



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

29 June 2023

DIVISION MEMORANDUM
No. 907 s. 2023

**THREE-DAY DIVISION TRAINING ON BUILDING PROFESSIONAL LEARNING
COMMUNITY IN SCIENCE THROUGH LESSON STUDY**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors / Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In reference to DepEd Order No. 035, s. 2016, the implementation of The Learning Action Cell as a K to 12 School-based Continuing Professional Development Strategy for the Improvement of Teaching and Learning, the City Schools Division of the City of Tayabas shall conduct a **DIVISION TRAINING ON LESSON STUDY** with the theme *#WeRiseByLiftingEachOther: BUILDING PROFESSIONAL LEARNING COMMUNITY IN SCIENCE THROUGH LESSON STUDY* on July 26-28, 2023 at M.I. Sevilla's Resort, Purok Jasmin, Barangay Domoit, Lucena City.
2. This training aims to:
 - a. Engage select elementary and secondary teachers and school heads in a collective reflective teaching through lesson study;
 - b. Design inquiry-based research lessons and activities addressing the least learned competencies in Science; and
 - c. Commit oneself to build a professional learning community in an inquiry-based process for an improved learning outcome.
3. There will be a total of 70 participants composed of selected school heads and teachers both in elementary and secondary levels, and the invited resource speakers/learning facilitators.
4. Participants are requested to bring their own laptop and copy of the least mastered competencies in Science for the Third Quarter SY 2022-2023, as well as the priority competencies of teachers (DO 42, s. 2017 Philippine Professional Standards for Teachers) and school heads (DO 24, s. 2020 Philippine Professional Standards for School Heads). Teacher participants are entitled to claim service credit based on the number of days attended (DO 53, s. 2003).
5. Expenses for the training materials and supplies, venue, and food of the participants and TWG, and honoraria of resource speakers/facilitators are chargeable against HRTD Funds, while traveling expenses of participants shall be charged to respective school MOOE subject to the usual accounting and auditing rules and regulations.



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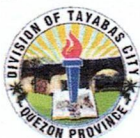
6. Enclosed is the complete list of participants, training matrix, and terms of reference of the technical working committee.
7. For any clarification, feel free to send message to Michael Leonard D. Lubiano, EPS in-charge of Science, at michaellleonard.lubiano@deped.gov.ph or Luzviminda E. Saldares, Senior Education Program Specialist-HRTD, at luzviminda.saldares@deped.gov.ph
8. For your information and guidance of all concerned.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 035, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

Training

CID – Three-Day Division Training on Building Professional Learning Community in Science Through Lesson Study
None/June 29, 2023



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Enclosure No. 1

**LIST OF PARTICIPANTS AND
RESOURCE SPEAKERS/LEARNING FACILITATORS**

	Name	Designation	School
1	Sheila Pasacsac	Teacher I	Alsam ES
2	Lara Louries N. Naynes	LSA	Busal ES
3	Michael M. Safred	Assistant Principal II	Dapdap IS
4	Arlene Q. Polintan	Teacher I	
5	Michelle Ann C. Degran	Teacher I	
6	Jay Mark C. Pabelonia	Teacher I	
7	Noela Alita V. Cabuyao	Teacher III	Domoit ES
8	Jo Ann N. Luna	Teacher I	East Palale ES
9	Ma. Rhodora P. Araja	Teacher II	Eugenio Francia ES
10	Dr. Joy B. Go	Principal III	Froilan E. Lopez ES
11	John Benedict M. Aguerra	Teacher III	Ilasan ES
12	Maida T. Yanela	Teacher III	
13	Teresa E. Andaya	Principal I	Ipilan-Alitao ES
14	Maricel Z. Garcia	Teacher III	
15	Pamela C. Atienza	Teacher I	
16	Jhojealene T. Romano	Teacher III	
17	Maricon A. Durante	Teacher I	
18	Venus G. Quijano	Teacher I	
19	Rosalina J. Llorin	Teacher III	
20	May Ester M. Rubio	Master Teacher I	
21	Honey Leyden R. Pilar	Teacher III	Kalumpang ES
22	Glenda Y. Castillo	Teacher III	
23	Marilyn C. Oliveros	Teacher I	
24	Maria Donna A. Naynes	Teacher I	
25	Jundee C. Rivadenera	Teacher I	
26	Jecel C. Degran	Teacher I	
27	Rachel E. Sogabo	Teacher I	
28	Shirven T. Ferreras	Teacher I	
29	Katrina Paula E. Zaide	Teacher I	Katigan-Alupay ES
30	Sarah Jane C. Romero	Teacher I	Lakawan ES
31	Marianne Q. Padua	Teacher I	Lalo ES
32	Marie Grace R. Tiosan	Teacher III	Lawigue ES
33	Angelica L. Cabiles	Teacher II	Malaoa-Calantas ES
34	Ronan R. Ranillo	Principal II	Masin ES
35	Mariel E. Cesario	Master Teacher I	Mate ES
36	Marian O. Flores	Master Teacher II	Mayuwi Community School
37	Maria Lyra H. Tabernilla	Teacher II	Gibanga ES
38	Angelica Y. Ranillo	Teacher III	North Palale ES
39	Joyce Reneth Cabanas	Teacher III	Pandakake ES
40	Jeric L. Cabriga	Master Teacher I	Potol ES
41	Cherry G. Hugo	Principal II	South Palale ES
42	Agnes A. Lagdameo	Master Teacher I	TECS
43	Glenda S. Delos Reyes	Teacher III	
			TWCS I

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44	Glenda Perseveranda D. Ranillo	Master Teacher I	
45	Lorena Q. Sabio	Teacher III	
46	Anna Karmella M. Pinohermoso	Teacher II	
47	Wenefreda C. Manzano	Teacher III	TWCS II
48	Arcedel R. Pagana	Teacher III	TWCS III
49	Roshayne V. Marcellana	Teacher II	TWCS IV
50	Bryan R. Argete	Teacher I	Valencia ES
51	Edelyn D. Aureada	Teacher I	Wakas ES
52	Raquel H. Reyes	Master Teacher I	West Palale ES
53	Emelia R. Eclarin	Assistant Principal II	Buenaventura Alandy NHS
54	Lesette O. Marquez	Master Teacher I	
55	Kathrin C. Fidelino	Teacher II	
56	Leah P. San Diego	Teacher II	
57	Venus M. Yagyagan	Teacher II	
58	Josephine Z. Padua	Teacher III	Luis Palad IHS
59	Richilyn S. Pagana	Master Teacher I	
60	Gerardo A. Laguador	Master Teacher I	
61	Elizabeth M. Aquino	Master Teacher II	
62	Wendell R. Mayor	Teacher III	
63	Laarni Q. Lachica	Master Teacher I	
64	Reynan D. Nadera	Master Teacher I	
65	Mildred P. Año	Teacher III	Rosario Quesada MNHS
66	Reymart P. Villapeña	Teacher I	West Palale NHS
67	Marian A. Gaurano	Teacher I	
68	Maylani L. Galicia	Assistant Schools Division Superintendent / Lesson Study Expert	City Schools Division of Ligao, Region V
69	Dr. Erlina R. Ronda	Mathematics Education Specialist / Lesson Study Expert	University of the Philippines National Institute of Science and Mathematics Education (UP NISMED)
70	Cerilina M. Maramamag	Science Education Specialist / Lesson Study Expert	



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Enclosure No. 2

TRAINING MATRIX

3-day Division Training on Lesson Study
#WeRiseByLiftingEachOther: Building Professional Learning Community
in Science through Lesson Study
 July 26-28, 2023

Time	Day 1	Day 2	Day 3
08:00 am – 08:30 am	Registration/Attendance/Preliminaries	Management of Learning (MoL)	Management of Learning (MoL)
08:30 am – 09:30 am	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Prayer CALABARZON March Division of Tayabas Hymn Community Dance Exercise Opening Remarks – Dr. Edwin R. Rodriguez Chief ES – CID Inspirational Message – Celedonio B. Balderas, Jr. Schools Division Superintendent Statement of Purpose and Orientation / Introduction to the Learning Facilitators – Michael Leonard D. Lubiano EPS – Science 	Session 4 Continuation <i>Facilitator: Erlina R. Ronda, PhD</i> <i>UP NISMED</i>	<i>Session 8: Lesson Study Process</i> <i>Simulation continuation</i> Facilitator: Cerilina M. Maramamag Science Education Specialist, UP NISMED
09:30 am – 09:45 am	Health Break		
09:45 am – 10:45 am	<i>Session 1: Lesson Study in the New Normal</i>	<i>Session 5: Designing Research Lesson</i> Facilitator: Maylani L. Galicia	<i>Session 9: Reflecting on Experience</i> Facilitator/s:



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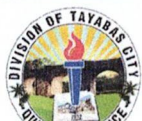
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	Facilitator: Maylani L. Galicia ASDS-Division of Ligao City	ASDS-Division of Ligao City	Erlina R. Ronda, PhD UP NISMED
10:45 am – 12:00 nn	<i>Session 2: The Why's and How's of Lesson Study:</i> Facilitator: Erlina R. Ronda, PhD UP NISMED	<i>Session 6: Framework for Analyzing Research Lesson</i> Facilitator: Erlina R. Ronda, PhD UP NISMED	Maylani L. Galicia ASDS-Division of Ligao City Cerilina M. Maramamag Science Education Specialist, UP NISMED
12:00 pm – 01:00 pm	Lunch Break		
01:00 pm – 02:30 pm	<i>Session 3: Lesson Study as Catalyst to address Learning Loss/ Gaps in the Post-pandemic Era</i> Facilitator: Cerilina M. Maramamag Science Education Specialist, UP NISMED	<i>Session 7: Preparation of Research Lesson</i> Facilitator: Cerilina M. Maramamag Science Education Specialist, UP NISMED	<i>Session 10: Individual and Collective Reflective Teaching</i> Facilitator/s: Erlina R. Ronda, PhD UP NISMED Maylani L. Galicia ASDS-Division of Ligao City Cerilina M. Maramamag Science Education Specialist, UP NISMED
02:30 pm – 03:30 pm	<i>Session 4: The Lesson Study Process</i> Facilitator: Erlina R. Ronda, PhD UP NISMED	<i>Session 8: Lesson Study Process Simulation</i> Facilitator: Cerilina M. Maramamag Science Education Specialist, UP NISMED	<i>Session 11: Action Plan</i> Facilitator: Michael Leonard D. Lubiano EPS-Science
03:30 pm – 03:45 pm	Health Break		
03:45 pm – 04:30 pm	<i>Session 4 Continuation</i> Facilitator: Erlina R. Ronda, PhD UP NISMED	<i>Session 8: Lesson Study Process Simulation continuation</i> Facilitator: Cerilina M. Maramamag Science Education Specialist, UP NISMED	Crafting of Re-Entry and Action Plan (REAP)
04:30 pm – 05:00 pm	Quieting Time		Closing Program <ul style="list-style-type: none"> • Sharing of Learning Insights • Challenge and Closing Remarks Antonio P. Faustino, Jr. OIC-Assistant Schools Division Superintendent • Acceptance of Challenge • Awarding of Certificates



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Enclosure No. 3

Technical Working Committee (TWC)
July 26-28, 2023

Overall Chairperson:
Co- chairpersons:

CELEDONIO B. BALDERAS, JR. – SDS
ANTONIO P. FAUSTINO, JR. – OIC ASDS
EDWIN R. RODRIGUEZ – CID Chief
IMELDA C. RAYMUNDO – SGOD Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Michael Leonard D. Lubiano	<ul style="list-style-type: none">• Prepares Training Design and other Training Package requirements.• Coordinates with SEPS-HRTD on other activity requirements.• Prepares and submits activity completion report (ACR) to SEPS-HRTD
Over-all Management including (Logistics)	Luzviminda E. Saldares	<ul style="list-style-type: none">• Manages the conduct of L&D.• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief• Monitors L&D activities• Prepares and submits complete report (narrative report) to SGOD Chief• Leads the debriefing sessions• Prepares memo/advisories• Assists the proponent in the preparation of documentary requirements including but not limited to PR• Oversees the cleanliness, sanitation, and orderliness in the venue/s• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities
QAME	Montano L. Agudilla, Jr.	<ul style="list-style-type: none">• Quality Assure the Activity Designs an L&D Package



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		<ul style="list-style-type: none"> • Prepares evaluation tool and conduct QATAME and gather feedback • Analyses harvested feedback and recommended solutions and forwards to concerned units/offices
Medical/First Aid	Alelie A. Padillo	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of Triage • Administers first aid and health services during the event • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals
Resource Speakers/Facilitators	Maylani L. Galicia Erlina C. Ronda, PhD Cerilina M. Maramamag	<ul style="list-style-type: none"> • Lead the discussion of topics • Facilitate the workshops • Attend the debriefing sessions
Support Staff/s	Jerome A. Javin	<ul style="list-style-type: none"> • Takes pictures from the opening until closing programs • Ensures that registration meals and attendance sheets are properly and completely accomplished. • Assists the session facilitators/s • Ensures that sound system and projectors are properly set up • Manages unexpected system glitche
Registration and Certificate	Generosa F. Zubieta Mary Margaret C. Quesea	<ul style="list-style-type: none"> • Facilitate the registration of the participants on the first day • Prepare Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance
Moderator	Michael Leonard D. Lubiano	<ul style="list-style-type: none"> • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol

		<ul style="list-style-type: none"> - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	Venue Staff	<ul style="list-style-type: none"> • Prepare and maintain cleanliness and orderliness of session hall • Ensure that left-over food and used food packs are properly disposed. • Ensure that comfort room have enough supply of water
Process Observer	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Observes the processes being employed by the speaker/facilitator. • Engages in the debriefing sessions
Class Manager	Michael Leonard D. Lubiano	<ul style="list-style-type: none"> • Monitors attendance of the participants and assists speakers on the whole durations. • Assists the speaker/facilitator throughout the session. • Takes over the session when the speaker/facilitator attends an emergency call/ matter. • Facilitates the MOL