



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **250**, s. 2026  
October 1, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph))

### INVITATION TO PARTICIPATE IN THE TRAINING PROGRAM ON DESIGNING CLASSROOM INNOVATIONS

The Cognitio Learning and Development Center will conduct a training program entitled **Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation** on **October 30-31, 2026** and **November 7, 2026, via Google Meet**.

Participation in this activity shall be subject to existing DepEd policies. Schools and participants are reminded to ensure that attendance in the seminar-workshop shall not disrupt the delivery of classes and other school activities. Likewise, all concerned are advised to strictly adhere to the provisions of **DepEd Order No. 009, s. 2026** on the Three-Term School Calendar and Activities for School Year 2026-2027.

The official communication is attached to this advisory for reference and guidance.

Immediate and wide dissemination of this advisory is hereby requested.

SGOD – invitation to participate in the training program on designing classroom innovations  
RECLSF4Q-010696/October 1, 2026



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LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines

DTI No.: 8258401 | TTN: 771-203-429

September 28, 2026

**CELEDONIO B. BALDERAJAS JR.**

*Schools Division Superintendent*

Schools Division of the City of Tayabas

**SUBJECT:** *Invitation to Join the Training Program "Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation"*

Dear Sir Balderajas:

Greetings of Peace and Prosperity!

The **Cognitio Learning and Development Center**, a professional learning and development institution, respectfully requests your assistance in disseminating our upcoming professional development program:

**DESIGNING CLASSROOM INNOVATIONS:**

*A Training on Proposal Writing, Tool Development, and Implementation*

The **24-hour synchronous virtual training** will be conducted on **October 30-31 and November 7** via **Google Meet** and is designed for **teachers (Elementary, Junior High, Senior High School)** involved in the development and implementation of classroom innovations, instructional tools, and project proposal. The program focuses on strengthening competencies in proposal writing, instructional tool development, classroom innovation, and effective implementation, aligned with relevant **PPST and PPSSH indicators**.

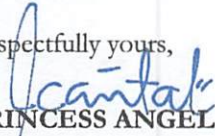
In this regard, we respectfully request your assistance in disseminating this professional development opportunity to qualified personnel within your jurisdiction who may benefit from the program.

For your reference, the complete training details, including the program overview, learning outcomes, and participant entitlements, are attached to this letter.

We would greatly appreciate your support in sharing this learning opportunity with interested and qualified educators within your Schools Division.

Thank you for your continued commitment to professional learning and development.

Respectfully yours,

  
**PRINCESS ANGEL CAÑUTAL**

Learning and Development Program Officer

[info@cognitiolearning.com](mailto:info@cognitiolearning.com)



## TRAINING OVERVIEW

| Training Details    | Information                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------|
| Training Title      | <b>Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation</b> |
| Date                | October 30-31 and November 7, 2026                                                                           |
| Platform            | Google Meet                                                                                                  |
| Duration            | 24 Training Hours                                                                                            |
| Target Participants | Licensed Professional Teachers (Elementary, Junior High, Senior High School)                                 |
| Registration Fee    | Php 500.00                                                                                                   |
| Registration Form   | <a href="https://forms.gle/6a4UfVV1P1SgmNf78">https://forms.gle/6a4UfVV1P1SgmNf78</a>                        |

## WHY JOIN THE TRAINING?

### **Identify Authentic Classroom Gaps.**

Learn how to analyze diagnostic results, learner performance records, and assessment data to identify specific, evidence-based learning gaps that need targeted intervention.

### **Transform Teaching Ideas into Formal Proposals.**

Develop the skills to turn practical classroom ideas into a structured Innovation Project Proposal with a clear rationale, SMART objectives, implementation plan, and resource requirements.

### **Design Targeted Classroom Innovations.**

Learn how to conceptualize practical instructional tools, supplementary materials, games, activities, or teaching strategies specifically designed to address identified learner needs.

### **Develop Measurable Interventions.**

Gain practical skills in designing pre-test and post-test evaluation tools that can help track learner progress and provide evidence of your innovation's implementation and outcomes.

### **Plan Manageable Project Implementation.**

Create a realistic 4–8-week implementation workflow covering activities, timelines, documentation, monitoring, and resource requirements without creating unnecessary administrative burden.

### **Produce Practical, Ready-to-Refine Outputs.**

Apply your learning through guided workshops and leave with a Problem Statement and Target Skill, Draft Innovation Project Proposal, and Prototype Tool Blueprint with an Evaluation Framework that you can further develop for classroom use.

For further details, feel free to contact us:

**Email:** [info@cognitiolearning.com](mailto:info@cognitiolearning.com)

**Facebook Page:** *Cognitio LDC*

*Organized by:*

**COGNITIO LEARNING AND DEVELOPMENT CENTER**



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## TRAINING MATRIX

### TRAINING OVERVIEW

| Parameter       | Details                                                                                                      |
|-----------------|--------------------------------------------------------------------------------------------------------------|
| Training Title  | <b>Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation</b> |
| Delivery Mode   | 3-Day Synchronous Virtual Training via Google Meet                                                           |
| Duration        | 24 Training Hours                                                                                            |
| Date            | October 30-31 and November 7, 2026                                                                           |
| Target Audience | Licensed Professional Teachers (Elementary, Junior High, Senior High School)                                 |

### DESCRIPTION

Classroom innovations are critical interventions designed to bridge specific learning gaps and improve student performance. However, many teachers face difficulty translating their practical teaching ideas into structured, formal project proposals.

This workshop provides a hands-on, step-by-step approach to help teachers identify authentic learning gaps, write a complete innovation proposal using standard templates, design supplementary learning tools, and execute a manageable classroom pilot with clear pre- and post-test data tracking.

### Course Matrix

| Session                                                                    | Specific Objectives                                                                                                                                                  | Session Topics & Activities                                                                                                                                     | Terminal Output                                       |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Session 1:<br><b>Spotting the Gap &amp; Conceptualizing the Innovation</b> | Identify data-backed learning gaps from diagnostic data.<br><br>Differentiate standard lessons from innovations.<br><br>Write a clear, 1-sentence Problem Statement. | Analyzing diagnostic scores & reading assessments.<br><br>Narrowing the focus to a single target skill.<br><br><i>Activity:</i> "Classroom Gap Audit" Exercise. | <b>Approved Problem Statement &amp; Target Skill</b>  |
| Session 2:<br><b>Putting Pen to Paper: Writing the Innovation Proposal</b> | Draft core proposal sections (Title, Rationale, Objectives, Work Plan). Write SMART learning objectives.                                                             | Anatomy of an Innovation Proposal Template.<br>SMART objective writing for interventions.                                                                       | <b>Draft Innovation Project Proposal (Parts I-IV)</b> |

|                                                                                       |                                                                                                                                                           |                                                                                                                                                                                                              |                                                            |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                                                                       | Formulate a 4-to-8-week Implementation Matrix.                                                                                                            | Work Matrix & low-cost budgeting.<br><br><i>Activity:</i> Guided Proposal Draft                                                                                                                              |                                                            |
| Session 3:<br><b>From Blueprint to Classroom: Tool Design &amp; Project Execution</b> | Blueprint physical or digital innovation tools.<br><br>Design Pre-Test & Post-Test evaluation tools.<br><br>Establish a practical documentation workflow. | Prototype blueprinting (activity cards, games, kits).<br><br>Pre- and post-test measurement design.<br><br>Gathering photo documentation & keeping logs.<br><br><i>Activity:</i> Tool Blueprinting Workshop. | <b>Prototype Tool Blueprint &amp; Evaluation Framework</b> |

### GENERAL EXPECTED LEARNING OUTCOMES

By the end of this program, participating teachers will be able to:

1. Analyze Classroom Gaps: Identify authentic, data-backed learning difficulties using diagnostic tests, student performance logs, or reading assessments.
2. Write a Standard Proposal: Draft a complete, structured Innovation Project Proposal (including rationale, SMART objectives, implementation matrix, and resource plan) using standard educational templates.
3. Design Instructional Interventions: Blueprint and conceptualize tailored classroom tools, supplementary materials, or specialized teaching strategies aimed at addressing specific learning gaps.
4. Plan Execution and Data Tracking: Establish a practical implementation workflow that includes pre- and post-testing, photo documentation, and project monitoring without adding excessive administrative burden.

## TIMELINE

### DAY 1 | October 30, 2026

| Time          | Activity                                                                              | Responsible Person |
|---------------|---------------------------------------------------------------------------------------|--------------------|
| 08:00 – 08:30 | Registration and Orientation                                                          | Training Team      |
| 08:30 – 10:15 | <b>SESSION 1</b><br>[Part 1]<br><br>Spotting the Gap & Conceptualizing the Innovation |                    |
| 10:15 – 10:30 | <b>Health Break</b>                                                                   | All                |
| 10:30 – 12:00 | <b>SESSION 1</b><br>[Part 2]<br><br>Spotting the Gap & Conceptualizing the Innovation |                    |
| 12:00 – 01:00 | <b>Lunch Break</b>                                                                    | All                |
| 01:00 – 04:00 | <b>SESSION 1</b><br>[Part 3]<br><br>Spotting the Gap & Conceptualizing the Innovation |                    |
| 04:00 – 05:00 | Plenary Synthesis                                                                     |                    |

### DAY 2 | October 31, 2026

| Time          | Activity                                                                                  | Responsible Person |
|---------------|-------------------------------------------------------------------------------------------|--------------------|
| 08:00 – 08:30 | Registration and Orientation                                                              | Training Team      |
| 08:30 – 10:15 | <b>SESSION 2</b><br>[Part 1]<br><br>Putting Pen to Paper: Writing the Innovation Proposal |                    |
| 10:15 – 10:30 | <b>Health Break</b>                                                                       | All                |
| 10:30 – 12:00 | <b>SESSION 2</b><br>[Part 2]<br><br>Putting Pen to Paper: Writing the Innovation Proposal |                    |
| 12:00 – 01:00 | <b>Lunch Break</b>                                                                        | All                |

|               |                                                                                                  |  |
|---------------|--------------------------------------------------------------------------------------------------|--|
| 01:00 – 04:00 | <b>SESSION 2</b><br>[Part 3]<br><br><b>Putting Pen to Paper: Writing the Innovation Proposal</b> |  |
| 04:00 – 05:00 | Plenary Synthesis                                                                                |  |

**DAY 3 | November 7, 2026**

| Time          | Activity                                                                                                    | Responsible Person |
|---------------|-------------------------------------------------------------------------------------------------------------|--------------------|
| 08:00 – 08:30 | Registration and Orientation                                                                                | Training Team      |
| 08:30 – 10:15 | <b>SESSION 3</b><br>[Part 1]<br><br><b>From Blueprint to Classroom: Tool Design &amp; Project Execution</b> |                    |
| 10:15 – 10:30 | <b>Health Break</b>                                                                                         | All                |
| 10:30 – 12:00 | <b>SESSION 3</b><br>[Part 2]<br><br><b>From Blueprint to Classroom: Tool Design &amp; Project Execution</b> |                    |
| 12:00 – 01:00 | <b>Lunch Break</b>                                                                                          | All                |
| 01:00 – 04:00 | <b>SESSION 3</b><br>[Part 3]<br><br><b>From Blueprint to Classroom: Tool Design &amp; Project Execution</b> |                    |
| 04:00 – 05:00 | Plenary Synthesis                                                                                           |                    |

**PARTICIPANT ENTITLEMENTS AND INCLUSIONS**

Upon successful completion of the 16-hour virtual training program, all registered participants will receive a learning package:

**1. Official Certifications**

- Digital Certificate of Participation:* Awarded to participants who complete all three modules, submit the required outputs, and achieve at least 80% attendance in synchronous Google Meet sessions. Reflects 16 Training Hours in Instructional Supervision.
- Certificate of Appearance and Attendance:* Issued for official documentation.

## **2. Digital Resource Kit**

- a. *Complete Presentation Slides*: Unlocked PDF copy of all presentation slides, lecture notes, and reference guides used across Modules 1 to 3.
- b. *Lecture Recording*: Access to lecture during the entire training.
- c. *Other learning resources*.

## **3. Post-Training Support and Community**

- a. *Cognitio L&D Priority Email Updates*: Subscription to exclusive email notifications regarding upcoming professional development offerings, national training opportunities, webinars, and updated policy guidelines.
- b. *Cognitio Alumni Learning Community*: Admission to Cognitio's exclusive online professional network for continuous peer-mentoring, resource-sharing, and updates.

CONTACT US:

**PRINCESS ANGEL CAÑUTAL**

*Learning and Development Program Officer*

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