



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
PARTIDA ELEMENTARY SCHOOL

April 19, 2024

VIRGINIA V. MANUEL
PRINCIPAL I
Partida Elementary School
Sitio Partida, Brgy. Muzon, City of San Jose del Monte, Bulacan

Madam:

The undersigned request permission from your good office to conduct a Teachers' Workshop on crafting the process of innovation and research through the School Learning Action Cell (LAC), scheduled for Wednesday, April 24, 2024, at 8:00 in the morning, to be held at Partida Elementary School.

This training/workshop aims to Encourage teachers to reflect on their current practices and consider how they can adapt and innovate to better meet the needs of their students and achieve educational goals.

The participants of this activity are sixty (63) Faculty teachers and one (1) School head.

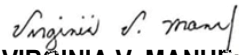
Attached herewith are the matrix of activities (Enclosure No. 1-3) and activity design.

We are hopeful for your favorable consideration and approval to this request. Thank you very much and more power.

Respectfully yours,


JOSEPH D. BARTOLOME
PES Research Coordinator/Chairman

Noted:


VIRGINIA V. MANUEL
Principal I

“MATATAG: Bansang Makabata, Batang Makabansa”



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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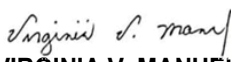
April 19, 2024

School Memorandum
No. 17, s. 2024

TRAINING WORKSHOP ON “CRAFTING THE PROCESS OF INNOVATION AND RESEARCH”

To: All Partida Elementary School Teachers

1. There will be a Training Workshop on crafting the process of innovation and research through the School Learning Action Cell (LAC), scheduled for Wednesday, April 24, 2024, at 8:00 in the morning, to be held at Partida Elementary School.
2. The objectives of the training are as follows:
 - 2.1. to provide teachers with the necessary knowledge, tools, and resources to effectively integrate innovation and research into their teaching practices.
 - 2.2. to facilitate discussions and activities that encourage collaboration among teachers to share ideas, strategies, and best practices related to innovation and research.
 - 2.3. to ensure that the concepts and strategies presented during the orientation align with the overall goals and objectives of the school including improving student achievement and promoting continuous improvement.
3. Expenses like training materials and meals shall be charged against the school maintenance and other Operating Expenses (MOOE).
4. In this connection, participants are instructed to be in the venue at exactly eight o'clock in the morning.
5. Enclosed are the following:
 - 5.1. activity design
 - 5.2. training matrix
 - 5.3. technical working committee
6. Wide dissemination of this memorandum and attendance of all concerned is highly expected.


VIRGINIA V. MANUEL
Principal I

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(Enclosure No. 1 School Memorandum No.17, s.2024)

ACTIVITY DESIGN

I. Title of the Activity

TRAINING/WORKSHOP ON “CRAFTING THE PROCESS OF INNOVATION AND RESEARCH”

II. Objectives

It aims to capacitate sixty (63) PES Teachers and one (1) School head with the concepts and strategies presented during the orientation align with the overall goals and objectives of the school, including improving student achievement and promoting continuous improvement.

III. Setting of the Activity

- a. Date and Time: April 24, 2024, at 8:00am – 12:00nn
- b. Venue: Grade 1 Room (Building 5)

IV. Participants

Teachers	-	63
School head	-	1
		<hr/>
		64

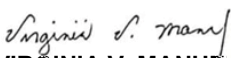
V. Source of Fund

MOOE

Prepared:


MARK ACE C. DELA CRUZ
Administrative Officer II

Noted:


VIRGINIA V. MANUEL
Principal - I

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(Enclosure No. 2 School Memorandum No.17, s.2024)

TRAINING MATRIX

Thursday		
Time	Activity	Person-In-Charge
8:00 – 8:15	Registration	Grade 5 Teachers
8:15 – 8:30	Prayer	
	Nationalistic Song	
	Energizer	
	Opening Remarks	
	Statement of the Purpose	
	Inspirational Message	
9:00 – 10:00	Crafting The Process of Innovation and Research	VIRGINIA V. MANUEL <i>Principal - I</i> Liberty Lenz O. Escobar Speaker
10:00 - 10:15	Health Break	
10:15 – 11:00	Group Work Presentation	PES Teacher
11:00 - 11:30	Awarding of Certificates	Program Host Resource Speaker
11:30 – 12:00	Closing Remarks	Marelene S. Quebete, MT-1
Edelyn S. Glova, Program Host		

Prepared:

JOSEPH D. BARTOLOME
PES Research Coordinator/Chairman

Noted:

VIRGINIA V. MANUEL
Principal - I

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(Enclosure No. 3 School Memorandum No.17, s.2024)

Technical Working Committees

Attendance and Registration: **MARIBEL G. CELSO**

Decoration: **MARICEL P. MAMARIL**

Physical Arrangement: **LENIE U. CANO**

Sounds/ Technical Assistance: **ISABELO I. GOJO CRUZ Jr.**

Documentation: **JULIET T. MORANTE**

Narrative: **MARIAN SB. ADRIANO**

Foods/Refreshments: **KEITH EDISON P. YACO**

Program/Invitation/Certificate: **ADRIAN I. GOJO CRUZ**

Prepared:

JOSEPH D. BARTOLOME
PES Research Coordinator/Chairman

Noted:

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Principal - I

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