



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



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**DIVISION MEMORANDUM**

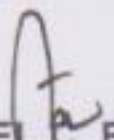
No. 98 s. 2018

To: OIC Chief Curriculum Implementation Division  
IPEd Focal Person and Alternate Focal Person  
PSDS II-E and II-F  
School Heads, School IPEd Coordinators and respective IP Resource Persons  
of IPEd Implementing schools  
All Others Concerned

Subject: **INDIGENOUS PEOPLES EDUCATION (IPEd) YEAR- END PROGRAM  
IMPLEMENTATION REVIEW**

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1. As part of the capacity building and technical assistance to IPEd Implementing Schools in the Division on the implementation of the Indigenous Peoples Education Program, this office should conduct the Indigenous Peoples Education (IPEd) Year – End Program Implementation Review on December 20, 2018 from 8:00 – 5:00 pm at San Isidro Elementary School, Brgy. San Isidro, Antipolo City.
2. This activity aims to
  - a. serve as a mechanism to discuss policy and program directions
  - b. to gathered feedback on the implementation of the IPEd program from CAB Member Representative, School Heads, PSDS and Teachers.
3. Participants to this activity are CID Chief, SGOD Chief, Division IPEd Focal Person, Division IPEd Alternate Focal Person, PSDS of II- E AND II - F School Heads, School IPEd Coordinators and respective IP Resource Persons of IPEd Implementing schools. IPEd implementing Schools are required to prepare the required reports and documents attached in this memorandum as pre- work activity to ensure that the needed data and other information for the technical discussion are readily available. They are advised to bring their own laptop for use during the report/ data consolidation
4. All are expected to be at the venue at 8:00 o'clock in the morning. First meal to be served in AM snacks. All expenses of the said activities shall be charged against Division IPEd funds. Other expenses incurred shall be charged against other local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum desired.

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





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Enclosure No. 1 Division Memorandum No. 98 s. 2018

**EXECUTIVE COMMITTEE**

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

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

**Members: LITO A. PALOMAR**  
OIC, CID Chief

**JONATHAN DOMINGO**  
Chief SGOD

**GLORIA A. BENEDICTO**  
PSDS / IPEd Focal Person

**JEAN L. DANGA**  
IPEd Alternate Focal Person

**EMILY M. CONCIO**  
PSDS, District II- E

**MICHAEL T. TAYONA**  
PSDS, District II- F

**TWG MEMBERS & TERMS OF REFERENCE**

<b>ASSIGNMENT</b>	<b>PERSONS INVOLVED</b>	<b>TASKS</b>
Registration Committee	<b>MR. MARCEL ALEJANDRO</b> San Joseph E/S Teachers	<ul style="list-style-type: none"><li>• Prepares the Registration and Meal Attendance</li><li>• Facilitate the daily signing of the Registration and Meal Attendance Form</li></ul>



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		<ul style="list-style-type: none"><li>• Prepares and submits the accomplished and completed forms to the in-charge</li></ul>
Program and Invitation Committee	<b>MR. RODIEN DUNHILL ARNAIZ</b> Canumay ES Teachers	<ul style="list-style-type: none"><li>• Prepares the Opening and Closing Programme</li><li>• Informs the assigned person/s of their tasks for the program</li><li>• Prints and distributes the Programme</li><li>• Checks the availability of the person/s assigned before the start of the Opening and Closing Program</li></ul>
Documentation Committee	<b>MR. RACOB T. HINALOC</b> Calawis ES Teachers	<ul style="list-style-type: none"><li>• Documents the activities of the events</li><li>• Prepares the Narrative Report together with pictures</li><li>• Sumits the Narrative Report a week after the activity to the in-charge (two copies)</li></ul>





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Certificate Committee	<b>MR. MARK C. GABION</b> San YSIRO ES	<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 (participants and members of the TWG)</li><li>• Presents the certificates to the SDS for Signing</li><li>• Assists in the distribution of the certificate during the Closing Program</li></ul>
Food and Refreshment Committee	<b>MRS. LOLITA SAN JUAN</b> Binayoyo ES	<ul style="list-style-type: none"><li>• Checks the availability of the food before its serving time</li><li>• Coordinates with the class managers as to the availability of the food</li><li>• Facilitates if all participants were able to have their food</li></ul>
Physical Arrangement/ Sound System/ Technical Committee	<b>MR. REYNALDO P. LOZANO JR.</b> Apia Integrated School	<ul style="list-style-type: none"><li>• Checks the preparedness and order of</li></ul>



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<p>Monitoring and Evaluation</p>	<p><b>MICHELLE AREVALO</b> Libis ES Teachers</p>	<p>the venue/ session halls</p> <ul style="list-style-type: none"><li>• Reminds the participants of CLAY GO after the sessions</li><li>• Checks the proper functioning of the sound system and projector throughout the sessions</li><li>• Assists the facilitators in the setting of their laptop/projector</li><li>• Assists the participants in answering the monitoring tool on line</li></ul>
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Enclosure No. 2 Division Memorandum No. 98 s. 2018

ALLOTMENT OF PARTICIPANTS

District/ School	IPEd Focal Person	Alternate Focal Person	P S D S	School Heads	School IPEd Coordinator	KEY Teacher	IP Resource Person	Total
	1	1	2					4
<b>District II-E</b>								
1. Binayoyo ES				1	2	1	1	5
<b>District II-F</b>								
2. Paglitaw Primary School					1		1	2
3. Apia Integrated School (Elem)				1	2	2	1	6
4. Calawis ES				1	1	1	1	4
5. San Joseph ES				1	1	1	1	4
6. Libis ES				1	1	1	1	4
7. Canumay ES				1	1		1	3
8. San Ysiro ES				1	1		1	3
<b>Secondary</b>								
9. Apia Integrated					1		1	2
10. Kaysakat NHS				1	1		1	3
11. Calawis NHS				1	1		1	3
12. Canumay NHS				1	1	1	1	4
<b>TOTAL</b>								
SDS	1							
ASDS	1							
CID Chief	1							
M&E	1							
<b>Total</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>50</b>



**ACTIVITY DESIGN**

**INDIGENOUS PEOPLES EDUCATION (IPEd) YEAR- END PROGRAM IMPLEMENTATION REVIEW**

**December 19, 2018**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>EXPECTED OUTPUTS</b>
7:00 – 8:00	Arrival of Participants	
8:00 – 9:00	Opening Program	
9:00 – 10:00	Discussion and Technical Input on Program Management Concern  <b>GLORIA A. BENEDICTO</b>	
10:00 – 10:30	<b>SNACKS</b>	
10:30 – 12:00	Reporting of Accomplishment per School  District II-E – Elementary and Secondary <b>Emily M. Concio</b>	<b>Accomplishment Report</b> <ul style="list-style-type: none"> <li>○ School Profile</li> <li>○ Ethnographic Profile 2015 – 2016 2016 – 2017 2017 – 2018</li> <li>○ No. of LP Crafted by Grade level per School</li> <li>○ IPEd Activities</li> <li>○ CAB Formation</li> <li>○ School Community Linkage/ Partnership</li> <li>○ Future Plans &amp; Projects</li> <li>○ Other Issues and Concerns</li> <li>○ Map of ICC</li> <li>○ Latest Interfacing of National and Community Competencies</li> </ul>
12:00 – 1:00	<b>LUNCH BREAK</b>	
1:00 – 2:30	District II- F (Elementary)  <b>JEAN L. DANGA</b>	
2:30 – 3:00	<b>SNACK</b>	
3:00 – 4:00	District II- F (Secondary)  <b>MICHAEL TAYONA</b>	
4:00 – 5:00	<b>CLOSING PROGRAM</b>	





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**OPENING PROGRAM**

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|------|--|---|
| I.   | Opening Prayer                                     | <b>MRS. RITA A. CALIBUSO</b><br>IPEd Coordinator<br>Binayoyo ES   |
| II.  | National Anthem                                    | <b>MR. REYNALDO P. LOZANO JR.</b><br>OIC-Apia Integrated School   |
|      | CALABARZON March<br>Mabuhay Rizal<br>Antipolo Hymn | <b>MR. RACOB T. HINALOC</b><br>Principal Calwis ES  |
| III. | Welcome Remarks                                    | <b>MR. MICHAEL TAYONA</b><br>PSDS, District II-F<br><br><b>BENJAMIN CRUZ</b><br>IP Representative   |
| IV.  | Presentation of Participants                       | <b>MR. MARK C. GABION</b><br>TIC- San Ysiro   |
| V.   | Message  | <b>DR. ROMMEL C. BAUTISTA, CESO V</b><br>Schools Division Superintendent<br><br><b>MR. LITO A. PALOMAR</b><br>OIC, CID- Chief<br><br><b>MR. JONATHAN DOMINGO</b><br>SGOD- Chief |
| VI.  | Statement of the Purpose                           | <b>DR. GLORIA A. BENEDICTO</b><br>PSDS/ IPEd Focal Person   |

**MR. RODIEN DUNHILL ARNAIZ**  
Master of Ceremony





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**CLOSING PROGRAM**

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|------|--------------------------|--|
| I.   | Closing Prayer           | <b>MRS. MARIA MICHELLE AREVALO</b><br>TIC, Libis ES  |
| II.  | Nationalistic Song       | <b>MR. JUMAR CALIBUSO</b><br>Teacher, Apia ES  |
| III. | Impression               | <b>MRS. EMILY M. CONCIO</b><br>PSDS- District II-F   |
| IV.  | Challenge                | <b>DR. ROMMEL C. BAUTISTA, CESO V</b><br>Schools Division Superintendent   |
| V.   | Acceptance of Challenge  | <b>MRS.</b><br>School Head Calawis NHS<br><br><b>BENJAMIN CRUZ</b><br>IPEd Resource Person   |
| VI.  | Awarding of Certificates | <b>DR. ROMMEL C. BAUTISTA, CESO V</b><br>Schools Division Superintendent<br><br><b>MR. LITO A. PALOMAR</b><br>OIC, CID- Chief<br><br><b>MR. JONATHAN DOMINGO</b><br>SGOD- Chief<br><br><b>DR. GLORIA A. BENEDICTO</b><br>PSDS/ IPEd Focal Person |
| VII. | Closing Remarks          | <b>MRS. JEAN L. DANGA</b><br>Alternate IPEd Focal Person   |

**MR. RODIEN DUNHILL ARNAIZ**  
Master of Ceremony