

November 25, 2018


DIVISION MEMORANDUM

No. 96 S. 2018

**ONE DAY ORIENTATION/TRAINING OF SCHOOL HEADS AND TEACHERS
OF IPEd IMPLEMENTING SCHOOLS ON BASELINE DATA GATHERING ON
CULTURE-BASED AND CULTURE-SENSITIVE RESEARCH**

TO: OIC-CHIEF Curriculum Implementation Division
Chief Planning and Research
Division IPEd Focal Person
Division IPEd Alternate Focal Person
Public Schools District Supervisor (II-E and II-F)
Public Elementary and Secondary School Heads of IPEd
Implementing school
IPEd School Coordinator
All Other Concerns

1. In line with DO 22, s. 2018 on the amended Multi-Year Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education Support Fund, this Division will conduct a ONE DAY ORIENTATION/TRAINING OF SCHOOL HEADS AND TEACHERS OF IPEd IMPLEMENTING SCHOOLS ON BASELINE DATA GATHERING ON CULTURE-BASED AND CULTURE-SENSITIVE RESEARCH on Dec. 7, 2018 at San Isidro Elementary School, Brgy. San Isidro Antipolo City.
2. This activity aims to:
 - a. Develop the knowledge, skills, and attitude (KSA) of IPEd implementers and managers.
 - b. Conduct a Culture-Based and Culture-Sensitive Research that will be beneficial in the implementation of IPEd Curriculum Program.
3. Participants to this activity are Division IPEd Focal Person, Alternate Focal Person, Public Schools District Supervisors of District II-E and II-F, School Heads, School IP Coordinators and selected teachers of IPEd Implementing School
4. All expenses incurred in this activity such as foods, supplies and materials shall be charged against 2018 IPEd Program Support Fund of the Division subject to the usual accounting and auditing procedures.
5. Concerned teachers should make necessary arrangement with the schedules of the concerned teachers, no disruption of classes will be observed.
6. The matrix of Activities (see Enclosure No.3) and members of the Technical Working Group (see Enclosure No.4) are attached for your reference.
7. Attendance of all participants is required.
8. For your widest dissemination and compliance.


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



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

The following composition of participants is to be observed

DISTRICT/ SCHOOL	IPEd ALTERNATE FOCAL	IPEd ALTERNATE FOCAL	PSDS	SCHOOL HEADS	SCHOOL IPEd COORDINATOR	KEY TEACHER
	1	1				
District II-E			1			
Binayoyo IS (Elem & Sec.)				1	2	2
District II-F			1			
Paglitaw Primary School					1	1
Apia Int. School (Elem&Sec)				1	2	3
Calawis ES				1	1	3
San Joseph ES				1	1	2
Canumay ES				1	1	1
Libis ES				1	1	2
San Ysiro ES				1	1	1
Kaysakat NHS				1	1	1
Calawis NHS				1	1	1
Canumay NHS				1	1	2
CID Chief	1					
SGOD Chief	1					
Planning	1					
Soc. Mob	1					
TOTAL	5	1	2	10	13	19

TOTAL= 50



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Enclosure No. 1 to Division Memorandum No. 96 s. 2018

EXECUTIVE COMMITTEE

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

Vice Chairperson : **DR. GLORIA A. ROQUE**
 OIC- Assistant Schools Division Superintendent

- MEMBERS:**
1. DR. GLORIA A. BENEDICTO
 2. MRS. JEAN L. DANGA
 3. DR. EMILY M. CONCIO
 4. MR. MICHAEL L. TAYONA

WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Mr. Marcel SJ. Alejandro And Ms. Bernadette Gonzales	- In-charge of Attendance - Ensures that all participants are registered..
Documentation	Ms. Liza Banayo And Mrs. Ella Eata	- Documents events of the activity and submit Narrative and pictorial report in soft and hard copy to the program in-charge.
Program and Invitation	Mr. Reynaldo Lozano And Ms. Kimberly Liwanag	- Prepares program and facilitates its distribution - Prepares list of guest and participants
Awards and Certificates	Ms. Digna Orge And Riza Cables	- Prepares certificates and submit to the program in-charge for checking.
Physical Arrangements And Decorations	Mr. Racob T. Hinaloc And IPEd Coordinators	- Prepares backdrop, tarpaulin and other decoration to be used during the program
Food and Refreshment	Ms. Michelle Arevalo And Ms. Amelia Doroteo	- Manages and facilitates the preparation/distribution of meals
M & E	Mrs. Lolita San Juan	- Monitors and evaluates the conduct of the program-in-charge - Administers and evaluates tool used - Submits results of the evaluation to the program-in-charge



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

ENCOSURE NO. 2 DIVISION MEMORANDUM NO. 96 S. 2018

TRAINING MATRIX

TIME	ACTIVITY/TOPIC	FACILITATORS
7:00-8:00	Registration	Mr. Eduardo Supangan Jr. MT2 San Jose National High School
8:00-9:00	Opening Program	
9:00-9:30	B R E A K	
9:30-12:00	Research Management Guidelines	
12:00-1:00	N O O N B R E A K	
1:00-3:00	Qualitative Research	Mr. Lito A. Palomar CID Chief
3:00-3:30	B R E A K	
3:30-4:00	Submission of Title of Research	Mrs. Emily Concio PSDS II-E
4:00-5:00	Closing Program Home Sweet Home	

OFFICER OF THE DAY: MR. MICHAEL T. TAYONA
PSDS II-F



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Enclosure No. 3 to Division Memorandum No. 96 s. 2018

- A. Registration ----- 7:00-7:30
- B. Opening Program
1. National Anthem ----- **MR. REYNALDO LOZANO, JR.**
School Head, Apia Integrated School
 2. Opening Prayer **MRS. LOLITA SAN JUAN**
SCHOOL Head, Binayoyo Int. School
 3. CALABARZON MARCH **MR. REYNALDO LOZANO, JR.,**
School Head, Apia Integrated School
Mabuhay Rizal **MR. MARK GABION**
Antipolo Hymn School Head, San Ysiro ES
 4. Welcome Remarks **MR. TITO A. CABACABA**
Principal, San Isidro ES
 5. Presentation of Participants **MRS. DIGNA ORGE**
School Head, Calawis National High School
 6. Statement of Purpose **DR. GLORIA A. BENEDICTO**
PSDS I-D
IPEd Focal Person
 7. Inspirational Message **DR. ROMMEL C. BAUTISTA,**
CESO V
Schools Division Superintendent

MR. RODRIGO DETARRO
Master of Ceremony



C. CLOSING PROGRAM

1. Nationalistic Song
MR. RACOB T. HINALOC
School Head, Calawis ES
2. Prayer
ARNAIZ
MR. RODIEN DUNHILL
School Head, San Ysiro
ES
3. Impression
ES
IPEd Coordinator, Calawis
4. Challenge
DR. GLORIA A. ROQUE
OIC- ASDS
IPEd Coordinator,
5. Acceptance
Canumay NHS
DR. GLORIA A. ROQUE
MR. LITO A. PALOMAR
MR. ALFONSO
ABOGADO
DR. GLORIA A.
BENEDICTO
MR. ALBINO BELMONTE
6. Awarding of Certificates
MR. LITO A. PALOMAR
7. Message
MRS. JEAN L. DANGA
Alternate IPEd Focal
Person
8. Closing Remarks

MR. RODRIGO DETARRO
Master of Ceremony