




November 28, 2018

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
PSDS 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





ENCLOSURE NO. 2- OPENING AND CLOSING PROGRAM

TIME	December 3, 2018 (DAY 1)	December 4, 2018 (DAY 2)
7:00- 8:00	Registration	MOL
8:00- 9:00	Opening Program <ul style="list-style-type: none">• National Anthem• Prayer• CALABRAZON 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
9:00- 10:00	-Presentation of Standards, Guidelines and Enhancement Process -Content -Pedagogy -Technical Specification	Mr. Michael T. Tayona
10:00- 10:30	SNACKS	SNACKS
10:30- 12:00	Workshop on the Enhancement of IPed Indigenized Lesson Plans for grade 4- 6	Workshop on the Enhancement of IPed Indigenized Lesson Plans for grade 4- 6 Dr. Emily M. Concio
12:00- 1:00	NOON BREAK	NOON BREAK
1:00- 3:00	Workshop on the Enhancement of IPed Indigenized Lesson Plans for grade 4- 6	Workshop on the Enhancement of IPed Indigenized Lesson Plans for grade 4- 6
3:00- 3:30	SNACKS	SNACKS
3:30- 5:00	Workshop on the Enhancement of IPed Indigenized Lesson Plans for grade 4- 6 Mrs. Jean L. Danga	-Setting of Future Direction Mrs. Digna Orge -Presentation and Submission of Enhanced IPed Indigenized Lesson Plan for 4- 6 Mr. Rodrigo Ditarro - Closing Program





Enclosure No. 3

TWG MEMBERS & TERMS OF REFERENCE

ASSIGNMENT	PERSONS INVOLVED	TASKS
Registration Committee	MR. MARCEL ALEJANDRO San Joseph ES Teachers	<ul style="list-style-type: none">• Prepares the Registration and Meal Attendance• Facilitate the daily signing of the Registration and Meal Attendance Form• Prepares and submits the accomplished and completed forms to the in-charge.
Program and Invitation Committee	MR. RODIEN DUNHILL ARNAIZ Canumay ES Teachers	<ul style="list-style-type: none">• Prepares the Opening and Closing Programme• Informs the assigned person/s of their tasks for the program• Prints and distributes the Programme• Checks the availability of the person/s assigned before the start of the Opening and Closing Program
Documentation Committee	MR. RACOB T. HINALOC Calawis ES Teachers	<ul style="list-style-type: none">• Documents the activities of the events





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



		<ul style="list-style-type: none">• Prepares the Narrative Report together with pictures• Submits the Narrative Report a week after the activity to the in-charge (two copies)
Certificate Committee	MR. MARK GABION San Ysiro Teacher	<ul style="list-style-type: none">• 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
Food & Refreshment Committee	MICHELLE AREVALO Libis ES Teacher	<ul style="list-style-type: none">• Inform class managers as to the availability of the food• Facilitates if all participants were able to have their food
Physical/ Arrangement/ Sound System/ Technical Committee	MR. REYNALDO P. LOZANO JR. Apia Integrated School	<ul style="list-style-type: none">• Checks the preparedness and order of the venue/ session halls





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



		<ul style="list-style-type: none">• 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
Monitoring & Evaluation	MRS. LOLITA SAN JUAN Binayoyo Teachers	

