



October 1, 2018

**DIVISION MEMORANDUM**

No. 77 s. 2018

**DIVISION TRAINING OF TEACHERS ON PEDAGOGICAL RETOOLING IN MATHEMATICS,  
LANGUAGES AND SCIENCE (PRIMALS)**

TO : OIC-Asst. Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
Chief – School Governance and Operations Division  
Education Program Supervisors  
Public School District Supervisors  
EP Specialists II- Alternative Learning System  
Public Elementary School Heads  
Select Master Teachers  
All Others Concerned

1. Pursuant to Republic Act No. 10533, otherwise known as the Enhanced Basic Education Act of 2013, whose primary goal is to develop holistically Filipinos imbued with 21<sup>st</sup> century skills and strongly promote better education of learners, the City Schools Division of Antipolo through the Curriculum Implementation Division Project **GABAY**, a **Division Training of Teachers on Pedagogical Retooling in Mathematics, Languages and Science (PRIMALS)**, will be conducted on November 26-29, 2018 at Bosoboso Highlands Resort.
2. Specifically, the activity aims to:
  - a. Demonstrate in-depth understanding of the basic knowledge of Mathematics, Languages and Science curriculum
  - b. Improve teachers' competencies on the use of different pedagogical approaches
  - c. Apply the necessary knowledge and skills gained for effective delivery of instruction
  - d. Enhance teachers' skills on the use of Bloom's Taxonomy of Learning
3. Participants to this activity are the select Grade 4-6 teachers teaching Mathematics, Languages and Science.
4. Expenses relative to conduct of the activity shall be charged against the division HRTD (Human Resource Training and Development) Funds for the Technical Working Committee and a registration fee of Php 3 400 per participant will be charged to School MOOE Funds, both subject to the usual accounting, auditing rules and regulations.
5. Attached herewith are the following enclosures for your reference:

Enclosure 1 – List of Participants  
Enclosure 2 – Working Committees  
Enclosure 3 – Program
6. Widest dissemination of this Memorandum is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent





Enclosure No. 1 to Division Memorandum No. 77, s. 2018

**LIST OF PARTICIPANTS**

| SCHOOL                             | NO. OF PARTICIPANTS |         |          |         |       |
|------------------------------------|---------------------|---------|----------|---------|-------|
|                                    | MATH                | ENGLISH | FILIPINO | SCIENCE | TOTAL |
| 1. Sta. Cruz Elementary School     | 3                   | 3       | 3        | 3       | 12    |
| 2. Bagong Nayon I Elem. School     | 3                   | 3       | 3        | 3       | 12    |
| 3. Bagong Nayon II Elem. School    | 3                   | 3       | 3        | 3       | 12    |
| 4. Bagong Nayon IV Elem. School    | 3                   | 3       | 3        | 3       | 12    |
| 5. Dela Paz Elementary School      | 2                   | 2       | 2        | 2       | 8     |
| 6. Muntindilaw Elementary School   | 2                   | 2       | 1        | 2       | 7     |
| 7. San Isidro Elementary School    | 3                   | 3       | 3        | 3       | 12    |
| 8. Mambugan I Elementary School    | 2                   | 2       | 2        | 2       | 8     |
| 9. Mambugan II Elementary School   | 2                   | 2       | 2        | 2       | 8     |
| 10. Mayamot Elementary School      | 3                   | 3       | 3        | 3       | 12    |
| 11. Juan Sumulong Elementary Sch.  | 3                   | 3       | 3        | 3       | 12    |
| 12. Dalig Elementary School        | 1                   | 1       | 2        | 2       | 6     |
| 13. Kaila Elementary School        | 2                   | 2       | 2        | 2       | 8     |
| 14. Knights of Columbus Elem. Sch. | 1                   | 2       | 1        | 2       | 6     |
| 15. Lores Elementary School        | 3                   | 2       | 3        | 2       | 10    |
| 16. Nazarene Ville Elem. School    | 2                   | 2       | 2        | 2       | 8     |
| 17. Isaias S. Tapaes Elem. School  | 3                   | 3       | 3        | 3       | 12    |
| 18. Jesus S. Cabarrus Elem. Sch.   | 2                   | 2       | 2        | 2       | 8     |
| 19. Pantay Elementary School       | 1                   | 2       | 2        | 2       | 7     |
| 20. San Antonio Village Elem. Sch. | 1                   | 2       | 2        | 2       | 7     |
| 21. Teofila Z. Rovero Mem. ES      | 2                   | 2       | 1        | 1       | 6     |
| 22. Cupang Elementary School       | 3                   | 2       | 3        | 2       | 10    |
| 23. Cupang ES Annex                | 1                   | 1       | 1        | 1       | 4     |
| 24. Peñafrancia Elem. School       | 3                   | 3       | 3        | 3       | 12    |
| 25. Peñafrancia Elem. School Annex |                     | 1       |          | 1       | 2     |
| 26. Taguete Elementary School      | 1                   | 1       | 1        | 1       | 4     |
| 27. Binayoyo Elementary School     | 1                   |         | 1        |         | 2     |
| 28. Cabading Elementary School     |                     | 1       |          | 1       | 2     |
| 29. Inuman Elementary School       | 2                   | 2       | 2        | 2       | 8     |
| 30. Old Boso-boso Elementary Sch.  | 2                   | 2       | 2        | 2       | 8     |
| 31. Peace Village Elementary Sch.  | 2                   | 2       | 2        | 2       | 8     |
| 32. San Luis Elementary School     | 2                   | 2       | 2        | 2       | 8     |
| 33. Sapinit Elementary School      | 2                   | 1       | 2        | 1       | 6     |
| 34. Tanza Elementary School        | 2                   | 2       | 2        | 2       | 8     |
| 35. Apia Elementary School         | 1                   |         | 1        |         | 2     |
| 36. Calawis Elementary School      | 2                   | 1       | 2        | 1       | 6     |
| 37. Canumay Elementary School      |                     | 1       |          | 1       | 2     |
| 38. Kaysakat Elementary School     | 2                   | 2       | 1        | 2       | 7     |
| 39. Libis Elementary School        | 1                   |         | 1        |         | 2     |
| 40. Paglitaw Elementary School     |                     | 1       |          | 1       | 2     |
| 41. Rizza Elementary School        | 2                   | 2       | 2        | 2       | 8     |





Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



|                                    |           |           |           |           |            |
|------------------------------------|-----------|-----------|-----------|-----------|------------|
| 42. San Joseph Elementary School   | 1         | 1         | 1         | 1         | 4          |
| 43. San Ysiro Elementary School    | 1         |           | 1         |           | 2          |
| 44. Sumilang Elementary School     | 2         | 2         | 2         | 2         | 8          |
| 45. Upper Kilingan Elementary Sch. |           | 1         |           | 1         | 2          |
| <b>TOTAL</b>                       | <b>80</b> | <b>80</b> | <b>80</b> | <b>80</b> | <b>320</b> |



Enclosure No. 2 to Division Memorandum No. 77, s. 2018

**EXECUTIVE COMMITTEE**

Chairperson: **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Co-Chairperson: **DR. GLORIA C. ROQUE**  
OIC-Asst. Schools Division Superintendent

Members:

**LITO A. PALOMAR**  
OIC-Chief, Curriculum Implementation Division  
**REYNALDO M. ANDRADE JR.**  
EPS – Filipino  
**DOLORES J. AGONG**  
EPS – Science  
**CRISTINA C. SALAZAR**  
EPS – English  
**BERNADETTE I. BERBER**  
EPS - Mathematics

**TECHNICAL WORKING COMMITTEE**

| COMMITTEE  | IN-CHARGE  | TERMS OF REFERENCES   |
|--|--|---|
| Registration   | <b>Merlita O. Sayago</b><br><b>Armand Eric D. Caasi</b>  | <ul style="list-style-type: none"> <li>• Prepares the Registration and Meal attendance Form</li> <li>• In-charge of attendance</li> <li>• Facilitates the signing of the Registration and Meal Attendance Form</li> <li>• Prepares and submits accomplished and completed forms to the in-charge</li> <li>• Ensures that participants issued an OR of registration</li> </ul>       |
| Program and Certificates (Participation, Appearance and Recognition) | <b>Dr. Emily M. Concio</b><br><b>Marilyn D. Zapanta</b>  | <ul style="list-style-type: none"> <li>• Prepares the draft of the certificate and have it checked by the in-charge</li> <li>• Prints the number of needed certificates (speaker, participants and members of the TWG)</li> <li>• Presents the certificates to the SDS for signing</li> <li>• Assists in the distribution of the certificates during the Closing Program</li> </ul> |
| Documentation  | <b>Marilou M. Lico</b><br><b>Luz C. Cayanong</b>   | <ul style="list-style-type: none"> <li>• Document event's significant details</li> <li>• Submit a narrative report containing the essential outcome of the event to the program head including the monitoring and evaluation results</li> </ul>   |
| Physical Arrangement/Sound System/Technical/ICT                      | <b>Dr. Nimrod A. Tupas</b><br><b>Ranito S. Gallego</b><br><b>Maria Florabel M. Tolentino</b><br><b>Staff of the assigned venue</b> | <ul style="list-style-type: none"> <li>• Checks the preparedness and order of the venue/session halls</li> <li>• Checks the proper functioning of the sound system, laptop and ICT equipment throughout the sessions</li> <li>• Assists the facilitators in the setting up of their laptops /gadget</li> </ul>  |
| Logistics  | <b>Michael P. Glorial</b><br><b>Rona R. Villeta</b><br><b>Joycelyn Anne G. Bulos</b>   | <ul style="list-style-type: none"> <li>• Plans and secures logistics to support the activity</li> <li>• Prepares materials and deliver it to the in-charge</li> <li>• Prepares contract/documents for the payment of speaker's honorarium</li> </ul>  |





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|                                    |   |   |
|------------------------------------|---|---|
| Food and Health                    | <b>Melanie F. Burgonia</b><br><b>Myrna e. Bautista</b>  | <ul style="list-style-type: none"><li>• Manages and facilitates the preparation and distribution of meals</li><li>• Ensures that all participants were served</li></ul>   |
| Monitoring and Evaluation          | <b>Dr. Isabel M. Gonzales</b>   | <ul style="list-style-type: none"><li>• Prepares and administers questionnaire to participants</li><li>• Monitor and evaluate conduct of the program</li><li>• Prepares and submits evaluation results to the in-charge</li></ul> |
| Budget and Finance                 | <b>Raquel F. Esguerra</b><br><b>Ragaam V. Dela Cruz</b>   | <ul style="list-style-type: none"><li>• Oversees the efficient allocation of funds and timely release as well as documentation for payment</li></ul>  |
| Health and Wellness                | <b>Arline Dulin</b>   | <ul style="list-style-type: none"><li>• Ensures the health and wellness of participants are taken care of</li></ul>   |
| Class Manager/<br>Process Observer | <b>Class 1</b><br><b>1. Jocelyn A. Perez - Math</b><br><b>2. Luz C. Cayanong – Filipino</b><br><b>3. Vivienne C. Martinez – Science</b><br><b>4. Michael T. Tayona – English</b><br><b>Class 2</b><br><b>1. Dr. Gloria Benedicto – Math</b><br><b>2. Dr Emily M. Concio – Filipino</b><br><b>3. Anselmo C. Celeste Jr. - Science</b><br><b>4. Dr. Nimrod A. Tupas - English</b> | <ul style="list-style-type: none"><li>• Prepares the materials to be used by the facilitators</li><li>• Observes the facilitators while in session</li></ul>  |



Enclosure No. 3 to Division Memorandum No. 77, s. 2018

### PROGRAMME

#### Part I. Registration

#### Part II. Opening Program

|  |   |
|--|---|
| National Anthem                                    | <b>DR. ARNEL T. BUENA</b><br>EPS- EsP                                   |
| Prayer   | <b>DOLORES J. AGONG</b><br>EPS- Mathematics                             |
| CALABARZON March<br>Mabuhay Rizal<br>Antipolo Hymn | <b>ANSELMO C. CELESTE JR.</b><br>EPS - MAPEH                            |
| Presentation of Participants                       | <b>REYNALDO M. ANDRADE JR.</b><br>EPS - Filipino                        |
| Opening Remarks                                    | <b>DR. GLORIA C. ROQUE</b><br>OIC-Asst. Schools Division Superintendent |
| Inspirational Message                              | <b>DR. ROMMEL C. BAUTISTA</b><br>Schools Division Superintendent        |
| Statement of Purpose                               | <b>CRISTINA C. SALAZAR</b><br>EPS - English                             |

#### Part III. Closing Program

|                          |   |
|--------------------------|---|
| Pilipinas Kong Mahal     | <b>MARILYN D. ZAPANTA</b><br>PSDS, District I-C   |
| Prayer                   | <b>BERNADETTE I. BERBER</b><br>EPS- Mathematics   |
| Awarding of Certificates | <b>DR. ROMMEL C. BAUTISTA, CESO V</b><br><b>DR. GLORIA C. ROQUE</b><br><b>LITO A. PALOMAR</b><br><b>REYNALDO M. ANDRADE JR.</b><br><b>CRISTINA C. SALAZAR</b><br><b>DOLORES J. AGONG</b><br><b>BERNADETTE I. BERBER</b> |
| Closing Remarks          | <b>LITO A. PALOMAR</b><br>OIC-Chief, Curriculum Implementation Division   |

**FERDINAND G. VILLAFLOR / MARCEL SJ. ALEJANDRO**  
Masters of Ceremony