAO	REGION X - NORTHERN MINDANAO	MISAMIS OCCIDENTAL	OZAMIZ CITY
23	MATINA CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XI - DAVAO REGION	DAVAO	DAVAO CITY
24	CATALUNAN PEQUEÑO ELEMENTARY SCHOOL	MINDANAO	REGION XI - DAVAO REGION	DAVAO	DAVAO CITY
25	JV FERRIOLS ELEMENTARY SCHOOL	MINDANAO	REGION XI - DAVAO REGION	DAVAO	DAVAO CITY
26	PANABO CENTRAL ELEMENTARY SCHOOL - SPED CENTER	MINDANAO	REGION XI - DAVAO REGION	DAVAO DEL NORTE	PANABO CITY
27	VISAYAN VILLAGE CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XI - DAVAO REGION	DAVAO DEL NORTE	TAGUM CITY
28	RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XI - DAVAO REGION	DAVAO DEL SUR	DIGOS CITY
29	CCT - VISIONS OF HOPE CHRISTIAN SCHOOL	MINDANAO	REGION XII - SOCCSKSARGEN	SARANGANI	MALUNGON
30	KORONADAL CENTRAL ELEMENTARY SCHOOL I	MINDANAO	REGION XII - SOCCSKSARGEN	SOUTH COTABATO	KORONADAL CITY
31	MARIA A. MONTILLA MEMORIAL ELEMENTARY SCHOOL	MINDANAO	REGION XII - SOCCSKSARGEN	SULTAN KUDARAT	TACURONG CITY
32	TACURONG PILOT ELEMENTARY SCHOOL	MINDANAO	REGION XII - SOCCSKSARGEN	SULTAN KUDARAT	TACURONG CITY
33	AMPAYON CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XIII - CARAGA	AGUSAN DEL NORTE	BUTUAN CITY
34	SURIGAO WEST CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XIII - CARAGA	SURIGAO DEL SUR	SURIGAO CITY
35	SERO CENTRAL ELEMENTARY SCHOOL	MINDANAO	REGION XIV - BARMM	MAGUINDANAO	COTABATO CITY

ANNEX 4: APPLICATION REQUIREMENTS

The application requirements include:

- An accomplished Application Form including relevant requirements for submission (See *Annex 3*)
- An essay (1,000 words) answering the following questions:
 - What learning gap do you want to seriously address based on your experience with past batches of students handled?
 - What lessons would you want to improve your existing lesson plans to help address your identified learning gap? What measures (i.e. standardized tests/indicators) would help you gauge that the learning gap has been effectively addressed?
 - What is your idea of a model lesson plan?
- Submission of school-wide ELNA/EGRA/PHIL-IRI results for the last three school years (SY. 2018-2019, SY. 2019-2020 and SY 2021-2022). In the absence of results for said standardized tests, kindly provide results from alternative similar tests.

Application forms and requirements should be provided via email to **Dr. Carmela C. Oracion**, Director, Ateneo Center for Educational Development (aced@ateneo.edu) and using the email subject line format **SBFI Teacher Training- Name of Division - Last Name, First Name**.

For questions and concerns on applying for the program, please get in touch with **Mrs. Amelia Dycoco of ACED at 09175760036**.

The deadline for the submission of the application requirements is on **31 May 2023** (Friday).