



**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

16 SEPT 2020

**DIVISION MEMORANDUM**

No. 230 s. 2020

**DIVISION TRAINING AND DEMO FESTIVAL CUM INSTRUCTIONAL SUPERVISION**  
**APPLIED TO MODULAR DISTANCE LEARNING**

To: OIC - Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Elementary and Secondary School Heads  
 Heads, Unit/Section  
 All Others Concerned

1. In line with DepEd Order No. 12, s. 2020, the *Adoption of the Basic Education Learning Continuity Plan for SY 2020-2021, in Light of the COVID-19 Public Health Emergency* and CALABARZON's PIVOT 4A Learning Continuity Plan (LCP), designed and geared towards learning resilience, prepared as a contingency measure not only for the COVID-19 pandemic, but also for any form of disasters, SDO Tayabas through the Curriculum Implementation Division (CID) shall conduct a 3-day training and demonstration teaching festival.

2. It aims to:

- a. ensure teachers' readiness in the implementation of the chosen LDM before opening of classes;
- b. provide an avenue to demonstrate how teaching and learning will take place under Modular Distance Learning appropriate to their context; and
- c. ensure that challenges in teaching and instructional supervision under the new normal can be addressed.

3. The said training cum festival shall be held on **September 18, November 11, and December 18, 2020** for all Grade 1 to 12 teachers. Kinder teachers will have the 1<sup>st</sup> day session on **September 21**.

4. There will be a plenary session at **9:00 AM to 12:00 Noon**, LiveStream, on the first day.

5. After the plenary session, participants shall proceed to their respective learning areas using the links:

<b>ENGLISH</b> <a href="https://meet.google.com/lookup/cm7a6wbssg?authuser=0&amp;hs=179">https://meet.google.com/lookup/cm7a6wbssg?authuser=0&amp;hs=179</a> CLASSCODE: i2s3a24	<b>SCIENCE</b> <a href="https://meet.google.com/lookup/fniuqexcb5?authuser=0&amp;hs=179">https://meet.google.com/lookup/fniuqexcb5?authuser=0&amp;hs=179</a> CLASSCODE : c6jswo4
<b>KINDER/SPED/ALS</b> <a href="https://meet.google.com/lookup/d372bb2yxi?authuser=0&amp;hs=179">https://meet.google.com/lookup/d372bb2yxi?authuser=0&amp;hs=179</a> CLASSCODE: upycd5e	<b>MAPEH</b> <a href="https://meet.google.com/lookup/htcyazdxl2?authuser=0&amp;hs=179">https://meet.google.com/lookup/htcyazdxl2?authuser=0&amp;hs=179</a> CLASSCODE: s4wug4d
<b>FILIPINO</b>	<b>ESP</b>



Brgy. Poto, Tayabas City



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<https://depedtayabas.com/>



<a href="https://meet.google.com/lookup/b5pjna6rvu?authuser=0&amp;hs=179">https://meet.google.com/lookup/b5pjna6rvu?authuser=0&amp;hs=179</a> CLASSCODE: fg7uiml	<a href="https://meet.google.com/lookup/hrv77tbonb?authuser=0&amp;hs=179">https://meet.google.com/lookup/hrv77tbonb?authuser=0&amp;hs=179</a> CLASSCODE: pqhmja6
AP <a href="https://meet.google.com/lookup/evpcgsnbo2?authuser=0&amp;hs=179">https://meet.google.com/lookup/evpcgsnbo2?authuser=0&amp;hs=179</a> CLASSCODE: yezaxpa	TLE <a href="https://meet.google.com/lookup/fvp6schc5g?authuser=0&amp;hs=179">https://meet.google.com/lookup/fvp6schc5g?authuser=0&amp;hs=179</a> CLASSCODE: 4uhmt5w
LRMDS <a href="https://meet.google.com/lookup/h7adeagsst?authuser=0&amp;hs=179">https://meet.google.com/lookup/h7adeagsst?authuser=0&amp;hs=179</a> CLASSCODE: ys6uxkb	

6. Wide dissemination and strict compliance of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



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**DIVISION TRAINING AND DEMO FESTIVAL CUM INSTRUCTIONAL  
SUPERVISION APPLIED TO MODULAR DISTANCE LEARNING**

**TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE**

**Over all Chairperson:** Aniano M. Ogayon, CESO V  
**Co- chairpersons:** Maylani L. Galicia  
 Imelda C. Raymundo  
 Dr. Edwin R. Rodriguez

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
Program Preparation	Georgia P. Talabong	<ul style="list-style-type: none"> <li>• Plan on the conduct of the program</li> <li>• Identify the facilitators and TWG of the activity</li> <li>• Prepare Training Design and Webinar Package</li> <li>• Coordinate with Top Management regarding the Webinar</li> </ul>
Planning	Marife R. Lagar	<ul style="list-style-type: none"> <li>• Plot the schedule of the webinar</li> </ul>
Logistics	Fideliza V. Lucas	<ul style="list-style-type: none"> <li>• Prepares logistics and other resources needed in the implementation of the learning and Development</li> <li>• Manages the conduct of L&amp;D.</li> <li>• Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors and evaluates the conduct of L&amp;D.</li> </ul>
Technical	Kendrick C. Cabriga Philip Neri Mabilin	<ul style="list-style-type: none"> <li>• Prepare the platform for the webinar.</li> <li>• Prepare/ collect and take charge in playing audio-visual presentations and</li> </ul>

		<p>material to be used during the activity.</p> <ul style="list-style-type: none"> <li>• Assist in the facilitating the open forum.</li> <li>• Assist in collecting questions of the participants during the webinar.</li> <li>• Manage unexpected system glitches</li> </ul>
Documentation	<p>Luzviminda Saldares Nicole May R. Lagar</p>	<ul style="list-style-type: none"> <li>• Document the webinar from the opening until the closing program</li> <li>• Prepare and submit complete report (narrative report)</li> <li>• Submit copy of documentation report to the SEPS-HRD</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Prepare evaluation tool and conduct QATAME and gather feedback</li> </ul>
Moderator	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the webinar</li> <li>• Host the Opening Program/ Webinar Preliminaries to include the following: <ul style="list-style-type: none"> <li>• Present Agenda outline</li> <li>• Discuss relevant session protocol</li> <li>• Introduce the Resource Person/s</li> <li>• Track inquiries in chat windows</li> <li>• Moderate Q&amp;A sessions</li> <li>• Close out conference</li> </ul> </li> </ul>
Certificate	Jerome Javin	<ul style="list-style-type: none"> <li>• Prepare the on-line E-Certificate</li> </ul>
Secretariat	<p>Beatrice Salazar Janine Zaracena</p>	<ul style="list-style-type: none"> <li>• Coordinate with the persons in-charge of the different committees</li> <li>• Prepare the Webinar Accomplishment Report</li> </ul>

		<ul style="list-style-type: none"> <li>• Consolidate the Narrative Report from the Class Managers</li> </ul>
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> <li>• Provide oversight fiscal management and guidance in the conduct of the webinar-workshop</li> </ul>
CID Personnel	Joseph Jay U. Aureada Mildred Z. Galleno Generosa F. Zubieta Sherwin C. Quesea Christian J. Bables Teofila A. Ocumin Christian J. Bables Richelle F. Quintero Louie L. Fulleo Edna Eclavea Ermelo Escobinas	<ul style="list-style-type: none"> <li>• Facilitate the webinar proper</li> <li>• Provide Technical Assistance</li> </ul>
Class Managers	<b>Per learning Area</b> <b>Kinder/SPED</b> – Elsa Esaga <b>AP</b> –Nezci A. Garcia Science- Marvin Rosales <b>English</b> - Maria Madel C. Rubia <b>Math</b> -Josephine B. Ramos <b>Filipino</b> - Cynthia Zorilla <b>TLE/EPP</b> – Wilma Zaide <b>ESP</b> - Lorena G. Saul <b>MAPEH</b> -Erico P. Ybardolaza <b>ALS</b> - Elizabeth Aquino	<ul style="list-style-type: none"> <li>• Prepare TWG for Opening/Closing Program</li> <li>• Assist in facilitating in the open forum.</li> <li>• Observe the webinar flow and prepare report on issues and concern of the class.</li> <li>• Consolidate the Narrative Report of the class handled.</li> <li>• Take over the session when needed</li> </ul>
Support Staff	<b>English</b> - Jayron Baer <b>Filipino</b> -Kevin Ramiro <b>Science</b> – Robert Esmiller	<ul style="list-style-type: none"> <li>• Assist the class managers in collecting questions of the participants during the webinar.</li> </ul>

	<b>TLE/EPP</b> - Janine Zaracena <b>Kinder/SPED</b> - Francheska Zagala <b>Math</b> -Lourdes Nadres <b>ESP</b> -Ana O. Sabiduria <b>ALS</b> Frenalyne B. Tabernilla <b>AP</b> -Jessmay Alcoreza <b>MAPEH</b> -Princess Sheindy D. Oabel	<ul style="list-style-type: none"> <li>• Monitor and check attendance of the participants</li> </ul>
Food Committee	Jayson Dalmacia Anne Kristine R. Oabel	<ul style="list-style-type: none"> <li>• Assist in the distribution of food</li> </ul>