

June 5, 2015

**DIVISION MEMORANDUM**

No. 307, s. 2015

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF INSTRUCTIONAL PLAN  
(IPlan) FOR GRADES 1, 2, 3 & 4**

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary School Heads**

1. Attached Is Regional Memorandum No. 316, s. 2015, entitled, **“Regional Capability Building-Workshop on Writing of Instructional Plan (IPlan) for Grades 1, 2, 3, & 4.”**
2. Please refer to the enclosed List of Participants.
3. Expenses for board and lodging of participants are chargeable against **Regional HRTD Funds**, while traveling and other incidental expenses are chargeable against **local school MOOE Funds**, subject to the usual accounting and auditing rules and regulations. First meal is **breakfast** of June 16, 2015. Last meal is **dinner** of June 18, 2015.
4. This Memorandum serves as participants' Authority to Travel.
5. Immediate dissemination of the contents of this Memorandum is desired.

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

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)

**Regional Capability Building-Workshop on Writing of Instructional Plan (IPlan)  
for Grades 1, 2, 3 & 4**

**ENGLISH GRADE 2**

1. Ms. Jennifer Mahusay - Montañeza ES, Malabuyoc
2. Ms. Aurora Gabucan - Tuburan CS
3. Ms. Racel Tura - Cordova CS

**FILIPINO GRADE 2**

1. Ms. Angeline Alin - Consolacion CS
2. Ms. Gay Velez - Tayud ES, Liloan
3. Ms. Ruby Sontosidad - Liloan CS

**MATH GRADE 2**

1. Ms. Elsa Panugaling - Kandugay ES, Barili 2
2. Ms. Ann Michele Tapayan - Argao CS
3. Ms. Brenda Judaya - Tayud ES, Consolacion

**ARAL PAN GRADE 2**

1. Ms. Marnelli Ancajas - Tabogon CS
2. Ms. Daffodil Fatima - Sogod CS
3. Ms. Vanessa Cartagena - Consolacion CS

**MAPEH GRADE 2**

1. Ms. Luz Donaire - San Fernando CS
2. Ms. Ma. Elona Aguihon - Tuburan I CS
3. Ms. Elnie Bacayo - Sogod CS

**EsP GRADE 2**

1. Ms. Nancy Amay - Pinamungajan CS
2. Ms. Gyn Rivera - Balamban I District
3. Ms. Dionileh Samante - Aloguinsan District

**MTB-MLE GRADE 1**

1. Mrs. Jennifer Artiaga - Sogod CS
2. Mrs. Luthgarda Borgonia - Balamban CS

**MTB-MLE GRADE 2**

1. Ms. Estela Niere - Boljoon CS
2. Ms. Delia Pleños - Dumanjug I CS

**MTB-MLE GRADE 3**

1. Ms. Mylah Villanueva - Carmen CS
2. Ms. Julie Rendon - Oslob CS

**SCIENCE GRADE 3**

1. Ms. Isabelita Contento - Santa Fe CS
2. Ms. Romelia Colanag - Minglanilla SSES

**SCIENCE GRADE 4**

1. Ms. Rita Del Castillo - Estaca ES, Compostela
2. Ms. Mary Jane Dinampo - Minglanilla SSES

**EPP GRADE 4**

1. Mr. Jayson Armodia - Sogod CS
2. Ms. Ma. Virgie Sicuya - Calumboyan ES, Sogod



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JUN 03 2015

**REGIONAL MEMORANDUM**

No. **316**, s. 2015

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF  
INSTRUCTIONAL PLAN (iPlan) FOR GRADES 1, 2, 3, & 4**

To : Schools Division Superintendent/OICs  
Regional Chiefs

1. With the aim of assisting the teachers in the preparation of functional/operational Instructional Plans, and to ensure the effective implementation of the K to 12 Basic Education Program (BEP) in the Region, this Office through the Human Resource Development Division (HRDD) in collaboration with all the Functional Divisions, will conduct a **Regional Capability Building-Workshop on Writing of Instructional Plan (iPlan) for Grades 1, 2, 3, & 4** on June 16-18, 2015 at DepED ECOTECH Center, Sudlon, Lahug, Cebu City.
2. The objectives of this activity include the following:
  - 2.1 Identify the Scope and Sequential Topics of Grades 1, 2, 3, & 4 Learning Area Competencies (1<sup>st</sup> to 3<sup>rd</sup> Quarter for Grades 1 & 2, and 1<sup>st</sup> to 4<sup>th</sup> Quarter for Grades 3 & 4);
  - 2.2 Develop creative and appropriate Instructional Plans (iPlans); and
  - 2.3 Promote a culture of collaborative work and collegial learning among teachers and instructional leaders.
3. Schools Division Superintendents are **directed** to carefully select the participants, and give preference to Elementary Master Teachers/Teachers who are knowledgeable and have the passion of writing iPlans. For objective selection of participants, priority shall be given to those who have:
  - served as Regional/Division Trainers in the K to 12 Curriculum
  - actively participated in the previous workshops on iPlan scoping, sequencing, and writing, and have produced quality (iPlans) outputs
  - sufficient knowledge and skills in using computer
  - actually taught the indicated Grade Level or Learning Area

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ EFA 2015: Konapatan ng Lahat, Pananagutan ng Lahat ”*

4. Below are the specified number of participants per Schools Division and Learning Area:


Schools Division	Grade Level	Number of Participants						Total
		English	Filipino	Math	AP	MAPEH	EsP	
Bais City	1	1	1	1	1	1	1	6
Bayawan City		2	2	2	2	2	2	12
City of Bogo		1	1	1	1	1	1	6
Bohol		3	3	3	3	3	3	18
Carcar City		2	2	2	2	2	2	12
Cebu City		2	3	3	3	3	3	3
Cebu Province	3		3	3	3	3	3	18
Danao City	1		1	1	1	1	1	6
Dumaguete City	1		1	1	1	1	1	6
Guihulngan City	1		1	1	1	1	1	6
Lapu-lapu City	3		3	3	3	3	3	3
Mandaue City		2	2	2	2	2	2	12
City of Naga		2	2	2	2	2	2	12
Negros Oriental		3	3	3	3	3	3	18
Siquijor	4	2	2	2	2	2	2	12
Tagbilaran City		2	2	2	2	2	2	12
Talisay City		2	2	2	2	2	2	12
Tanjay City		2	2	2	2	2	2	12
Toledo City		2	2	2	2	2	2	12
<b>Total</b>		<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>228</b>

Learning Area	Grade Level/s	Number of Participants							Total
		Bohol	Cebu	Cebu City	Dumaguete City	Lapu-lapu	Mandaue	Neg. Or.	
MTB-MLE	1	2	2	1	1	1	1	2	10
	2	2	2	1	1	1	1	2	10
	3	2	2	1	1	1	1	2	10
Science	3	2	2	1	1	1	1	2	10
	4	2	2	1	1	1	1	2	10
EPP	4	2	2	1	1	1	1	2	10
<b>Total</b>		<b>12</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>60</b>

5. All concerned authorities shall ensure that classes left behind by the teachers attending in the said Workshop are handled by other teachers or necessary arrangements are expected to be done by the School Heads so that pupils do not miss even a single class.
6. All participants are advised to bring the following:
- Curriculum Guides (CGs), Teacher's (TGs), and Learner's Materials (LMs) of their respective Learning Areas
  - Previous Lesson Plans/Log Plans
  - Learning Area Text Books and other reference materials
  - Laptop
7. Regional Office personnel indicated hereunder are expected to attend the said Workshop:

Name	Functional Division
Dr. Marcial P. Degamo	QAD
Dr. Emiliano B. Elnar, Jr.	HRDD
Dr. Luz Jandayan	CLMD
Dr. Milagros Gabia	PPRD
Dr. Flordeliza Sambrano	FTAD
Dr. Maria Jesusa Despojo	CLMD
Mrs. Maurita Ponce	CLMD
Mr. Tomas Pastor	CLMD
Mrs. Nena Miñoza	CLMD
Dr. Eduardo Bacaltos	QAD
Dr. Rosa Cabotaje	QAD
Mr. Allan Villacampa	FTAD
Mrs. Merden L. Bryant	QAD
Dr. Roland Villegas	QAD/ESSD
Mr. Misael Borgania	HRDD

8. The following documents are enclosed for your guidance and reference:
- a. Enclosure No. 1 – Program Schedule Matrix
  - b. Enclosure No. 2 – ECOTECH Center's Check In and Out, and Meal Schedule
9. Expenses for board and lodging of participants are chargeable against **Regional HRTD Funds** while traveling and other incidental expenses of participants are chargeable against **Local/School/Division MOOE Funds** subject to the usual accounting and auditing rules and regulations. **First meal** is breakfast of June 16, 2015. **Last meal** is Dinner of June 18, 2015.
10. For more inquiries, you may contact Dr. Emiliano B. Elnar, Jr. or Mr. Misael Borgania of the Human Resource Development Division (HRDD), DepED RO7 at Tel. No. (032) 414 7324.
11. This Memorandum serves as **Travel Order**.
12. Immediate dissemination of, and compliance with this Memorandum to all concerned is hereby directed.

  
**JULIET A. JERUTA**  
 Director III  
 Officer-In-Charge

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF  
INSTRUCTIONAL PLAN (iPlan) FOR GRADES 1, 2, 3, & 4**

June 16-18, 2015

DepED ECOTECH Center, Sudlon, Lahug, Cebu City

**Workshop Schedule Matrix**

<b>Time</b>	<b>Day 1 June 16, 2015</b>	<b>Day 2 June 17, 2015</b>	<b>Day 3 June 18, 2015</b>
6:30-7:30 AM	<b>Breakfast</b>		
7:30-8:00 AM	<ul style="list-style-type: none"> <li>• Arrival and Registration</li> <li>• Opening Program</li> </ul>	<b>MOL</b>	<b>MOL</b>
8:00-10:00 AM	<ul style="list-style-type: none"> <li>• Classroom Instruction: Focus of Instructional Supervision</li> <li>• iPlan My Lesson <i>by RD Jeruta</i></li> </ul>	<ul style="list-style-type: none"> <li>• Development of creative and appropriate Instructional Plans (iPlans) (1<sup>st</sup> to 3<sup>rd</sup> Quarters for Grades 1 &amp; 2 and 1<sup>st</sup> to 4<sup>th</sup> Quarters for Grades 3 &amp; 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation and critiquing of (iPlans)</li> </ul>
10:00-10:15	<b>Snacks</b>		
10:15-12:00	↓	<ul style="list-style-type: none"> <li>• Alignment and checking on the Pacing of all Parts/Elements of the iPlan</li> <li>• Alignment of iPlan</li> </ul>	<ul style="list-style-type: none"> <li>• Refinement of iPlans</li> <li>• Peer Editing &amp; Proofreading</li> </ul>
12:00-1:00 PM	<b>Lunch</b>		
1:00-3:00 PM	<ul style="list-style-type: none"> <li>• Presentation of Verb Lists</li> <li>• Identification and creation by Learning Area of Scope and Sequence of iPlans (1<sup>st</sup> to 3<sup>rd</sup> Quarters for Grades 1 &amp; 2 and 1<sup>st</sup> to 4<sup>th</sup> Quarters for Grades 3 &amp; 4)</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation and critiquing of Instructional Plans (iPlans)</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of iPlans</li> </ul>
3:00-3:15 PM	<b>Snacks</b>		
3:15-5:00 PM	<ul style="list-style-type: none"> <li>• Development of creative and appropriate Instructional Plans (iPlans) (1<sup>st</sup> to 3<sup>rd</sup> Quarters for Grades 1 &amp; 2 and 1<sup>st</sup> to 4<sup>th</sup> Quarters for Grades 3 &amp; 4)</li> </ul>	↓	<ul style="list-style-type: none"> <li>• Workshop Wrap-up</li> <li>• Closing Program</li> </ul>
5:00-6:00 PM	<b>Debriefing</b>		
6:00-7:00 PM	<b>Dinner</b>		

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June 16-18, 2015

DepED ECOTECH Center, Sudlon, Lahug, Cebu City

**ECOTECH Center's Check-In and Out, and Meal Schedule**

Check-In		Check-Out		Meal	
Date	Time	Date	Time	First	Last
June 15, 2015	3:00-7:00 P.M.	June 18, 2015	12:00 P.M.	<b>Breakfast</b> June 16, 2015	<b>Dinner</b> June 18, 2015
June 16, 2015	6:00-7:30 A.M.				

**DAILY MEAL SCHEDULE**

**Breakfast – 6:00 – 7:30 AM**

**Lunch – 12:00 – 12:50 PM**

**Dinner – 6:00 – 7:30 PM**