



November 26, 2018

DIVISION MEMORANDUM

No. 848, s. 2018

MASTER TEACHERS' SUMMIT 2018 WITH THE THEME, "FOSTERING GENDER EQUITY IN SCHOOLS THROUGH REFLECTIVE PROFESSIONAL DEVELOPMENT"

**To: Assistant Superintendents
 Chiefs, CID and SGOD
 Division Supervisors/Coordinators
 District Supervisors/OICs
 Elementary and Secondary School Heads**

- This Office announces the conduct of the **Master Teachers' Summit 2018 with the Theme, "Fostering Gender Equity in Schools Through Reflective Professional Development"** at DepEd Ecotech Center, Sudlon, Lahug, Cebu City on December 17-19, 2018.
- Participants to this activity are the elementary and secondary school Master Teachers. They are to bring the following to the venue:
 - laptop and pocket wifi;
 - curriculum guides (CGs)/curriculum maps of their area/s of specialization;
 - TG and LM (same grade level and area of specialization);
 - materials (e.g. pcs of cartolina, cardboards, coloring materials, bond paper, pentel pens, etc.) for the making of instructional materials;
 - best iPlan (3rd or 4th quarter) with complete set of audio-visual aids;
 - contextualized/gender fair Instructional Materials/Strategies for the exhibit by cluster; and
 - notebook.
- District Supervisors/OICs are requested to submit the list of Master Teachers per district, using the template below in MS Excel format, to this Office (Attention: Dr. Mary Ann P. Flores, CES-CID) through email at annp2go2012@yahoo.com.ph not later than December 3, 2018.

Cluster: _____

District: _____

No.	Name (Surname, First Name MI)	Male or Female (Please check.)		School	Contact Number/s	email address
		M	F			

4. To prepare for this activity, facilitators of the break-out sessions and the members of the Program Management Team (PMT) are required to attend the Planning Conference at the Division Office on Friday, December 7, 2018 at 1:00-5:00 p.m. Those who have topics are expected to bring their session guides and slide decks.
5. Traveling expenses of school-based participants and facilitators and the materials to be used by the MTs in designing instructional materials shall be chargeable against **local school Funds**, traveling expenses of PSDS/s involved shall be chargeable against **Division MOOE Funds**, while expenses for accommodation, meals and snacks of participants, trainers/facilitators and members of the PMT shall be chargeable against **Division Gender and Development (GAD) funds**, subject to availability and the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as Authority to Travel.
7. Immediate dissemination of and compliance with this Memorandum is directed.

for:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

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ESTER A. FOTALAN, Ed.D.
Assistant Schools Division Superintendent

Master Teachers' Summit 2018

Theme: Fostering Gender Equity in Schools through Reflective Professional Development
 DepEd Ecotech Center, Sudlon, Lahug, Cebu City
 December 17-19, 2018

Day 1 (Dec. 17)	Activities		Resource Speakers/Facilitators		
7:30 am – 8:00 am	Arrival and Registration		EPSAs		
8:01 am – 9: 00 am	Opening Program		Dr. Jose Garry Napoles/Mr. Orley Perico		
9:01am – 10:30 am	Session 1 (Plenary)	DepEd MGVV: A Retrospect	Dr. Rhea Mar A. Angtud SDS		
10:31 am – 12:00 nn	Session 2 (Plenary)	Legal Basis of MT Positions	Dr. Ester A. Fotalan ASDS		
12:01 pm - 1:00 pm	LUNCH				
1:01 pm – 3:00 pm	Session 3 (Plenary)	Personal Efficacy & Gender & Development	Dr. Leah B. Apao ASDS		
3:01 pm – 5:00 pm	Session 4 (Break-out)	Mentoring/Coaching	Cluster A Dr. Mary Ann P. Flores	Cluster B Dr. Novie O. Mangubat	Cluster C Dr. Pamela A. Rodemio
Officers of the Day/Secretariat/Documenters			EPSAs and Mr. Rommel Tanggol		

Day 2 (Dec. 18)	Activities		Resource Speakers/Facilitators		
7:30 am – 8:00 am	MOL		Host Team	Host Team	Host Team
8:01 am – 10:30 am	Workshop 1 (Breakout)	Designing Contextualized/Localized Gender-Fair DLPs with Focus on the Development of 21 st Century Skills	Mr. Isaiash T. Wagas	Mrs. Marivic M. Yballe	Dr. Chona B. Redoble
10:31 am – 12:00 nn	Workshop 2 (Breakout)	Production of Localized Gender-Fair Instructional Materials (IMs)	Dr. Raquel Solis	Dr. Gladys Balagtas	Mrs. Jennifer Artiaga
12:01 pm - 1:00 pm	Lunch				
1:01 pm – 3:00 pm	Session 5 (Plenary)	Kinder & SpEd Delivery Modes of Instructions	Mrs. Maria Elena T. Paras		
3:01 pm – 5:00 pm	Workshop 3 (Breakout)	Finalization of Outputs (Contextualized/Localized Gender-Fair DLPs & IMs)	Mr. Isaiash T. Wagas/Dr. Raquel Solis	Mrs. Marivic M. Yballe/ Dr. Gladys Balagtas	Dr. Chona B. Redoble/ Mrs. Jennifer Artiaga
Officers of the Day/Secretariat/Documenters			EPSAs and Mr. Rommel Tanggol		

Day 3 (Dec. 19)	Activities		Resource Speakers/Facilitators		
7:30 am – 8:00 am	MOL		Host Team	Host Team	Host Team
8:01 am – 10:30 am	Workshop 4 (Breakout)	Teaching-Demonstration and Critiquing	Mrs. Juvimar E. Montolo/ Dr. Gerardo S. Mantos	Mrs. Jane O. Gurrea/ Mrs. Nenita G. Jaralve	Mrs. Rosemary N. Oliverio/ Mrs. Araceli A. Cabahug
10:31 am – 12:00 nn	Workshop 5 (Breakout)	Preparation for the Exhibit	Dr. Emma Olandria	Mrs. Chloe Garrucha	Mrs. Luthgarda Borgonia
12:01 pm - 1:00 pm	Lunch				
1:01 pm – 3:00 pm	Workshop 6 (Breakout)	Exhibit of Contextualized/Localized Gender-Fair DLPs/Strategies	Dr. Emma Olandria	Mrs. Chloe Garrucha	Mrs. Luthgarda Borgonia
3:01 pm – 4:00 pm					
4:00 pm – 5:00 pm	Plenary	Awarding of Best Contextualized/Localized Gender-Fair DLPs & IMs and Closure			
Officers of the Day/Secretariat/ Documenters	Officers of the Day/Secretariat/Documenters		EPSAs and Mr. Rommel Tanggol		

Class Managers: Cluster A - Dr. Gerardo S. Mantos Cluster B – Mrs. Nenita G. Jaralve
Cluster C - Mrs. Araceli A. Cabahug

Training Coordinator – Dr. Margarita A. Nierra, SEPS-HRD

ITEM OF EXPENDITURE	# REQUIRED (e.g. # of pax / units / sets / hr)	Cost per Unit/Hour	Total # of days	Amount (Division GAD Funds)
A. Pre Implementation				
Snack (Planning Conference)	20 pax	50		1,000
<i>Sub-total Pre Implementation</i>				1,000
B. Implementation				
<i>Live-In:</i>				
Accommodation & Food	600 pax	1500	3	2,700,000
Streamer/ Banner	3 pcs	500		1,500
<i>Total A & B</i>				2,702,500
Ecotech Service Fee	5%			135,00
<i>GRAND TOTAL</i>				Php 2,837,500

APPROVAL SHEET

Prepared by:


GERARDO S. MANTOS, Ed.D.
EPS-SGOD


MARY ANN P. FLORES, Ed.D.
CES, CID

Reviewed By:


MARGARITA NIERRA, Ed.D.
EPS-HRD


NOVIE O. MANGUBAT, Ed.D.
CES, SGOD

Certifying the Availability of Funds:


RIANN C. VILLAMANTE
Accountant III

Recommending Approval:


LEAH B. APAO, Ed.D., CESE
ASDS

APPROVED:

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent



Republic of Philippines
Department of Education

PROGRAM DESIGN

Master Teachers' Summit 2018

Theme: Fostering Gender Equity in Schools through Reflective
Professional Development

December 17-19, 2018

Program Design Template

I. General Program Information:	
Program Title :	Master Teachers’ Summit 2018 with the Theme, “Fostering Gender Equity in Schools Through Reflective Professional Development”
Program Description:	<i>This is a Formal Face-to-Face Training Program for Master Teachers</i>
Prerequisite Programs:	<i>None</i>
Duration:	<i>Formal Face-to-Face (F3) Program = 24 hours (Dec. 17-19 2018) Job-Embedded Learning (JEL) component during SY 2018-2019</i>
Management Level of Program	<i>Division-based</i>
Delivery Mode:	<i>Formal Face-to-Face (F3) = 3-day training cum workshop and Job-embedded Learning (JEL) components of the program (e.g. mentoring, coaching, Professional Learning Communities)</i>
Target Personnel:	<i>Elementary and Secondary School Master Teachers (use the budget template provided to calculate the costs)</i>

Rationale:

The goal of any teaching technique is to set a tone conducive to learning and engage students in the learning process. Participation is essential to learning, and students who are actively involved learn more and are more satisfied with their education. Gender-fair teaching challenges educators both to treat all students equally and to recognize and accommodate different learning styles.

It is really a big challenge to teachers to cater the different needs of the students. New studies help us learn more about our students’ needs in order to reach them accordingly and field experts have proved that boys and girls learn in different ways just because of gender. Coniglio (2016).

Gender based classrooms are not intended to have a different curriculum for boys and girls. It is not giving preference for one gender over another and it is not segregation.

As highly proficient teachers, the Master Teachers serve as mentors/facilitators/consultants and curriculum specialists, collaborators and advocates for professional development and other vital policies within the educational institution.

The 2018 Results Based Performance Manual 1.2.2 states that Master Teacher I-IV (Highly Proficient Teachers) are expected to be at the Highly Proficient career stage, which means that they consistently display a high level of performance in their teaching practice. Generally, they are expected to:

- manifest an in-depth and sophisticated understanding of the teaching and learning process;
- have high education-focused situation cognition, are more adept in problem solving and optimize opportunities gained from experience;
- provide support and mentoring to colleagues in their professional development, as well as work collaboratively with them to enhance the potential for learning and practice of their colleagues; and
- continually seek to develop their professional knowledge and practice by reflecting on their own needs and those of their colleagues and learners.

In consideration of these, the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) have conceptualized the conduct of the 1st ever Master Teachers' Summit in the Division of Cebu Province to provide an avenue for the Master Teachers to reflect on their duties and responsibilities, share best practices, design contextualized instructional materials and demonstrate strategies, so that they may be able to bring home to their respective stations the knowledge, skills and attitudes/values (KSAVs) required for them to effectively and efficiently assist their colleagues, especially in promoting gender-fair classrooms in the Division of Cebu Province.

Objectives:

- review and reflect on the Mission, Vision, Goals and Objectives of the Department of Education and relevant DepEd issuances as basis of the duties and responsibilities of the Master Teachers in promoting gender equity in schools;
- familiarize Gender and Development and its importance in classroom management, development of instructional materials and use of instructional language;
- describe the process of Technical Assistance and the different forms of TA/Mentoring/Coaching delivery and their guiding principles;
- recognize ones' capital, strengths, and professional development needs and gain insights on how to improve emotional quotient and achieve self-efficacy as pre-requisites to effectively managing other people;
- apply the most appropriate pedagogies in designing localized gender-fair Lesson Plans and Instructional materials; and
- appreciate one's job as Master Teachers in adherence to DepEd's organizational rules and guidelines.

End of Program Outputs:

A. Formal Face-to-Face Component:

By the end of the F3 Component, the participants would have developed the following outputs:

- *iPlans that fosters gender equity*
- *Demonstration Teaching on Creating a Gender-Fair Classroom (1- Grade 3; 1 Grade 6; 1 Grade 10)*

B. Job-Embedded Learning (JEL) Component:

- *Contextualized Teacher-Made Gender-Fair Instructional Materials*
- *Demonstration Teaching*
- *A reflective journal with entries that can serve as basis for formative enhancement of Master Teachers' Summit*
- *Documentation of the Master Teachers' Summit*

Expected Final Outcomes/Success Indicators:

The Program outcome is a behavior change in terms of competent Master Teachers who are knowledgeable and practitioners of promoting Gender and Development in their respective schools.

II. Program Content Focus

Content Matrix (Plot the scope of program content based on the priority KSAs identified and their corresponding expected outputs)

Specific Objectives	Content	Suggested Activity	Duration	Expected Outputs
Formal Face-to-Face (F3) Component				
<p>Knowledge:</p> <p>-review and reflect on the Mission, Vision, Goals and Objectives of the Department of Education and relevant DepEd issuances as basis of the duties and responsibilities of the Master Teachers in promoting gender equity in schools;</p> <p>-familiarize Gender and Development and its importance in classroom management, development of instructional materials and use of instructional language;</p> <p>Describe TA/Mentoring/Coaching and the different forms of TA/Mentoring/C</p>	<p>DepEd MVGV: A Retrospect</p> <p>Legal Basis of MT Positions</p> <p>Other Relevant Issuances</p> <p>Gender and Development</p> <p>TA/Mentoring/Coaching</p>	<p>Performing the ff:</p> <p>-Lecturette</p> <p>-Reflection</p> <p>-Treasure Hunt</p> <p>-Lecturette</p> <p>-Reflection</p> <p>-Group Dynamics</p> <p>Simulation</p>	1 day	<p>Reviewed the MVGV of DepEd and the Legal Basis of Master Teacher positions</p> <p>Realized the importance of gender-fair classroom, instructional language and materials</p> <p>Discussed and simulated the TA/Mentoring/Coaching Processes</p>

oaching delivery and their guiding principles.				
<p>Skills:</p> <p>Recognize ones' capital, strengths, and professional development needs;</p> <p>Apply the most appropriate pedagogies in designing localized gender-fair Lesson Plans and Instructional materials</p>	<p>Personal Efficacy/Emotional Quotient</p> <p>Production of Localized Gender -Fair IMs</p> <p>Gender-Fair Lesson Planning</p> <p>Teaching Demonstration</p>	<p>Accomplishing the personality test</p> <p>Designing IMs</p> <p>Lesson Planning</p> <p>Presentation of Outputs and Critiquing</p>	1 day	<p>Completed the Personality Test and shared reflections</p> <p>Localized Gender-Fair lesson plans and IMs</p> <p>Conducted a teaching demonstration using gender-fair DLPs and instructional materials</p>
<p>Attitudes:</p> <p>Appreciate one's job in adherence to DepEd's organizational rules and guidelines.</p>	<p>Exhibit and Gallery Walk</p>	<p>Displaying of localized Gender-Fair IMs</p> <p>giving of insights/reflections/realizations</p>	1 day	<p>Appreciate the CGs, TGs, and LMs.</p>

Activity Schedule: *(Please refer to attached matrix.)*

Materials:

- Curriculum Guides (CGs),
- Teaching Guides (TGs),
- Learning Materials (LMs),
- Teacher Made Gender-Fair IMs
- Inventory of Personality Traits
- iPlan Template
- Laptop and Data Projector

- DepEd Issuances re. Master Teacher Position
- Slide Decks
- Reflection Journals
- Sticker Name Tags
- Bond papers
- Masking Tapes/Carlolina/Manila Paper Art Materials/Metacards

Monitoring and Evaluation:

The Program Management Team has the responsibility for overseeing the Monitoring and Evaluation processes for the Program Delivery System. M&E tools are provided to support both the F3 and JEL phases of the training program as well as the overall management of the program. The following tools are available.

Budget Template

BUDGET TEMPLATE FOR TRAINING AND DEVELOPMENT PROGRAMS
(A separate electronic file in excel format is available)

Activity : Training-Workshop on Disaster Risk Reduction (DRR) Education for Model Schools
 Level: Region

Venue : Ecotech Center, Sudlon, Lahug, Cebu City
 Date : December 17-19, 2018

Division
 Cluster
 School

Please fill or shade the corresponding mode of Professional Development Delivery

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mentoring Programs | <input checked="" type="checkbox"/> Coaching Programs |
| <input checked="" type="checkbox"/> Professional Learning Teams | <input type="checkbox"/> Peer Observation Programs |
| <input checked="" type="checkbox"/> Workshop | <input type="checkbox"/> Accredited Courses |
| <input type="checkbox"/> Structured Professional Reading | <input type="checkbox"/> Personal Professional Reading |
| <input type="checkbox"/> Practicum/School Visit Programs | <input type="checkbox"/> On-line Learning Programs |
| <input type="checkbox"/> External Consultant/Critical Friend | <input type="checkbox"/> Others: Please specify _____ |

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