Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Arch. Gabriel M. Reyes Street, Kalibo, Aklan

October 15, 2019

DIVISION MEMORANDUM
No. 360, s. 2019

DIVISION TRAINING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE OF SUPPORT INSTRUCTIONAL MATERIALS IN MAPEH

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Heads of Public Elementary and Integrated Schools

1. This is to inform the field that there will be a **Division Training Workshop on the Development and Quality Assurance of Support Instructional Materials in MAPEH** on **November 21-23, 2019.** Venue to be announced later.

2. There are three (3) participants per district which will be identified by the District Office. Please submit the names of participants (content expert, IT expert and Grade 1,2, or 3 teacher) on or before **November 11, 2019**, attention: Mrs. Rebecca R. Ibarreta, EPS-MAPEH.

3. Listed hereunder is the allocation of participants.

District	District MAPEH Coordinator (Elementary)	Participants per District (1 –content expert, 1-IT Expert, 1-teacher-either Gr. 1,2,or 3)
1. Altavas	1	3
2. Balete	1	3
3. Banga	1	3
4. Batan	1	3
5. Buruanga	1	3
6. Ibajay East	1	3
7. Ibajay West	1	3
8. Kalibo I	1	3
9. Kalibo II	1	3
10. Lezo	1	3
11. Libacao	1	3
12. Madalag	1	3
13. Makato	1	3
14. Malay	1	3
15. Malinao	1	3
16. Nabas	1	3
17. New Washington	1	3
18. Numancia	1	3
19. Tangalan	1	3
20. Training Staff	4	
TOTAL	**23**	**57 = 80**

4. The participants are advised to bring MAPEH Curriculum Guide, references, laptop and extension cord.

5. There will be a **meeting** of the training staff on **November 7, 2019, Thursday at the ASJ Hall, Division Office, Kalibo, Aklan at 9:00 A.M.** Participants to this meeting are the training staff of the Division Training Workshop on the Development and Quality Assurance of Support Instructional Materials in MAPEH and members of the different working committees.

6. No registration fee shall be charged from the participants. **Expenses** relative to the conduct of this activity such as meals, venue, supplies, certificates, tarpaulin, reproduction of materials and other related expenses shall be charged against **Downloaded Funds (HRTD).** The travel expenses of the training staff/committees and participants shall be charged against school/local fund subject to the usual accounting and auditing rules and regulations.

7. Furthermore, **training staff** and **teacher-participants** are entitled to **1-day service credit** where it applies in accordance with DepEd Order No. 53, s. 2003 entitled: Updating Guidelines on the Grant of Vacation Service Credits to Teachers".

8. The training matrix, training staff and working committees are stipulated in the enclosures to this Memorandum.

9. Immediate and wide dissemination of this **Memorandum** is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

PATROCENIA Y. MAMBURAM
Administrative Officer V
Administrative Services
In-Charge of the Division

Enclosure: As stated
Allotment: 1 (R.O. 12-94)
To be indicated in the Perpetual Index
under the following subjects:

SEMINARS **TEACHERS** **TRAININGS** **WORKSHOPS**

/RRI

Enclosure No. 1 to the Division Memorandum No. 360, s. 2019

EXECUTIVE COMMITTEE

Chairman: Dr. Miguel Mac D. Aposin, CESO V
Schools Division Superintendent

Co- Chairman: Mr. Jose Niro R. Nillasca
Education Program Supervisor, LRMDS
OIC, Office of the Asst. Schools Division Superintendent

Members
Dr. Dobie P. Parohinog
Chief Education Supervisor
Curriculum and Implementation Division

Mr. Michael T. Rapiz
Chief Education Supervisor
School Governance and Operations Division

Training Director
Mrs. Rebecca R. Ibarreta
EPS-MAPEH

Training Staff

Mr. Mahnnie Q. Tolentino, PDO II
LRMDS Focal Person

Ms. Margie Ibuyan
School Principal I

Ms. Nanette M. Sitjar
MAPEH Coordinator, Tangalan

Ms. Sharon N. Reyes
MAPEH Teacher, Kalibo II

Ms. Normina Refol
Grade 1 Teacher, Altavas

Mr. Randy D. Bagac
MAPEH Coordinator, Ibajay West

Mr. Joel Patenio
MAPEH Coordinator, Numancia

Ms. Ma. Mia Iscala
MAPEH Coordinator, Madalag

Ms. Hildegarda Tongcua
MAPEH Coordinator, Banga

Ms. Ma. Clarissa Xyna Z. Faminiano
MAPEH Teacher, Kalibo II

Ms. Ma. Daryl B. Ibardolaza
MAPEH Teacher, Malinao

Ms. Christine Ibardolasa
MAPEH Teacher, Malinao

Mr. Pedrito Mabasa
MAPEH Coordinator, Makato

Mr. Juan O. Salazar
MAPEH Coordinator, Kalibo II

Ms. Joy Remola
MAPEH Coordinator, Libacao

Ms. Annaliza Salvador
MAPEH Coordinator, Nabas

Enclosure No. 2 to the Division Memorandum No. 360, s. 2019

TRAINING MATRIX

Time	Day 1 Thursday, November 21, 2019	Day 2 Friday, November 22, 2019	Day 3 Saturday, November 23, 2019
7:00 – 8:00 AM	Registration	U N F R E E Z I N G	A C T I V I T Y
8:00 – 9:00 AM	Opening Program	Continuation of Workshop	Evaluation of Outputs
9:00 – 10:00 AM	Quality Assurance of Learning Resources PDO II Mahnnie Q. Tolentino		
10:00 – 10:15 AM	B R E A K	A K	
10:15 – 12:00 NN	Do's and Don'ts in Writing Resources, Content Standards and Quality Check PDO II Mahnnie Q. Tolentino	Continuation of Workshop	
12:00 – 1:00 PM	L U N C H B R E A K		
1:00 - 5:00 PM	Workshop	Continuation of Workshop	Finalization and Submission of Outputs Closing Program
Workshop Facilitators	Nanette Sitjar Ma. Mia Iscala Juan Salazar Xyna Faminiano Sharon Reyes	Joy Remola Joel Patenio Annaliza Salvador Daryl Ibardolaza Christine Ibardolasa	Pedrito Mabasa Jr. Randy Bagac Hildegarda Tongcua Normina Refol Margie Ibuyan

WORKING COMMITTEES

Registration/Documentation
Chairman – Mr. Pedrito Mabasa
Members - Ms. Annaliza Salvador
Ms. Joy Remola
Ms. Cindy Bautista

Program/Secretariat/Food
Ms. Nanette Sitjar
Ms. Ma. Mia Iscala
Mr. Randy Bagac
Ms. Hildegarda Tongcua

Stage Decoration, Venue and Sound
Chairman –Juan Salazar
Member-Joel Patenio