



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

February 10, 2022

SCHOOL MEMORANDUM

No. 009 s. 2022

To: All Teachers

CONDUCT OF IN-SERVICE TRAINING FOR TEACHERS

1. This office announces the conduct of In-Service Training for Teachers (INSET) entitled ***"Equipping 21st Century Teachers on Innovative Teaching Methods for a Better Normal"*** on February 14-18, 2022, to be held via *MS Team* at Graceville Elementary School.
2. The objectives of this activity are the following:
 - a. evaluate the school progress attained in the implementation of the school educational programs, projects, and activities (PPAs) in the new normal.
 - b. analyze the school performance and achievements using School Report Card (SRC).
 - c. increase the level of relevance of the School-Based Management (SBM) in the daily operation of the school.
 - d. present the Action Plan and Accomplishment Report of different school coordinators.
 - e. introduce variety of school program, projects, activities appropriate in the new normal.
 - f. review the performance of the teachers and the school staff.
 - g. give advice and recommendation in-order to address teachers' concerns and challenges.
 - h. acquire knowledge in solving school problem through Action Research (AR).
 - i. widen the perspective of teachers on how teaching will be productive using technology.
 - j. equip teachers with the knowledge and skills needed in the new normal education.
 - k. capacitate the teachers on preparation of Instructional Teaching Materials in all learning areas.
 - l. enhance constructive classroom management skills of teachers.
3. Participants of this activity are all the teachers and the school head of Graceville Elementary School.
4. See enclosure 1 & 2 for the Training Matrix and the Program.
5. Immediate and wide dissemination of this memorandum is desired.


DIANALYN A. PALAGANAS, Ph.D.
Principal II



GRACEVILLE ELEMENTARY SCHOOL

Address: Brgy. Graceville City of San Jose Del Monte, Bulacan 3023
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ACTIVITY DESIGN

I. TITLE OF THE ACTIVITY:

“Webinar Workshop on Equipping 21st Century Teachers on Innovative Teaching Methods for a Better Normal”

II. Objectives:

The activity aims to:

- a. evaluate the school progress attained in the implementation of the school educational programs, projects, and activities (PPAs) in the new normal.
- b. analyze the school performance and achievements using School Report Card (SRC).
- c. increase the level of relevance of the School-Based Management (SBM) in the daily operation of the school.
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- j. equip teachers with the knowledge and skills needed in the new normal education.
- k. capacitate the teachers on preparation of Instructional Teaching Materials in all learning areas.
- l. enhance constructive classroom management skills of teachers.

III. Setting of Activity:

- a. Date and Time: February 14-18, 2022 (8:00 am – 5: 00 pm)
- b. Venue: Graceville Elementary School
- c. Platform: Virtual Sessions (MS Team)

IV. Participants:

- 1 – Principal
- 77- Teachers
- 78



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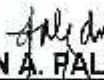
V. Budgetary Requirements: N/A

VI. Budget Source: N/A

Prepared:


SYCHE S. TABUZO
Chairman

Approved:


DIANALYN A. PALAGANAS, Ph.D.
Principal II



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Enclosure No. 1

“Webinar Workshop on Equipping 21st Century Teachers on Innovative Teaching Methods for a Better Normal”

Matrix of Activities

Time	Day 1 February 14, 2022	Day 2 February 15, 2022	Day 3 February 16, 2022	Day 4 February 17, 2022	Day 5 February 18, 2022
8:00-8:30 AM	Admission of Participants	Admission of Participants	Admission of Participants	Admission of Participants	Admission of Participants
8:31-9:00	Preliminaries Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Region III Hymn • Opening Remarks • Thought for the Day • Energizer • INSET Overview <p style="text-align: center;">Grade Four</p>	Management of Learning (MOL) <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Energizer • Recapitulation <p style="text-align: center;">Grade Six</p>	Management of Learning (MOL) <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Energizer • Recapitulation <p style="text-align: center;">Grade Five</p>	Management of Learning (MOL) <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Energizer • Recapitulation <p style="text-align: center;">Grade Three</p>	Management of Learning (MOL) <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Energizer • Recapitulation <p style="text-align: center;">Grade Two</p>



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9:01-10:30	School Evaluation and Assessment in the New Normal Elaine N. Policarpio (SMEA/EMEA)/Monica B. Carino (SDRR)	Upgrading Teachers Performance in the New Normal: Lessons, Challenges and Opportunities Welmer T. Serrano (RPMS) (Lesson Planning)	Caressing the Challenges of the New Normal Education Through Technology Sarah Jean B. Bagarino	Delegating Teachers Through Instructional Leadership and Classroom Management Subject Areas Coordinator	Delegating Teachers Through Instructional Leadership and Classroom Management Subject Areas Coordinator
10:31-10:45	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK
10:46-12:00	Rochelle J. Esguerra (SBM)/Junnel D. Gubat (SRC)	Syche S. Tabuzo (Action Research)	Michael Angelo A. Pagara	Subject Areas Coordinator	Subject Areas Coordinator
	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-3:00	Roy B. Rebolado (EBEIS)	Jeffrey DC. Herrera (Innovation)	Mysten D. Pagara	Subject Areas Coordinator	Closing Activity <ul style="list-style-type: none"> • Feedbacks/Impressions • Awarding of Certificates • Closing Remarks Grade One
3:01-3:15	Open Forum	Open Forum	Open Forum	Open Forum	
3:16-4:30	Presentation of Output	Presentation of Output	Presentation of Output	Presentation of Output	
4:31-5:00 PM	Important Reminders	Important Reminders	Important Reminders	Important Reminders	
Officers of the Day/ Moderator	Dennis G. Benedicto	Sarah Jean B. Bagarino	Charmine Nicole Cagbabanua	Jasmin B. Balsana	



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Enclosure No. 2

“Webinar Workshop on Equipping 21st Century Teachers on Innovative Teaching Methods for a Better Normal”
Technical Working Group (TWG)

<i>Chairman</i>	<i>Syche S. Tabuzo School Action Research Coordinator</i>
<i>Co-chairman</i>	<i>Sarah Jean B. Bagarino School LAC Coordinator</i>
<i>Assigned Tasks</i>	<i>Members</i>
<i>Program</i>	<i>Grade Four- Syche S. Tabuzo/Master Teacher I</i>
<i>Certificates</i>	<i>Kinder- Ryen Joy A. Superio/ Teacher I and Grade Three-Janette C. Herrera/Teacher III</i>
<i>Documenter</i>	<i>Grade Two- Eliny P. Castro/Teacher I and Grade One-Princess E. Barba/ Teacher I</i>
<i>Narrative Report</i>	<i>Grade Six- Welmer T. Serrano/Master Teacher I and Grade Five/Rochelle J. Esguerra/ Master Teacher I</i>



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