DIVISION MEMORANDUM
No. 93 s. 2018

WORKSHOP ON THE ENHANCEMENT OF INDIGINIZED LESSON PLANS FOR GRADE 4-6

To: OIC Chief Curriculum Implementation Division
   Education Program Supervisor (ESP, AP and Filipino)
   IPEd Focal Person and Alternate Focal Person
   SDS II-E and II-F
   Public Elementary and Secondary School Heads of IPEd Implementing Schools
   IPEd School Coordinators and their Alternates
   All Others Concerned

1. In line with D.O. 22, S. 2018 on the amended Multi-Year Implementing Guidelines on the Allocation and Utilization on the Indigenous People Education Program Support Fund, this Division will conduct the Workshop on the Enhancement of Indigenized Lesson Plan for Grade 4-6, on December 3-4, 2018 at Kaysakat National High School, Brgy. San Jose, Antipolo City.

2. This activity aims to enhance the developed IPEd Indigenized Lesson Plan for Grade 4-6 in adherence to the standards set by the department.

3. Participants to this activity are CID Chief Curriculum Implementation Division, Division IPEd Focal Person, Alternate Focal Person, Education Program Supervisor (ESP, Filipino and AP), Public School District Supervisor (District II-E and II-F), School IPEd Coordinators and their Alternate, selected teacher (1 per school) and selected IP Representative of IPEd implementing school.

4. Expenses related to the conduct of this training such as food and supplies will be charged to 2018 Division IPEd Fund.

5. School heads should make the necessary arrangement with the schedule of the concerned teachers. No disruption of classes should be observed.

6. The Matrix of Activities (Enclosure No. 2) and the List of Facilitators and member of the TWG with their terms of reference (Enclosure No. 3) are attached for your reference.

7. For your widest dissemination and compliance.

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

Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo City 630-3110
www.depedantipolo.com
"EDUKASYONG TAPAT AT SAPAT DAPAT PARA SA LAHAT"
## OPENING AND CLOSING PROGRAM

<table>
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<tr>
<th>TIME</th>
<th>December 3, 2018 (DAY 1)</th>
<th>December 4, 2018 (DAY 2)</th>
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</table>
| 7:00-8:00  | Opening Program  
- National Anthem  
- Prayer  
- CALABARZON Hymn  
- Mabuhay Rizal  
- Antipolo Hymn  
- Introduction of Participants  
- Statement of Purpose  
- House Rules  | Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  
- Mr. Michael T. Tayona |
| 8:00-9:00  | - Presentation of Standards, Guidelines and Enhancement Process  
- Content  
- Pedagogy  
- Technical Specification  | |
| 9:00-10:00 | SNACKS  | SNACKS |
| 10:00-10:30| Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  
- Dr. Emily M. Concio  | Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  |
| 10:30-12:00| NOON BREAK  | NOON BREAK |
| 12:00-1:00 | Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  
- Mrs. Jean L. Danga  | Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  
- Mrs. Digna Orge  |
| 1:00-3:00  | SNACKS  | SNACKS  |
| 3:00-3:30  | Workshop on the Enhancement of IPEd  
- Indigenized Lesson Plans for grade 4-6  
- Mr. Rodrigo Ditarro  | Setting of Future Direction  
- Presentation and Submission of Enhanced IPEd Indigenized Lesson Plan for 4-6  |
| 3:30-5:00  |                                         | Closing Program                                                      |
## TWG MEMBERS & TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>PERSONS INVOLVED</th>
<th>TASKS</th>
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<tbody>
<tr>
<td>Registration Committee</td>
<td>MR. MARCEL ALEJANDRO</td>
<td>• Prepares the Registration and Meal Attendance</td>
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<td></td>
<td>San Joseph ES Teachers</td>
<td>• Facilitate the daily signing of the Registration and Meal Attendance Form</td>
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<td></td>
<td></td>
<td>• Prepares and submits the accomplished and completed forms to the in-charge.</td>
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<tr>
<td>Program and Invitation</td>
<td>MR. RODIEN DUNHILL ARNAIZ</td>
<td>• Prepares the Opening and Closing Programme</td>
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<tr>
<td>Committee</td>
<td>Canumay ES Teachers</td>
<td>• Informs the assigned person/s of their tasks for the program</td>
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<td>• Prints and distributes the Programme</td>
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<td>• Checks the availability of the person/s assigned before the start of the Opening and Closing Program</td>
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<tr>
<td>Documentation Committee</td>
<td>MR. RACOB T. HINALOC</td>
<td>• Documents the activities of the events</td>
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<td></td>
<td>Calawis ES Teachers</td>
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</table>
| Certificate Committee | MR. MARK GABION  
San Ysiro Teacher | • Prepares the Narrative Report together with pictures  
• Submits the Narrative Report a week after the activity to the in-charge (two copies) |
|------------------------|-----------------------------------------------|
| Food & Refreshment Committee | MICHELLE AREVALO  
Libis ES Teacher | • Prepares the draft of the certificate and have it checked by the in-charge  
• Print the number of needed certificates (participants and members of the TWG)  
• Presents the certificates to the SDS for signing  
• Assist in the distribution of the certificate during the closing program |
| Physical/ Arrangement/ Sound System/ Technical Committee | MR. REYNALDO P. LOZANO JR.  
Apia Integrated School | • Inform class managers as to the availability of the food  
• Facilitates if all participants were able to have their food  
• Checks the preparedness and order of the venue/ session halls |
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<tr>
<th>Monitoring &amp; Evaluation</th>
<th>MRS. LOLITA SAN JUAN Binayoyo Teachers</th>
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- Reminds the participants of CLAY GO after the sessions
- Checks the proper functioning of sound system and projector throughout the sessions
- Assists the facilitators in the setting of their laptop/ projector