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

29 JUNE 2020

DIVISION MEMORANDUM
No. 128 s. 2020

**TECHNICAL WORKING GROUP AND THEIR TERMS OF REFERENCE
for WEBINARS ON JUNE 29 AND 30**

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

1. Pursuant to Division Memorandum No. 125, s. 2020, **Webinar on Authentic Learning and Assessment Using Project-Based Learning Approach** and Division Memorandum No. 127, s. 2020, **Online Training on Evaluation of Print materials and Lesson Plan Using IDEA Instructional Process**, this office announces the Technical Working Group with their Terms of Reference for June 29 and June 30, 2020.
2. Other details of the previous memorandum are still in effect.
3. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl.:
As stated



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



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TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE
CID Webinar

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

Committee	Chairperson/s- June 29, 2020	Chairperson/s- June 30, 2020	Terms of Reference
Program Preparation	Sherwin Quesea	Dr. Jay Joseph Aureada	Plans on the conduct of the program Identify the facilitators and TWG of the activity Prepare Training Design
Resource Persons	CID Supervisors	CID Supervisors	Deliver the training
Registration	Fideliza V. Lucas	Fideliza V. Lucas	Prepares logistics and other resources needed in the implementation of the learning and Development; Manages the conduct of L&D; Gathers, feedback, analyzes and evaluates to be able to prepare findings and recommendations for the endorsement to SGOF Chief. Prepares findings and recommendations. Prepares and consolidates pre-registration of target participants Monitors and prepares the actual list of participants Assists in the preparation of certificates
Class Managers	Kinder- Natalia Andaya Grade 1- Leah Cosico Grade 2- Girlie Abaricia Grade 3 – Honesto Caagbay Grade 4 – Jeffrey Dimailig Grade 5 – Leah Clado Grade 6 – Roderick Hugo Grade 7 & 8 - Grace Cabili Grade 9 & 10 – Cherry Hugo ALS – Julie Labita	Filipino -Cynthia S. Zorilla ESP -Lorena G.Saul AP- Nezsi A. Garcia Science-Marvin J. Rosales English- Ma. Madel C. Rubia Math- Josephine B. Ramos TLE-Wilma G. Zaide MAPEH-Erico P. Ybardolaza Kinder/SPED- Dennis Labita	Prepare TWG for Opening/Closing Program Assist in facilitating in the open forum. Observe the webinar flow and prepare report on issues and concern of the class. Consolidate the Narrative Report of the class handled. Monitor the TOR of the Support staff Take over the session when needed



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Support Staff	Jayron Baer- SGOD Unit Kevin Ramiro- SGOD Janine Zaracena CID Gino Abrigo - ICT Charlene Vitto - Supply Philip Nerius Mabilin- I.T Anna J. Sabiduria - HR Frenalyne B. Tabernilla – SGOD Angelika Villaba - Finance Princess Sheindy D. Oabel - Admin	Jayron Baer- SGOD Unit Kevin Ramiro- SGOD Janine Zaracena CID Gino Abrigo - ICT Charlene Vitto - Supply Philip Nerius Mabilin- I.T Anna J. Sabiduria - HR Frenalyne B. Tabernilla – SGOD Angelika Villaba - Finance Princess Sheindy D. Oabel - Admin	Prepare the platform for the webinar. Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity. Assist in collecting questions of the participants during the webinar; Monitor and check attendance of the participants
Documentation	Luzviminda Saldares	Luzviminda Saldares	Document the webinar from the opening until the closing program Prepare and submit complete report (narrative report)
QAME	Maria Corazon Borbon	Maria Corazon Borbon	Assisted the M&E in preparing evaluation tool and conduct M&E and gather feedback
Certificate	Jerome Javin	Jerome Javin	Prepare the on-line E-Certificate



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