



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

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January 26, 2023

**School- Based Memorandum**  
**No. 3, s. 2023**

**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 February 6-10, 2023 entitled “**Enhancing Competency and Professionalism of the 21<sup>st</sup> Century Teachers for Education 4.0**” with the **Theme: One PESian, One Goal for Quality Education.**
2. Objectives of the sessions will be:
  - a. Review and familiarize the tools of RPMS-PPST
  - b. Develop teachers’ professional roles and working relationship with colleagues and non-teaching personnel.
  - c. Develop innovation and action research for the learners
3. Participants to the 5-day session will be the school head, teachers in all grade levels. (Kinder to Grade Six) and Non-Teaching Personnel.
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



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### ACTIVITY DESIGN

**I. TITLE:** “ENHANCING COMPETENCY AND PROFESSIONALISM OF THE 21<sup>ST</sup> CENTURY TEACHERS FOR EDUCATION 4.0” with the *Theme: One PESian, One Goal for Quality Education.*

**II. OBJECTIVES:**

1. Review and familiarize the tools of RPMS-PPST
2. Develop teachers’ professional roles and working relationship with colleagues and non-teaching personnel.
3. Develop innovation and action research for the learners

**III. PROPOSED DATE:** February 6-10, 2023  
**NUMBER OF DAYS:** 5 Days (8:00am-5:00pm)  
**PROPOSED VENUE:** Partida Elementary School  
**PARTICIPANTS:** Partida ES Teachers (52), Non-Teaching (8) Speaker (5)

**IV. ACTIVITIES:** Lecture, Workshop, Film Viewing

**V. BUDGETARY REQUIREMENTS:**

Date	No. of Recipients	AM Snacks (P80.00)	Lunch (P140.00)	PM Snack (P80.00)
Day 1	60	4,800.00	8,400.00	4,800.00
Day 2	60	4,800.00	8,400.00	4,800.00
Day 3	63	5,040.00	8,820.00	5,040.00
Day 4	62	4,960.00	8,680.00	4,960.00
Day 5	60	4,800.00	8,400.00	4,800.00
<b>Total</b>		<u>24,400.00</u>	<u>42,700.00</u>	<u>24,400.00</u>
<b>Grand Total</b>				<b>₱ 91,500.00</b>

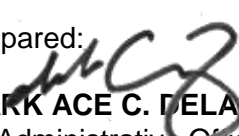
Materials/Certificates/Token

₱ 3,050.00


**GRAND TOTAL** ₱ 94,550.00

**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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**IN-SERVICE TRAINING MATRIX**  
**“ENHANCING COMPETENCY AND PROFESSIONALISM OF THE 21<sup>ST</sup> CENTURY**  
**TEACHERS FOR EDUCATION 4.0”**  
*Theme: One PESian, One Goal for Quality Education*

**February 6, 2023 (Day 1)**

<b>Time</b>	<b>Activities</b>	<b>Resource Person</b>
<b>7:30 – 8:30</b>	<b>Part I - Opening Program</b> Registration National Anthem Prayer Opening Remarks Checking of Attendance	Mary Jane G. Loma & Doriness M. Viesca Espher M. Mendoza Epifania B. Mendoza Virginia V. Manuel Mirasol D. Ladot
<b>8:30 – 9:00</b>	<b>Part II – Session Proper</b> Plenary Session Overview of the 5-Day INSET	Zoraida N. Abelilla
<b>9:00 – 10:00</b>	Revisiting Magna Carta for Teachers	Marelene S. Quibete
<b>10:00 – 11:00</b>	Revisiting Code of Ethics, Duties and Responsibilities	Zoraida N. Abelilla
<b>11:00 – 12:00</b>	Coordinators presentation of Action Plan	Subject Coordinators & Program Coordinators
<b>12:00 – 1:00</b>	<b>LUNCH</b>	
<b>1:00 – 2:30</b>	Coordinators presentation of Action Plan (continuation)	Subject Coordinators & Program Coordinators
<b>2:30 – 3:30</b>	Mid-Year Review of RPMS-PPST	Virginia V. Manuel
<b>3:30 – 5:00</b>	Mid-Year Review of RPMS-PPST	Zoraida N. Abelilla & Marelene S. Quibete



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**February 7, 2023 (Day 2)**

<b>Time</b>	<b>Activities</b>	<b>Resource Person</b>
<b>8:00 – 8:30</b>	<b>Part I - Opening Program Management of Learning (MOL)</b>	Grade 5 Teachers
<b>8:30 – 10:30</b>	Part II – Session Proper DepEd Guidelines and Criteria for Ranking Promotion to Teachers 1-3 Position	Marelene S. Quibete
<b>10:30 – 12:00</b>	Step-by-step process on how to submit the Action Research & Innovation	Donn Uriel C. Buenaventura SGOD-SEPS
<b>12:00 – 1:00</b> <b>1:00 – 5:00</b>	<b>LUNCH</b> Revision of FEA By Laws	Adrian I. Gojo Cruz & Enrique B. Gabonada Jr.



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**February 8, 2023 (Day 3)**

<b>Time</b>	<b>Activities</b>	<b>Resource Person</b>
<b>8:00 – 8:30</b>	<b>Part I - Opening Program Management of Learning (MOL)</b>	Grade 4 Teachers
<b>8:30 – 9:30</b>	<b>Part II – Session Proper</b> Adoption of the Revised Bloom’s Taxonomy in Assessment.	Veronica M. Ellen Teacher III
<b>9:30 - 10:30</b>	Workshop in creating Table of Specifications using Revised Bloom’s Taxonomy by Subject Area.	
<b>10:30-12:00</b>	Comprehensive Walkthrough on the Seven Domains of the PPST for Teachers 1-3	Marelene S. Quibete
<b>12:00 – 1:00</b>	<b>LUNCH</b>	
<b>1:00 – 2:30</b>	Strengthening Teaching through Action Research	Michelle A. Belarmino Master Teacher (Marangal ES)
<b>2:30 – 4:00</b>	Workshop on Action Research	
<b>4:00 – 5:00</b>	DepEd Guidelines for Master Teacher Promotion	Marelene S. Quibete



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**February 9, 2023 (Day 4)**

<b>Time</b>	<b>Activities</b>	<b>Resource Person</b>
<b>8:00 – 8:30</b>	<b>Part I - Opening Program Management of Learning (MOL)</b>	Grade 2 & 3 Teachers
<b>8:30 – 9:30</b>	<b>Part II – Session Proper</b> A simple guide/step in writing an Action Research	Dr. Jaime T. Tugade Jr.
<b>9:30 – 12:00</b>	Design/Develop LAS, SLMs and Video Lessons based on Least Learned Skills of Learners using Medibang (Project CALM)	Mariah Kristelle D. Ipio Joanne S. Santamena-Gojo Cruz Jenilyn T. Gojo Cruz
<b>12:00 – 1:00</b>	<b>LUNCH</b>	
<b>1:00 – 2:00</b>	Design/Develop LAS, SLMs and Video Lessons based on Least Learned Skills of Learners.	Mariah Kristelle D. Ipio Joanne S. Santamena-Gojo Cruz Jenilyn T. Gojo Cruz
<b>2:00 – 3:30</b>	Innovating Education: Educating for Innovation	Wilmar S. Salvador CSJDM Heights High School
<b>3:30 – 5:00</b>	Workshop on Educating for Innovation	



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**February 10, 2023 (Day 5)**

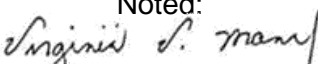
<b>Time</b>	<b>Activities</b>	<b>Resource Person</b>
<b>8:00 – 8:30</b>	<b>Part I - Opening Program Management of Learning (MOL)</b>	Kinder & Grade 1 Teachers
<b>8:30 – 9:30</b>	<b>Part II – Session Proper</b> Test Construction: Higher Order Thinking Skills (HOTS) Questions	Marelene S. Quibete
<b>9:30 – 10:30</b>	Discussion of DepEd Order No. 31, s. 2020	Maria Kristina F. Mon & Marian SB. Adriano
<b>10:30 – 12:00</b>	Learning Management System	Zoraida N. Abelilla
<b>12:00 – 1:00</b>	<b>LUNCH</b>	
<b>1:00 – 2:30</b>	Developing Metacognitive Thinking Skills	Maria Kristina F. Mon
<b>2:30 – 4:00</b>	M & E of Learners Progress and Achievement	Marian SB. Adriano
<b>4:00 – 5:00</b>	Awarding of Certificates	Virginia V. Manuel & Marelene S. Quibete

Prepared:

  
**ZORAIDA N. ABELILLA**  
Teacher III/Chairman-TWG

  
**ELA Q. SILVESTRE**  
Teacher III/Co-Chairman-TWG

Noted:

  
**VIRGINIA V. MANUEL**  
Principal I



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*(Enclosure 1 of School Memorandum 03, s. 2023)*

**Technical Working Committee**

February 6-10, 2023

**Chairman:** Zoraida N. Abelilla  
**Co-Chairman:** Ela Q. Silvestre  
**Members:**  
Maria Kristina F. Mon  
Mirsol D. Ladot  
Mary Jane G. Loma  
Espher M. Mendoza  
Doriness M. Viesca  
Epifania B. Mendoza

**OPENING PROGRAM**

February 6, 2023

National Anthem	}	Espher M. Mendoza
CSJDM Hymn		
PES Hymn		
Prayer		Epifania B. Mendoza
Checking of Attendance		Mirasol D. Ladot
Certificates		Ela Q. Silvestre
Master of Ceremony		Maria Kristina F. Mon-Napolis
Registration for 5-Days		Doriness M. Viesca
		Mary Jane G. Loma
Documentation		Mirasol D. Ladot & Ela Q. Silvestre



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(Enclosure 2 of School Memorandum 03, s. 2023)

**LIST OF PARTICIPANTS PER GRADE LEVEL**

<b>KINDERGARTEN</b>	<b>GRADE THREE</b>
1. GOJO CRUZ, MARK ANGELO I.	23. TAMONDONG, MARICEL S.
2. MACALE, MARY ROSE D.	24. GEMAO, MA. OLIVA DC.
3. LABINDAO. AGNES E.	25. PRESTOSA, MARIA SANDRA I.
4. GASPAS, RODALYN O.	26. GOJO CRUZ, JENILYN T.
5. DELFINO, MAYETT G.	27. TORRERO, ABIGAEAL C.
6. DOMINGO, KRISTINE BONIFACE G.	28. MABAZZA, ROAN C.
<b>GRADE ONE</b>	29. PORTENTO, VERHMA I.
7. DUPAGAN, LORILIE D.	<b>GRADE FOUR</b>
8. AFLORO, LAILA A.	30. RODRIGUEZ, MARLYN M.
9. CORONA, ELMA	31. DIAMANTE, LUZ M.
10. SICAT, ELIZABETH DC	32. GABONADA, JR. ENRIQUE B.
11. SORIANO, CYNTHIA P.	33. IGNACIO, ROCHELLE D.
12. ZUNIEGA, WINELYN T.	34. ROYO, JENNY LYN G.
13. AVENDAÑO, CHRISTIAN B.	35. SANTAMENA, JOANNE S.
14. SUPETTRAN, MICHELLEINE D.	36. QUIBETE, MARELENE S.
15. CORDERO, AMEE MARIE F.	37. DE JESUS, MARIEL GC.
<b>GRADE TWO</b>	<b>NON-TEACHING</b>
16. CORDERO, EMILY F.	1. VIRGINIA V. MANUEL
17. MACALINO, MA. TERESA M.	2. DELA CRUZ, MARK ACE C.
18. TAYABAN, VIOLETA F.	3. MICHELLE T. MANGALIMAN
19. CANOZA, JACKIELYN D.	4. IMELDA P. ESPAÑOLA
20. ABELILLA, LIZA M.	5. SOLOMON R. MACAPIA
21. IPIO, MARIAH KRISTELLE D.	6. JONATHANG. SUELA 7. FELIX MORADA
22. BARTOLOME, JOSEPH D.	8. VICENTE PARAISO



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GRADE FIVE
38. GOJO CRUZ, ADRIAN I.
39. CANO, LENIE U.
40. CELSO, MARIBEL G.
41. GOJO CRUZ, ISABELO JR.
42. MAMARIL, MARICEL P.
43. MORANTE, JULIET T.
44. YACO, KEITH EDISON P.
45. ADRIANO, MARIAN SB.
GRADE SIX
46. SILVESTRE, ELA Q.
47. ABELILLA, ZORAIDA N.
48. VIESCA, DORINESS M.
49. LOMA, MARY JANE G.
50. LADOT, MIRASOL D.
51. MENDOZA, ESPHER M.
52. MENDOZA, EPIFANIA B.
53. MON, MARIA KRISTINA F.
SPEAKER
1. DR. JAIME T. TUGADE JR.
2. VERONICA M. ELLEN
3. DONN URIEL C. BUENAVENTURA
4. MICHELLE A. BELARMINO
5. WILMAR S. SALVADOR



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