



October 4, 2013

DIVISION MEMORANDUM

No. 598, s. 2013

DIVISION CONFERENCE FOR SECONDARY SCHOOL ENGLISH COORDINATORS

**To: OIC, Assistant Superintendents
Education Supervisors/ Coordinators
Secondary School Heads**

1. This Office announces the conduct of the **Division Conference for Secondary School English Coordinators** on October 21, 2013 at Golden Prince Hotel and Suites, Acacia Street, Corner Archbishop Reyes Avenue, Cebu City.
2. Participants to this one-day assembly are the Secondary School English Coordinators and the Cebu Province English Advocates Society (CPEAS) Officers. They are required to bring to the venue the following:
 - TIIP
 - Action Plan
 - Grades 7 and 8 Teacher's Guides
 - List of Least Learned Skills in NAT
 - List of Training Needs based on NCBTS Results
 - List of Untrained Grade 8 English Teachers
3. Traveling expenses and a registration fee of **Six Hundred Fifty Pesos (Php 650.00)**, inclusive of meals, snacks, venue rental and other expenses relative thereto, shall be chargeable against **local school SEF/MOOE/PTA Funds**, subject to their availability and the usual accounting and auditing rules and procedures.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate and wide dissemination of this Memorandum is desired.

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

DIVISION CONFERENCE FOR SECONDARY SCHOOL ENGLISH COORDINATORS

October 21, 2013

Golden Prince Hotel and Suites

Acacia Street, Corner Archbishop Reyes Avenue, Cebu City

CONFERENCE MATRIX

Time	Activity
7:30-8:30 a.m.	Registration Mrs. Epifania Caruz Mrs. Presentacion Baril
8:30-9:30	Opening Program <ul style="list-style-type: none"> ➤ National Anthem ➤ Prayer ➤ Welcome Remarks ➤ Rationale ➤ Presentation of Participants ➤ Message ➤ Mechanics of the Workshop ➤ House Rules ➤ Energizer Host Mrs. Edralina D. Jumao-as Mrs. Sonia M. Lauronal Dr. Mary Ann P. Flores Mrs. Imelda Lazaga Dr. Arden D. Monisit Or His Authorized Representative Mrs. Marivic Ylanan Mrs. Anabella Gemina Mr. Leoncio Payosan Rosemarie D. Cuizon
9:30-9:45	Morning Tea
9:45-11:00	Identifying the Least Learned Skills and Training Needs - Mrs. Sonia M. Lauronal
11:00-12:00	Teaching Demonstration I (Paraphrasing) - Mr. Francisco P. Trinidad
12:00-1:00 p.m.	Lunch
1:00-2:00	Teaching Demonstration II (Using Cohesive Devices) - Mrs. Imelda P. Lazaga
2:00-2:30	Sharing of Action Plans and TIIPs - Mr. Marlowe P. Balangkig
2:30-3:15	Designing the Instructional Plan in English the KPUP Way - Mr. Michael Angelo S. Magalso
3:15-3:30	Afternoon Tea
3:30-5:00	Planning for the 2013 English Festival - Mrs. Sonia M. Lauronal
5:00-5:30	Next Steps and Closure - Dr. Mary Ann P. Flores
Documentation	Mr. Leoncio Payosan