Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

DepED
DEPARTMENT OF EDUCATION

July 11, 2013

DIVISION MEMORANDUM
No. 251 s. 2013

2013 MTAP –DEPED SATURDAY MATHEMATICS PROGRAMS

To: OIC, Assistant Superintendents
Education Supervisors/ Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary School Heads

1. Attached is a copy of DepEd ADVISORY No. 234, series 2013, dated June 7, 2013 entitled, " **2003 MTAP-DepEd SATURDAY MATHEMATICS PROGRAMS"**.

2. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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2013 MTAP-DEPED SATURDAY MATHEMATICS PROGRAMS

The Mathematics Teachers Association of the Philippines (MTAP) will be offering the *2013 MTAP-DepEd Saturday Mathematics Programs* for Regular Pupils/Students and for Talented Pupils/Students.

The first program aims to: 1) provide the pupils and students the opportunity to explore Mathematics without the threat of tests; 2) review the materials covered last school year to enable pupils/students to do well in Mathematics this coming school year; and 3) prepare the Grade 6 pupils and Fourth Year students for entrance examinations for First Year high school and college levels. In addition to objective 3), the second program aims to prepare talented students for the Metrobank-MTAP-DepEd Math Challenge Competition.

The program for regular pupils/students will be conducted on six Saturdays, 8:00 a.m. to 12:00 nn from July 20 to August 24, 2013. The sessions will be for pupils/students who belong from the 25th to the 85th percentile at each grade/year from Grade 1 to Fourth Year. A written permit from the parents is necessary.

The program for mathematically talented pupils/students will be conducted on seven Saturdays, 8:00 a.m. to 12:00 nn *from October 26 to December 14, 2013, except November 2, 2013.* The sessions will be for pupils/students who belong to the top 15th percentile. The school principal shall endorse the pupils/students who wish to participate upon presentation of permit from the parent/guardian.

The MTAP Chapters/Divisions/School Associations which are interested to conduct either program may visit the MTAP Office at 039 Oxford St. corner Columbia St., Cubao, Quezon City or contact telephone nos.: (02) 912-5249 and (02) 709-0447.

ANNOUNCEMENT

The 2013 MTAP-DepEd Saturday Program in Mathematics for Regular Students* will be conducted on six (6) Saturdays from July 20 to August 24, 2013**. The sessions will be for the 25th to the 85th percentile of the class at each grade/year level, Grade 1 to 4th year. A Center may opt to take participants only from Grade 3 for the Regular Program. The classes will be from 8:00 to 12:00 noon. Students are required to attend in **uniform and with their school ID**. In case the uniform is in the wash, students may attend in their P.E. uniform.

There will be a fee of ₱200.00*** for the whole series of sessions which may be paid at any Centers to the contact person indicated on or before July 12, (October 5 for the Talented) Friday. Strict adherence to the deadline is necessary to prevent any disorder and waste of time in organizing classes on the first day. Drop-ins disrupt classes and often make classes too big for a class. Students may choose any Center convenient for them.

The program aims at providing students the opportunity to do mathematics with some open-problem solving without the threat of tests, giving students an intensive review of the material they covered in the previous year and the first weeks of this school year to cope more readily with lessons this year, and prepare the Grade 6 to Fourth Year students for entrance exams for 1st year and College respectively.

[Write the names of the Centers (Schools) with the names of Coordinators here.]

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Parents' Permission

I understand the conditions indicated above and I am allowing my son/daughter, __
_____ who is studying in Grade_____ /_____Year at
_____ to join the classes for regular students at
_____ .

(Please indicate the Center)

Signed:_____ Tel./Cell No. _____
Please sign over printed name. (Guardian)

[Endorsed: _____ School: _____]
                    Principal

_____   Tel./Cell No. _____
Name of person to contact for messages

Please xerox if additional copies are needed.

*Change to "Mathematically Talented Students" for the** October 5 to November 23, 2013 Program. *** ₱250.00 Endorsement of principal is needed only for the talented.

Guidelines for the Center Coordinators

A Center is a school chosen because it is whitens one jeep/bus ride from several schools.

The following guidelines apply to the Center Coordinator.

1. Be a model for your trainers on punctuality and discipline. Be at the center at least half an hour before a session starts.

2. Coordinate with your Supervisor/Head of Schools Association in choosing trainers for your Center. Grade 5 & 6 should be taught by First year teachers though for regular students, a Grade 6 teacher may teach Grade 5.

3. Make sure there is only one trainer per class for all sessions. There is to insure continuity of what is being taught and the students get used to the teacher.

4. Get the training materials early enough to make sure you can give each of your trainers a copy of the materials at least 2 days before the session so that they can prepare properly.

5. Tell teachers in your district they must give you the number of students/pupils attending the training one week before the first session so that you can ask for the correct number of hand-outs. They can ask the parents to sign first the form and indicate when they will pay if this is allowed for the Division.

6. Make sure all students are in uniform with the ID well displayed. This is for the protection of the student. If the uniform is in the laundry, allow the students to use their P.E. uniform or a white t-shirt with black/dark-blue jeans and ID. This to make sure that non-participants do not enter school premises.

7. Make sure each student has a copy of the materials for the session. Give them scratch paper [from the over-all coordinator] and allow them the use of a calculator even if the students have to share.

8. Call the attention of any trainer who does not come in time or fails to attend to the discipline of his/ her students. Make sure all the trainers use cooperative learning.

9. During sessions, go around every now and then to see that the trainers are well prepared. [If you are teaching, make a quick round when your pupils are doing groupwork.] If you find that any trainer comes to the sessions unprepared, please do not take that teacher as trainer again in future programs. Tell your trainers not to sit down especially in the first part of the session. They may do it briefly while the students are doing seatwork. Tell them never to begin the session by making the pupils study the question or solve problems. This means the trainers are not prepared.

Guidelines for the Division/Private Schools Association Coordinator

The Division Math Supervisor/Head of Private Schools Association or the one designated by him/her is the over-all coordinator.

The over-all coordinator is the responsible to:

1. Make all necessary arrangements with the MTAP.

2. Receive one set of materials from the MTAP and duplicate the materials for the Centers so that each individual student/pupil will receive a copy. Scratch paper is to be provided with the session materials.

3. Give the necessary orientation to trainers who may be teaching for the first time. Provide each one with a copy of the paper on Cooperative Learning.

4. Decide whether Center Coordinators may allow payment for the fee to be given in installment.

5. Receive the remittances from the different Centers of the Division/Association and give the Center Trainers their honoraria as specified in #11, Inclosure 3.

6. Give each Center coordinator 10% of whatever is turned over; 5% to the principal of the Center. [In general, the Center Coordinator may teach one class.]

7. Remit to the MTAP three percent (3%) of the GROSS PROCEEDS of the Division/Association. This arrangement is for Saturday programs outside the National Capital Region. [MTAP takes the role of the Division for the whole NCR]. The over-all coordinator gets 2% of the GROSS PROCEEDS or ₱3000 for the regular program, and ₱3500 for the talented if this is larger than the 2%.

8. All expenses are taken from the 95% of the gross proceeds, such as the cost of duplicating materials, scratch paper, chalk, ect. the honoraria of trainers, janitors, security guards, etc.

9. The Division is free to decide on how to use the balance of the 95% of the GROSS PROCEEDS. What is given in #6 is only a suggestion.

   a. There is no need for the over-all coordinator to provide the MTAP how the proceeds are spent. It only asks for the number of students and the GROSS PROCEEDS.

   b. The MTAP would just like to remind each Division to set aside a portion of the NET PROCEEDS for the 2013 Math Challenge so that there is no need to ask for contributions from participating schools. If several Divisions in a Region implement the Saturday Programs, they could also decide to set aside a portion for the Regional Math Challenge if they so desire.

10. Tell trainers to begin each class actively by a payer, song and/or a game.

11. Suggested honoraria are as follows or as decided by the Division.

     a. security guard, if any, ₱50 per session.
     b. 8 or fewer classes – ₱75 and 9 or more classes – ₱100 for a janitor
     c. a trainer gets the following:

          *15-17 students – ₱300 per session,
          *18-22 students – ₱350 per session,
          *23-27 students – ₱400 per session,
          *28-32 students – ₱450 per session,
          *33-37 students – ₱500 per session,
          *38 or more   – ₱550 per session,

Each trainer takes care of his/ her own snacks.

The MTAP prefers bigger classes, if possible 36-40 so that the teachers will not have time to pay special attention to any student or group. What is desired is that students develop the ability to learn by themselves through cooperative learning. The more students learn without the help of the teacher, the more successful is the teacher. Smaller classes indicated above are only tolerated when there are too few students for a given grade/year.