MEMORANDUM:

TO: OIC-Assistant Schools Division Superintendent
    OIC-Chief Curriculum Implementation Division
    OIC-Chief Schools Governance Operations and Division
    Public Schools District Supervisors
    Elementary and Secondary School Heads
    School Focal Persons in Training and Development
    All Others Concerned

FROM: DR. ROMMEL O. BAUTISTA, CESO V
      Schools Division Superintendent

SUBJECT: Provision of Technical Assistance to Schools in Preparation for CPD,
         SLAC and INSET Instructional Design

DATE: June 8, 2018

Geared towards providing assistance in the preparation of CPD, SLAC and INSET
Instructional design, this office, through the HRD, Section will conduct a half-day orientation on
the preparation of the abovementioned activities on June 13, 2018 (1:00 PM) at Dalag NHS.
Attendees to this orientation are the school heads or the school focal persons in training and
development.

Kindly bring your own provisions for snacks.

Immediate dissemination of this memorandum is desired.
PROVISION OF TECHNICAL ASSISTANCE TO SCHOOLS ON THE PREPARATION OF CPD LAC AND INSET INSTRUCTIONAL DESIGN

PROGRAM OF ACTIVITIES

June 13, 2018, 1:00 PM
DALIPO National High School

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>I. Prayer</td>
<td>1:00 – 1:05 PM</td>
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<tr>
<td>II. Checking of Attendance</td>
<td>1:05 – 1:10 PM</td>
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<tr>
<td>III. Orientation on PRC-CPD Accreditation of Programs</td>
<td>1:10 – 2:00 PM</td>
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<tr>
<td>IV. Presentation of Findings on LAC and INSET Instructional Design Submitted</td>
<td>2:00 – 3:00 PM</td>
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<td>V. Ways Forward</td>
<td>3:00 – 4:30 PM</td>
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<tr>
<td>• Edit design submitted following the PRC-CPD Guidelines</td>
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<tr>
<td>• Prepare and submit Instructional Design for INSET</td>
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