



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
PARTIDA ELEMENTARY SCHOOL
SITIO PARTIDA, BRGY. MUZON, CSJDM, BULACAN

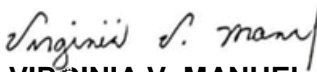
January 04, 2024

School- Based Memorandum
No. 01, s. 2024

IN-SERVICE TRAINING FOR TEACHERS

To: Performing Teachers of Partida Elementary School

1. This is to announce the forthcoming In-Service Training for Teachers on January 24-26 & 29-30, 2024 entitled “**Upskilling for Teachers in Upholding Quality Education in the Context of Sustaining Flexible Learning**” with the *Theme: One PESian, One Goal for Quality Education.*
2. Objectives of the sessions will be:
 - a. To equip the teachers in the RPMS Tools for Teachers I-III.
 - b. To help teachers in understanding and instructional skills to develop their effectiveness in the classroom.
 - c. To utilize strategies, techniques and approaches for all learning areas that may work best for teachers, learners and even for parents.
3. Participants to the 5-day session will be the school head, teachers in all grade levels. (SpEd, Kindergarten to Grade Six)
4. Training will start at 8:00 am and end at 5:00 p.m., hence being punctual is strictly desired.
5. 100% attendance is enjoined for all participants.
6. Immediate and wide dissemination of this memorandum is earnestly desired.


VIRGINIA V. MANUEL
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte, Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: (044) 320-7223



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ACTIVITY DESIGN

I. TITLE: “UPSKILLING FOR TEACHERS IN UPHOLDING QUALITY EDUCATION IN THE CONTEXT OF SUSTAINING FLEXIBLE LEARNING”
THEME: ONE PESIAN, ONE GOAL FOR QUALITY EDUCATION.

II. OBJECTIVES:

- To equip the teachers in the RPMS Tools for Teachers I-III.
- To help teachers in understanding and instructional skills to develop their effectiveness in the classroom.
- To utilize strategies, techniques and approaches for all learning areas that may work best for teachers, learners and even for parents.

III. PROPOSED DATE: January 24-26, 29-30, 2024
NUMBER OF DAYS: 5 Days (8:00am-5:00pm)
PROPOSED VENUE: Partida Elementary School
PARTICIPANTS: Partida ES Teachers (63), non-teaching (8) Speaker (5)

IV. ACTIVITIES: Lecture, Workshop, Film Viewing

V. BUDGETARY REQUIREMENTS:

Date	No. of Recipients	AM Snacks (P65.00)	Lunch (P120.00)	PM Snack (P65.00)
Day 1	71	4,615.00	8,520.00	4,615.00
Day 2	72	4,680.00	8,640.00	4,680.00
Day 3	72	4,680.00	8,640.00	4,680.00
Day 4	74	4,810.00	8,880.00	4,810.00
Day 5	71	4,615.00	8,520.00	4,615.00
Total		<u>23,400.00</u>	<u>43,200.00</u>	<u>23,400.00</u>
Grand Total				₱ 90,000.00

Materials/Certificates/Token

₱ 3,050.00


GRAND TOTAL ₱ 93,050.00

VI. SOURCE OF FUND: MOOE Fund

Prepared:


MARK ACE C. DELA CRUZ
Administrative Officer II

Noted:


VIRGINIA V. MANUEL
Principal I



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(Enclosure 2 of School Memorandum 01, s. 2024)

Technical Working Committee

January 24-26, 29-30, 2024

Chairman: Marelene S. Quibete
Co-Chairman: Zoraida N. Abelilla/ Ma. Oliva DC. Gemao
Members:

OPENING PROGRAM

January 24, 2024

National Anthem	}	Ma. Teresa M. Macalino
CSJDM Hymn		
PES Hymn		
Prayer		Pacita L. Lacsarum
Checking of Attendance		Emily F. Cordero
Certificates		Jackielyn D. Canoza
Master of Ceremony		Christopher R. Calderon
Registration for 5-Days		Liza M. Abelilla
		Mariah Kristelle D. Ipio
Documentation		Violeta M. Tayaban & Sheryl A. Espenedo

SPEAKERS

Gwen T. Francisco
Emel S. Escobido
Atty. Benedict John C. Aure
Ma. Jima T. Cadiz
Ma. Theresa M. Roxas



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(Enclosure 3 of School Memorandum 02, s. 2024)

LIST OF PARTICIPANTS PER GRADE LEVEL

KINDERGARTEN	GRADE FOUR
1. GOJO CRUZ, MARK ANGELO I.	38. GABONADA, JR. ENRIQUE B.
2. MACALE, MARY ROSE D.	39. EVANGELISTA, MARK ANGELO B.
3. AFLORO, LAILA A.	40. ROYO, JENNY LYN G.
4. GASPAR, RODALYN O.	41. SANTAMENA, JOANNE S.
5. DELFINO, MAYETT G.	42. QUIBETE, MARELENE S.
6. DOMINGO, KRISTINE BONIFACE G.	43. DE JESUS, MARIEL GC.
7. APE, ROBEE ELLAINE DS.	44. POLICARPIO, ANJANET C.
GRADE ONE	GRADE FIVE
8. DUPAGAN, LORILIE D.	45. GOJO CRUZ, ADRIAN I.
9. CORONA, ELMA	46. CANO, LENIE U.
10. TAGUINOD, KELLY ROSE T.	47. CELSO, MARIBEL G.
11. SICAT, ELIZABETH DC	48. GOJO CRUZ, ISABELO JR.
12. SORIANO, CYNTHIA P.	49. MAMARIL, MARICEL P.
13. ZUNIEGA, WINELYN T.	50. MORANTE, JULIET T.
14. AVENDAÑO, CHRISTIAN B.	51. YACO, KEITH EDISON P.
15. SUPETLAN, MICHELLEINE D.	52. ADRIANO, MARIAN SB.
16. CORDERO, AMEE MARIE F.	53. GLOVA, EDELYN S.
17. EVANGELISTA, HANNA DANICKA S.	GRADE SIX
GRADE TWO	54. SILVESTRE, ELA Q.
18. CORDERO, EMILY F.	55. ABELILLA, ZORAIDA N.
19. SANTOS, BABYLEN I.	56. VIESCA, DORINESS M.
20. TAYABAN, VIOLETA F.	57. LOMA, MARY JANE G.
21. CANOZA, JACKIELYN D.	58. MON, MARIA KRISTINA F.



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22. ABELILLA, LIZA M.	59. LADOT, MIRASOL D.
23. IPIO, MARIAH KRISTELLE D.	60. MENDOZA, EPIFANIA B.
24. BARTOLOME, JOSEPH D.	61. MENDOZA, ESPHER M.
25. ESPENEDO, SHERYL A.	62. BANTULA, MARIA CORAZON R.
26. CALDERON, CHRISTOPHER R.	SPED
27. LACSARUM, PACITA L.	63. LABINDAO, AGNES E.
GRADE THREE	NON-TEACHING PERSONNEL
28. TAMONDONG, MARICEL S.	64. VIRGINIA V. MANUEL
29. GEMAO, MA. OLIVA DC.	65. DELA CRUZ, MARK ACE C.
30. PRESTOSA, MARIA SANDRA L.	66. MANGALIMAN, MICHELLE T.
31. GOJO CRUZ, JENILYN T.	67. MACAPIA, SOLOMON R.
32. TORRERO, ABIGAIL C.	68. SUELA, JONATHAN G.
33. MABAZZA, ROAN C.	69. ESPAÑOLA, IMELDA P.
34. PORTENTO, VERHMA I.	70. PALACIO, VICENTE L.
35. SANTOS, BABYLEN I.	71. SARITO, MELODY -
GRADE FOUR	
36. RODRIGUEZ, MARLYN M.	
37. DIAMANTE, LUZ M.	

Prepared:

Marelene S. Quibete
MARELENE S. QUIBETE

Master Teacher I/ INSET Chairman-TWG

Noted:

Virginia V. Manuel
VIRGINIA V. MANUEL

Principal I



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Enclosure No. 1 to School Based Memorandum No 1, s. 2024

“Upskilling for Teachers in Upholding Quality Education in the Context of Sustaining Flexible Learning”
Theme: One PESIAN, One Goal for Quality Education
January 24-26, 29-30, 2024

TRAINING MATRIX

TIME	Day 1, Wednesday January 24, 2024	Day 2, Thursday January 25, 2024	Day 3, Friday January 26, 2024	Day 4, Monday January 29, 2024	Day 5, Tuesday January 30, 2024
8:00-8:30	Registration & Opening Program Grade 2	Management of Learning Grade 3	Management of Learning Grade 5	Management of Learning Grade 6	Management of Learning Grade 4
8:30-9:35	RPMS Tool for Teachers I-III (Proficient Teachers) SY 2023-2024 KRA 1 and 2 Marelene S. Quibete Master Teacher I	Midyear Review of SIP/AIP/SLRCP- and the PPAs Virginia V. Manuel School Head-Principal I	Guidelines and Procedures on Implementation of Catch – Up Fridays Virginia V. Manuel School Head-Principal I	Legal Response to Child Abuse: Impact and Consequences Atty. Benedict John C. Aure SDO: Attorney III	RACE: (Recognize, Ask, Care, Escort) Against Suicide Mirasol D. Ladot, Teacher I PES Guidance Coordinator



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9:35-9:50	H E A L T H E B R E A K				
9:50-10:55	Continuation: RPMS Tool for Teachers I-III (Proficient Teachers) SY 2023-2024 KRA 1 and 2 Marelene S. Quibete Master Teacher I	Continuation: Midyear Review of SIP/AIP/SLRCP- and the PPAs Virginia V. Manuel School Head-Principal I	Cyber Safety and Data Privacy for Digital Teachers Emel S. Escobido, Teacher II Gumaoc Elementary School	Understanding Different Benefits & Promotion of Teachers Ma. Jima T. Cadiz Administrative Officer V Administrative Services	Continuation: RACE: (Recognize, Ask, Care, Escort) Against Suicide Mirasol D. Ladot, Teacher I PES Guidance Coordinator
10:55-12:00	RPMS Tool for Teachers I-III (Proficient Teachers) SY 2023-2024 KRA 3 and 4 Zoraida N. Abelilla Master Teacher I	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: English Maria Kristina F. Mon-Napolis, Teacher III English Coordinator	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: Filipino Jenilyn T. Gojo Cruz, Teacher III Filipino Coordinator	Inventory: Documents Daily Deliveries and Shipments Ma. Teresa M. Roxas Administrative Officer IV Property and Supply Section	Demonstration Teaching in Reading Mariah Kristelle D. Ipio, Teacher I



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12:00-1:00	L	U	N	C	H	B	R	E	A	K
1:00-2:15	RPMS Tool for Teachers I-III (Proficient Teachers) SY 2023-2024 KRA 5 Marelene S. Quibete Master Teacher I	Child Protection Policy Gwen T. Francisco Master Teacher II Paradise Farms National High School	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: Science Mariel GC. De Jesus, Teacher I	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: MAPEH Espher M. Mendoza, Teacher III MAPEH Coordinator	Student Handbook Updating Zoraida N. Abelilla Master Teacher I					



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2:15-3:30	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: Mathematics Mary Jane G. Loma, Teacher III Mathematics Coordinator	Continuation: Child Protection Policy Gwen T. Francisco Master Teacher II Paradise Farms National High School	Continuation: Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: Science Mariel GC. De Jesus, Teacher I	Retooling on the Effective Teaching Strategies, Techniques and Approaches in Different Learning Areas Towards 21st Century Skills: Araling Panlipunan Doriness M. Viesca, Teacher II	Continuation: Student Handbook Updating Zoraida N. Abelilla Master Teacher I
3:30-3:45	H E A L T H B R E A K				



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3:45-5:00	Demonstration Teaching in Mathematics Joseph D. Bartolome, Teacher III	Demonstration Teaching in English Maria Kristina F. Mon-Napolis, Teacher III English Coordinator	Demonstration Teaching in Science Keith Edison P. Yaco, Teacher I	Demonstration Teaching in Kindergarten Rodalyn O. Gaspar, Teacher I	Finishing Strong Marelene S. Quibete Master Teacher I CLOSING ACTIVITY Kindergarten/SPED
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Prepared:

Marelene S. Quibete
MARELENE S. QUIBETE
Master Teacher I, INSET Chairman-TWG

Noted:

Virginia V. Manuel
VIRGINIA V. MANUEL
School Head – Principal I

Reviewed:

ROLANDO T. SOTELO, DEM
CID- Chief

Recommending Approval:

JAIME T. TUGADE, PhD, CESE
Assistant Schools Division Superintendent

Approved:

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent
Officer-In-Charge



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In-Service Training Plan for School Year 2023-2024
January 24-26,29-30, 2024

“Upskilling for Teachers in Upholding Quality Education in the Context of Sustaining Flexible Learning”
Theme: One PESian, One Goal for Quality Education.

TITLE OF TRAINING/ACTIVITY	OBJECTIVE	DATE	PARTICIPANTS	BUDGETARY REQUIREMENTS	EXPECTED OUTPUT
Day 1 <ul style="list-style-type: none">RPMS Tool for Teachers I-III (Proficient Teachers) SY 2023-2024 KRA 1 - 5Retooling on the Effective Teaching strategies, Techniques and Approaches in Different Learning	<p>To provide updates for the teachers in the RPMS Tools for Teachers I-III for SY 2023-2024.</p> <p>To utilize strategies, techniques and approaches for all learning areas that may work best</p>	January 24, 2024	1 School Head 63 teaching personnel 7 non-teaching personnel	P17,750.00	<p>Accomplished RPMS midyear assessment.</p> <p>Be equipped with appropriate strategies techniques and approaches suited to the needs of the learners.</p>



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Areas towards 21 st Century Skills (Mathematics)	for teachers, learners and even for parents.				
Demonstration Teaching (Mathematics)	To help teachers in understanding and instructional skills to develop their effectiveness in the classroom.				Showcased the expertise of Mathematics teacher for best understanding and applied instructional skills to develop effectiveness of learner's performances.
Day 2 • Midyear Review of SIP/AIP/SLRCP – and the PPAs:	Assess and evaluate school programs and projects, its status and effectively.				Accomplished evaluation form for the status of PPAs.



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<ul style="list-style-type: none"> Retooling on the Effective Teaching strategies, Techniques and Approaches in Different Learning Areas towards 21st Century Skills (English) Understanding Child Protection Policy 	<p>To utilize strategies, techniques and approaches for all learning areas that may work best for teachers, learners and even for parents.</p> <p>To equip teachers with appropriate skills and knowledge for appropriate assistance and interventions as may be required if any incidents may arise.</p> <p>To help teachers in understanding and</p>	<p style="text-align: center;">January 25, 2024</p>	<p style="text-align: center;">1 School Head 63 teaching personnel 7 non-teaching personnel 1 Resource Speaker</p>	<p style="text-align: center;">P18,000.00</p>	<p>Be equipped with appropriate strategies techniques and approaches suited to the needs of the learners.</p> <p>Extend ways to be equipped on supporting learner's safety and protection for giving appropriate assistance and interventions as may be required if any incidents may arise.</p>
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<ul style="list-style-type: none"> Demonstration Teaching (English) 	instructional skills to develop their effectiveness in the classroom.				Enhanced teachers' understanding in content knowledge and pedagogical instructional skills in teaching English.
<p style="text-align: center;">Day 3</p> <ul style="list-style-type: none"> Guidelines and Procedures on Implementation of Catch – Up Fridays 	To clearly identify the guidelines and procedures on implementation of Catch – Up Fridays. To equip teachers with the knowledge and skills to				Clearly identified and strengthen the foundational, social and other essential skills of learners to achieve the goals of Catch – Up Fridays



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<ul style="list-style-type: none"> Cyber Safety and Data Privacy for Digital Teachers Retooling on the Effective Teaching strategies, Techniques and Approaches in Different Learning Areas towards 21st Century Skills, Filipino and Science 	<p>protect sensitive data, ensure system integrity, minimize cyber risks and cultivate cyber awareness.</p> <p>To utilize strategies, techniques and approaches for all learning areas that may work best for teachers, learners and even for parents.</p> <p>To help teachers in understanding and instructional skills to develop their effectiveness in the classroom.</p>	<p>January 26, 2024</p>	<p>1 School Head 63 teaching personnel 7 non-teaching personnel 1 Resource Speaker</p>	<p>P18, 000.00</p>	<p>Be equipped and well-informed with the knowledge and skills to protect sensitive data, ensure system integrity, minimize cyber risks and cultivate cyber awareness.</p> <p>Developed skills and knowledge with appropriate strategies techniques and approaches suited to the needs of the learners.</p>
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<ul style="list-style-type: none">Demonstration Teaching (Science)					Be equipped with interactive and enjoyable instructional skills and activities to help develop the full potential of learners in Filipino and Science.
Day 4 <ul style="list-style-type: none">Legal Response to Child Abuse: Impact and Consequences	To equip teachers with appropriate skills and knowledge for appropriate assistance and interventions as may be required if any incidents may arise.	January 29, 2024	1 School Head 63 teaching personnel 7 non-teaching personnel 3 Resource Speaker	P 18,500.00	Be equipped with skills and knowledge in giving interventions and assistance for the situation if may arise.



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<ul style="list-style-type: none"> • Understanding Different Benefits & Promotion of Teachers • Inventory: Documents Daily Deliveries and Shipments • Retooling on the Effective Teaching strategies, Techniques and Approaches in Different Learning Areas towards 21st Century Skills 	<p>To be aware on the different benefits and how to be promoted</p> <p>To understand ones the roles and responsibilities for every material and equipment being issued.</p> <p>To utilize strategies, techniques and approaches for all learning areas that may work best for teachers, learners and even for parents.</p> <p>To help teachers in understanding and instructional skills to</p>				<p>Possessed the abilities and information necessary to provide aid and interventions in the event that a problem arises.</p> <p>Gained understanding on the roles and responsibilities for every material and equipment being issued.</p> <p>Be equipped with appropriate strategies techniques and approaches suited to the needs of the learners.</p>
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MAPEH and Araling Panlipunan <ul style="list-style-type: none">Demonstration Teaching (Kindergarten)	develop their effectiveness in the classroom.				Showcased the expertise of kindergarten teacher for best understanding and applied instructional skills to develop effectiveness of learner's performances.
Day 5 <ul style="list-style-type: none">RACE (Recognize, Ask, Care, Escort) Against Suicide	To equip teachers with appropriate skills and knowledge for appropriate assistance and interventions as may be required if any incidents may arise.	January 30, 2024	1 School Head 63 teaching personnel 7 non-teaching personnel	P 17,750.00	Be equipped with skills and knowledge in giving interventions and assistance for the situation if may arise.



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<ul style="list-style-type: none">• Demonstration Teaching (Reading) • Students Handbook Updating	<p>To help teachers in understanding and instructional skills to develop their effectiveness in the classroom.</p> <p>Equip teachers with better and deeply understanding of student handbook.</p>				<p>Be equipped with interactive and enjoyable instructional skills and activities to help develop the full potential of learners in reading.</p> <p>Be equipped teachers with better and deeply understanding of student handbook.</p>
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<ul style="list-style-type: none"> Finishing Strong 	To appreciate, understand, embrace and rekindle love for teaching as frontline of learning.				Be appreciative, understanding, embrace and rekindle love for teaching as frontline of learning.
				P 90,000.00	

Prepared:

Marelene S. Quibete
MARELENE S. QUIBETE
 Master Teacher I, INSET Chairman-TWG

Noted:

Virginia V. Manuel
VIRGINIA V. MANUEL
 School Head – Principal I

Reviewed:

ROLANDO T. SOTELO, DEM
 CID- Chief

Recommending Approval:

JAIME T. TUGADE, PhD, CESE
 Assistant Schools Division Superintendent

Approved:

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