

July 15, 2015

DIVISION MEMORANDUM
No. **435**, s. 2015

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF INSTRUCTIONAL PLAN (IPlan)
FOR GRADES 7, 8, 9 & 10**

**To: Assistant Superintendent
Division Supervisors/Coordinators
Secondary School Heads**

- Attached is Regional Memorandum No. 408, s. 2015, entitled, **“Regional Capability Building-Workshop on Writing of Instructional Plan (IPlan) for Grades 7, 8, 9 & 10.”**
- Participants to this workshop are the following:

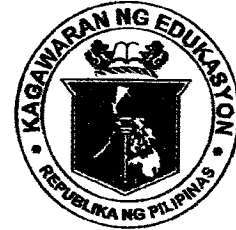
Name	Subject	School	Municipality
1. Mrs. Rowena Comendador	English	Mohon NHS	Sogod
2. Mrs. Reah Caraballe	English	Compostela STHS	Compostela
3. Mrs. Charmaine Juvahib	English	Jose Chona Jo MNHS	Balamban
4. Mrs. Anna Zhusette Pintor	Filipino	Dalaguete NHS	Dalaguete
5. Mrs. Barcelisa Pepito	Filipino	Compostela NHS	Compostela
6. Mrs. Mary Ann Maru	Filipino	Tayud NHS	Consolacion
7. Mrs. Emma Ares	Math	Calumboyan NHS	Sogod
8. Mr. Allan Arranchado	Math	Tominjao NHS	Daanbantayan
9. Mrs. Judith Dagala	Math	Pinamungajan NHS	Pinamungajan
10. Ms. Kathleen Joan Sumalinog	Science	Cordova NHS	Cordova
11. Mr. Jhun Matthew Ares	Science	Carmen NHS	Carmen
12. Mrs. Carina Marikit	AP	Compostela NHS	Compostela
13. Mrs. Tita Ceniza	AP	Tuburan NHS	Tuburan
14. Mr. Kent Medallo	MAPEH	Madridejos NHS	Madridejos
15. Mrs. Janeth Amarillo	MAPEH	Argao NHS	Argao
16. Mr. Jose Garry Napoles	MAPEH	Looc Norte NHS	Asturias
17. Mrs. Socorro Relacion	EsP	Dalaguete NHS	Dalaguete
18. Mrs. Chona Jumao-as	EsP	Cordova NHS	Cordova

- This Memorandum also serves as participants' Authority to Travel.
- Immediate dissemination of and compliance with this Memorandum is directed.

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



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



JUL 13 2015

REGIONAL MEMORANDUM

No. **408**, s. 2015

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF
INSTRUCTIONAL PLAN (iPlan) FOR GRADES 7, 8, 9, & 10**

To : Schools Division Superintendent/OICs
Regional Chiefs

1. To ensure the effective implementation of the K to 12 Basic Education Program (BEP) in the Region, and with the aim of **assisting** the teachers in the preparation of functional/operational Instructional Plans (iPlans), this Office through the Human Resource Development Division (HRDD) in collaboration with all the Functional Divisions, will **initiate** the writing of iPlans through the conduct of the **Regional Capability Building-Workshop on Writing of Instructional Plan (iPlan) for Grades 7, 8, 9, & 10** on July 28-30, 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 7, 8, 9, & 10 Learning Area Competencies (1st to 3rd Quarters for Grades 7 & 8, and 1st to 4th Quarters for Grades 9 & 10);
 - 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 Secondary 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 (ORD), 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

"ESD 2015: Karapatan 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	Science	AP	MAPEH	EsP	
Bais City	7	1	1	1	1	1	1	1	7
Bayawan City		2	2	2	2	2	2	2	14
City of Bogo		1	1	1	1	1	1	1	7
City of Naga		1	1	1	1	1	1	1	7
Carcar City		1	1	1	1	1	1	1	7
Cebu City	10	2	2	2	3	3	3	3	18
Cebu Province		3	3	3	2	2	3	2	18
Danao City		1	1	1	1	1	1	1	7
Dumaguete City		2	2	2	2	2	2	2	14
Guihulngan City		1	1	1	1	1	1	1	7
Lapu-lapu City	9	2	2	2	2	2	2	2	14
Mandaue City		2	2	2	2	2	2	2	14
Bohol		2	2	2	3	3	3	3	18
Negros Oriental		3	3	3	2	2	3	2	18
Siquijor	8	2	2	2	2	2	2	2	14
Tagbilaran City		1	1	1	1	1	1	1	7
Talisay City		1	1	1	1	1	1	1	7
Tanjay City		1	1	1	1	1	1	1	7
Toledo City		1	1	1	1	1	1	1	7
Total		30	30	30	30	30	32	30	212

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 students 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. The following Regional Office personnel are expected to attend the said Workshop to provide assistance to the writers in crafting the iPlans:

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
Mr. Jose Gerard Sol	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 Borgonia	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 July 28, 2015. **Last meal** is Dinner of July 30, 2015.

10. For more information and inquiries, you may contact Dr. Emiliano B. Elnar, Jr. or Mr. Misael Borgonia 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
JULIET A. JERUTA
 Director III
 Officer-In-Charge

JAJ/EBEJ/mgb

**REGIONAL CAPABILITY BUILDING-WORKSHOP ON WRITING OF
INSTRUCTIONAL PLAN (iPlan) FOR GRADES 7, 8, 9, & 10**

July 28-30, 2015

DepED ECOTECH Center, Sudlon, Lahug, Cebu City

Workshop Schedule Matrix

Time	Day 1 July 28, 2015	Day 2 July 29, 2015	Day 3 July 30, 2015
6:30-7:30 AM	Breakfast		
7:30-8:00 AM	<ul style="list-style-type: none"> Arrival and Registration Opening Program 	MOL	MOL
8:00-10:00 AM	<ul style="list-style-type: none"> Classroom Instruction: Focus of Instructional Supervision iPlan My Lesson <i>by RD Jeruta</i> 	<ul style="list-style-type: none"> Development of creative and appropriate Instructional Plans (iPlans) (1st to 3rd Quarters for Grades 7 & 8 and 1st to 4th Quarters for Grades 9 & 10) 	<ul style="list-style-type: none"> Presentation and critiquing of (iPlans)
10:00-10:15	Snacks		
10:15-12:00	↓	<ul style="list-style-type: none"> Alignment and checking on the Pacing of all Parts/Elements of the iPlan Alignment of iPlan 	<ul style="list-style-type: none"> Refinement of iPlans Peer Editing & Proofreading
12:00-1:00 PM	Lunch		
1:00-3:00 PM	<ul style="list-style-type: none"> Presentation of Verb Lists Identification and creation by Learning Area of Scope and Sequence of iPlans (1st to 3rd Quarters for Grades 7 & 8 and 1st to 4th Quarters for Grades 9 & 10) 	<ul style="list-style-type: none"> Presentation and critiquing of Instructional Plans (iPlans) 	<ul style="list-style-type: none"> Submission of iPlans
3:00-3:15 PM	Snacks		
3:15-5:00 PM	<ul style="list-style-type: none"> Development of creative and appropriate Instructional Plans (iPlans) (1st to 3rd Quarters for Grades 7 & 8 and 1st to 4th Quarters for Grades 9 & 10) 	↓	<ul style="list-style-type: none"> Workshop Wrap-up Closing Program
5:00-6:00 PM	Debriefing		
6:00-7:00 PM	Dinner		

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INSTRUCTIONAL PLAN (iPlan) FOR GRADES 7, 8, 9, & 10**

July 28-30, 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
July 27, 2015	3:00-7:00 P.M.	July 30, 2015	5:00 P.M.	Breakfast July 28, 2015	Dinner July 30, 2015
July 28, 2015	6:00-7:00 A.M.				

DAILY MEAL SCHEDULE

Breakfast – 6:00 – 7:30 AM

Lunch – 12:00 – 12:50 PM

Dinner – 6:00 – 7:30 PM