



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



November 27, 2019

DIVISION MEMORANDUM

No. 754, s. 2019

**TEACHING LEARNING INSTITUTE ON THE ORIENTATION OF LEARNING
AND DEVELOPMENT SYSTEM FOR PSDSs AND SCHOOL HEADS
OF CEBU PROVINCE DIVISION: A TRAINING OF TRAINERS**

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Senior Education Program Specialists/EPS II
Division Learning and Development Committee
All Public Schools District Supervisors (PSDSs)
Elementary and Secondary School Heads
And All Others Concerned**

1. This Office announces the conduct of the " **Four-day Teaching Learning Institute on the Orientation of Learning and Development System for PSDSs and School Heads of Cebu Province Division: A Training of Trainers**" on **December 2 - 5, 2019** (Monday-Thursday) at Ecotech Center/Golden Peak Hotel, Gorordo Avenue, Cebu City.
2. This learning institute/seminar-workshop aims to:
 - 2.1 explain the purpose of L&D System in the context of DepEd;
 - 2.2 expound the guiding principles, objectives and features of DepEd'S L & D System;
 - 2.3 discuss the different sub-system of L & D System;
 - 2.4 craft a Learning & Development Enhancement Action Plan to address gaps in their respective station's L & D processes and competencies.
3. Participants to this four-day learning institute are the Public Schools District Supervisors (PSDSs), one (1) District HRD Coordinator, three (2) School Heads from elementary and one (1) School Head from Secondary (per district), six(6) Pilot Schools and Members of the Learning and Development Committee of the Division whose names appear on the attached list. Likewise, participants are directed to bring with them the following:
 - 3.1. laptop;
 - 3.2. extension wire;
 - 3.3. hard/soft copy of their teachers' electronic self-assessment tool (e-SAT) and classroom observation tool (COT) based on (PPST/RPMS) and FGD's result.

4. Members of the Program Management Team/Training Support Staff and Resource Speakers/Facilitators are required to be at the venue (Golden Peak) on **Day Zero** (December 1, 2019 - from 8:00 AM to 6 PM) for the Walkthrough and refinement of session guide and power point presentation as well as for the preparation of training materials to be used for the said activity. Expenses such as, venue, accommodation, meals and snacks of the program management team and speakers on Day Zero as well as their breakfast on the following day shall be charged against Division **HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. Members of the training team, speakers, admin/logistics support staffs will be given Compensatory Time-off (CTO) for services rendered during Sunday, Saturday or Holiday while, Teacher participants will be given Service Credits for the services they rendered on December 1, 2019 in accordance to the existing Civil Service Commission (CSC) or DepEd Orders Issuances.
6. Participants from Camotes and Bantayan Islands are also given Day Zero, they can also avail of dinner.
7. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least three (3) nurses at the training venue.
8. The said learning institute/seminar-workshop is on live-in/stay-in arrangement. The first meal will be breakfast to be served at 6:00 – 8:00 AM on Day 1/December 2 and the last meal/snack will be served at 3:00 PM on Day 4/December 5 (no dinner). Expenses such as, venue, accommodation, meals, snacks, training materials/tarp and other incidental expenses of the participants shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
9. This Memorandum serves as **Authority to Travel** of the participants and members of the program management team.
10. Immediate and wide dissemination of this Memorandum is desired.

For:

MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

ESTER A. FUTALAN, Ed.D.
Assistant Schools Division Superintendent
Office-in-Charge

Educating for a Strong Republic

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com
Schools Division Superintendent : (032) 255-6405 Admin/legal : (032) 253-7847
Asst. Schools Division Superintendent : (032) – 414-7457 Accounting Section : (032) 254-2632
Disbursing Section : (032) 253-7847
seps-man /2019



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



**Four-day Teaching Learning Institute on the Orientation of Learning and Development System for PSDSs and School Heads of Cebu Province Division:
A Training of Trainers**

December 2 - 5, 2019 (Monday-Thursday)
Golden Peak Hotel, Gorordo Avenue, Cebu City.

Program Management Team (PMT)

Program Director	:	Dr. Marilyn S. Andales, SDS
Asst. Program Directors	:	Dr. Cartesa Perico, ASDS Dr. Ester Futalan, ASDS Dr. Leah B. Apao, ASDS
Program Managers	:	Dr. Novie Mangubat, SGOD Chief Dr. Mary Ann P. Flores, CID Chief
Overall Training Coordinator	:	Dr. Margarita Nierra, SREPS, HRD
Speakers/Facilitators	:	Dr. Cartesa M. Perico, ASDS Dr. Mary Ann Flores, CID Chief Dr. Novie Mangubat, SGOD Chief Dr. Pamela A. Rodemio, EPSVR-Math Mrs. Juvimar E. Montolo, EPSVR-Science Dr. Gladys S. Balagtas, PSDS-Barili 1 Dr. Joel Umbay, PSDS-San Fernando 2 Mr. Eduardo Lasala, PSDS-Dumanjug 1 Dr. Paterno Dandan, PSDS Dumanjug 2 Mr. Danilo Manguilimotan, PSDS-Minglanilla 1 Mrs. Maria Socorro N. Relacion, SREPS-M&E Dr. Margarita A. Nierra, SREPS-HRD Ms. Chloe Garrucha, Principal-Bantayan Mr. Daniel Demetrio, Principal -Minglanilla Mrs. Ellen Ellen Villasencio, Principal 1-Cadulawan, Minglanilla Mrs. Elsa Abatayo, Principal-Minglanilla CES Dr. Romeo V. Mejia, Principal, Bito-on NVHS, Dumanjug Mr. Pedrito Escoreal, Principal-Balygtiki Dumanjug Mrs. Diogracias Ongco, Principal-Tangil ES, Dumanjug Mrs. Virginia P. Borres, Minglanilla Sci.
Overall Team Leader	:	Dr. Pamela A. Rodemio, EPSVR -Math
Asst. Team Leader s	:	
Class 1	:	Dr. Gladys S. Balagtas
Class 2	:	Mr. Eduardo Lasala
Class 3	:	Dr. Joel Umbay
Class 4	:	Dr. Paterno Dandan
Class 5	:	Mr. Danilo Manguilimotan
Class Managers	:	
Class 1	:	Mr. Daniel Demetrio, Principal -Minglanilla Sci.Tech.
Class 2	:	Mrs. Ellen Ellen Villasencio, Principal 1-Cadulawan
Class 3	:	Mrs. Elsa Abatayo, Principal-Minglanilla CES

9

- Class 4 : Mr. Pedrito Escoreal, Principal-Balygtiki ES
 Class 5 : Mrs. Diogracias Ongco, Principal-Tangil ES, Dumanjug

Overall Resource Managers/Documenter of all Classes

: Mr. Louie G. Monteroso, EPSII-HRD

Class Resource Managers

- Class 1 : Mr. Leemarsall L. Tagudin, Minglanilla Sci. Tech
 Class 2 : Ms. Nina Mae Villaver, Cadulawan ES
 Class 3 : Mr. Marlowe Revolteado, Minglanilla CES
 Class 4 : Ms. Juvy C. Bardago, Balaygtiki ES
 Class 5 : Ms. Lelimie Avila, Tangil ES

Process Observers

- Class 1 : Mrs. Razeline A. Balane, Minglanilla Sci.Tech.
 Class 2 : Mrs. Chey Mier, Cadulawan
 Class 3 : Mrs. Marilyn Racoma, Minglanilla CES
 Class 4 : Mrs. Ruth Escudro, Bito-on & Ms. Emily Joy M. Mobe, Balaygtiki
 Class 5 : Ms. Milagros Sta. Rita, Tangil ES

Secretariat

- Class 1 : Ms. Virginia P. Borres, Minglanilla
 Class 2 : Ms. Grace Marie B. Reyes, Minglanilla
 Class 3 : Mrs. Examy Grce E. Cabonilas, Dumanjug
 Class 4 : Mrs. Geraldine C. Flores, Dumanjug
 Class 5 : Ms. Maria Luisa D. Rentucan, Dumanjug

PARTICIPANTS:

All Public Schools District Supervisors

- 1 District HRD Coordinator (per district)
 2 School Heads from Elementary (per district)
 1 School Head from Secondary (per district)

Except for the Districts listed below shall have an expected participants of

- 1 District HRD Coordinator (per district)
 3 School Heads from Elementary (big school)
 2 School Head from Secondary (big school)

Lilo-an	Minglanilla 1
Consolacion	Minglanilla 2
Compostela	Argao 1
Balamban 1	Argao 2
Balamban 2	Dalaguete 1 & 2
San Remigio 1	Barili 1
San Remigio 2	Barili 2

CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5
Minglanilla 1 & 2 San Fernando 1 San Fernando 2, Sibonga, Argao 1 & 2, Dalaguete 1&2, Alcoy, Boljoon,	Oslob, Santander, Samboan, Ginatilan, Malabuyoc, Alegria, Badian, Moalboal, Alcantara, Ronda, Dumanjug1 & 2	Barili 1 & 2, Aloguinsan, Pinamungajan 1&2, Balamban 1&2, Asturias North and South, Tuburan 1 & 2,	Tabuelan, San Remigio 1&2, Daanbantayan 1&2, Medellin, Tabogon Borbon Sogod, Catmon, Carmen, Cordova	Compostela, Lilo-an, Consolacion San Francisco, Poro, Tudela, Pilar, Bantayan 1&2 Madrideojos Sta. Fe
55+12=67 pax	60 pax	55+8=63 pax	60+4=64 pax	55+6=61 pax

SCHEDULE OF ACTIVITIES

**Teaching Learning Institute on the Orientation of Learning and Development
System for PSDSs and School Heads : Training of Trainers**

December 2-5, 2019 (4 days)

DepEd Ecotech Center/Golden Peak Hotel, Cebu City

Day 1 Dec. 2, 2019	Arrival and Registration		1 ½ hour 6:00-7:29AM	Training Team
	Preparing the Learning Environment		½ hour 7:30-7:59AM	
	Opening Program Levelling of Expectations	Lecture	1/2 hour 8:00-8:29AM	L & D Committee
	Session 1: Learning and Development Perspectives	Lecture/discussion	1 ½ hours 8:30-10:00 AM	Dr. Pamela A. Rodemio, EPS Math; Dr. Mary Ann Flores, Chief, CID; Mrs. Juvimar E. Montolo, EPS- Science
	Session2: Learning and Development Overview	Lecture/discussion/ Group Activity	2 hours 10:01- 12:00PPM	Dr. Pamela A. Rodemio, EPS Math
	LUNCH		12:01-12:59	
Day 2 Dec. 3, 2019	MOL		7:30-7:59 AM	Assigned Host
	Session 4. L&D Needs Assessment (LDNA) Subsystem	Lecture/ group discussion	2 hours 8:00-10:00AM	Dr. Gladys S. Balagtas, PSDS, Barili 2
		Lecture/ group discussion	2 hours 10:01-12:00NN	
	Lunch Break		12:01-12:59	
Session 5:L&D Planning (LDP) Subsystem	Lecture/ Sharing	4 hours 1:00-5:00 PM	Dr. Novie O. Mangubat, Chief, SGOD	
Day 3 Dec. 4, 2019	MOL		7:30-7:59 AM	Assigned Host
	Session 6: L&D Program Design (LDPD) Subsystem	Lecture/ Group Presentation	4 hours 8:00-12NN)	Dr. Mary Ann Flores, Chief, CID
	LUNCH	BREAK	12:01-12:59	
	Session 7: L&D Resource Package Development (LDRPD) Subsystem	Lecture/ Group Presentation	2 hours (1:00- 3:00PM)	Dr. Gladys S. Balagtas, PSDS-Barili 2
Session 8: L&D Program Delivery (LDD) Subsystem	Group Workshop	2 hours (3:01- 5:00PM)	Mrs. Chloe Garrucha, Principal, Bantayan	
Day 4 Dec. 5, 2019	MOL		7:30-7:59 AM	Assigned Host
	Session 9: Best Practices of L&D Implementation (School)	Sharing of Best Practices	1 hour 8:00-9:00AM)	Mrs. Ellen Villasencio, Principal, Cadulawan ES
	Session10: Best Practices of L&D Implementation (District)	Lecture/ Sharing of best practices	1 hour (9:01-10:00AM)	Dr. Romeo V. Mejia, Principal, Bito-on VNHS
	Session 11: L & D Enhancement Action Planning	By district activity	2 hours 10:01 – 12:00 NN	Dr. Margarita A. Nierra, SEPS-HRD
	LUNCH	BREAK	12:01-12:59	
	Session12: LDQATAME Subsystem (Plenary Session)	Lecture/discussion	2 hours (1:00-3:00PM)	Mrs. Ma. Socorro Relacion SEPS-M&E
	Session 13: L&D Synthesis (Plenary Session)	Lecture/ Discussion	1 hour (3:00-4:00PM)	Dr. Pamela A. Rodemio, EPS Math
	Evaluation		10 mins. 4:01-4:10PM	Mr. Louie Monteroso
Closing Program		45 mins 4:11-5:00PM	Training team	

Prepared by:


MARGARITA A. NIERRA, Ed.D.
Senior Education Program Specialist – HRD