



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

25 NOVEMBER 2020

DIVISION MEMORANDUM

No. 320 s. 2020

DIVISION TRAINING OF K-3 TEACHERS FOR BEGINNING READING

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Elementary School Heads
 K-3 Teachers
 37 Elementary Teachers Aide (LGU-Funded)
 All Others Concerned

1. The Curriculum Implementation Division through the Division ELLN Team will conduct a Division wide INSET dubbed Division Training of K-3 Teachers for Beginning Reading on December 14-16, 2020 via online platform and Face to Face to select participants following social distancing and health protocols. Early Language, Literacy and Numeracy implementers from Kindergarten to Grade 3 shall participate in the training including school heads and teacher aides.
2. This training aims to:
 - a. Capacitate K-3 Teachers, Teacher Aides and School Heads on teaching Beginning Reading on the core competencies necessary to conduct reading development and remediation
 - b. Demonstrate skills on early language and literacy in learning delivery applied under the new normal
 - c. Enhance Key Stage 1 teachers' engagement on ELLN, 3Bs and Mother Tongue implementation
3. Attached are the List of participants, TWG and other details of the said activity.
4. All expenses shall be charged against the School MOOE/Division MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
5. For the participants who will be attending the face to face session, please bring your own laptop and broadband.



Brgy. Poto, Tayabas City



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6. Immediate dissemination of this Memorandum is highly desired.

ANIANO M. OGAYON, CESO V^{le}
Schools Division Superintendent



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Enclosure 1

**K-3 TEACHER PARTICIPANTS/TWG - SCHEDULE
INSET DECEMBER 14-16, 2020**

Participants	Day 1 - Dec. 14, 2020		
	F2F	Virtual	Total
Kindergarten Teachers	30	17	47
Grade 1 Teachers	30	39	69
School Heads	0	30	30
Teacher Aide	37	0	37
Grade 2 Teachers	0	60	60
Grade 3 Teachers	0	68	68
TWG	28	0	28
Sub-total	125	214	339
Participants	Day 2 - Dec. 15, 2020		
	F2F	Virtual	Total
Grade 2 Teachers	30	30	60
School Heads	0	30	30
Teachers Aide	37	0	37
Kindergarten Teachers	0	47	47
Grade 1 Teachers	0	69	69
Grade 3 Teachers	0	68	68
TWG	28	0	28
Sub-total	95	244	339
Participants	Day 3 - Dec. 16, 2020		
	F2F	Virtual	Total
Grade 3 Teachers	30	38	68
School Heads	0	30	30
Teacher Aide	37	0	37
Kindergarten Teachers	0	47	47
Grade 1 Teachers	0	69	69
Grade 2 Teachers	0	60	60
TWG	28	0	28
Sub-total	95	244	339
GRAND TOTAL	315	702	1,011

SCHOOL	KINDERGARTEN (Day 1: Dec. 14, 2020-F2F) (Day 2 & 3, Dec. 15 & 16, 2020-Virtual)	GRADE 1 (Day 1: Dec. 14, 2020-F2F) (Day 2 & 3, Dec. 15 & 16, 2020-Virtual)	GRADE 2 (Day 2: Dec. 15, 2020-F2F) (Day 1 & 3, Dec. 15 & 16, 2020-Virtual)	GRADE 3 (Day 3: Dec. 16, 2020-F2F) (Day 1 & 2, Dec. 14 & 15, 2020-Virtual)	TEACHER AIDE (LGU FUNDED) (Day1-3: Dec. 14-16, 2020-F2F)
1. ALSAM	CLARINE L. REYES	JOHN MENARD R. LAVADIA	LIGAYA E. NAÑEZ	SHELLA R. PASACSAC	
2. BUSAL	PATRICK BACERA	AKEEM ARON P. VALDEAVILLA	PATRICK S. BACERA	ADRIAN N. NAYNES	
3. EAST PALALE ES	MARA E. PASCUAL	AIZEL ANN C.CABRIGA	JANE KARELL V.COMISO	JESETTE M O.CABRIGA	1.MARIA TERESA G MINDANAO 2. AILEEN M BERNAL
4. ILASAN ES	CERIANE JOY J. PADIN	TERESA A. MASINAG	DAISY MARIE R. LAVADO	GENALYN G. ARPIA	KARL ALDWIN A. ARAGON
5. KATIGAN-ALUPAY ES	CHERIE JOY T. VILLANUEVA	APRIL MAY Q. RAMILO	APRIL MAY Q. RAMILO	HONEY LEYDEN R. PILAR	
6. LAKAWAN ES	LARMEN JOY S. MALTO	ELADIA C. ARMADA ,	JOSEPHINE C. PADERES	GLENDA A. CAPISTRANO	
7. LAWIGUE ES	MARIA ELEONOR A. VALDERAMA	JESSAMAE M. CABRIGA	EDELLYN B. MATRE	LILIBETH S. LABITA	APRIL MAE M CAAGBAY
8. MASIN ES	HAEIZEL C. JASMIN	PRINCESS CAMELLE C. ROCES	CHRISTELLE R. CATAN	KAYE J. ORDILLANO	ABEGAIL P. CELDA
9. MATE ES	GENELYN P. LEONAR	LORELIE N. RACELIS	VERONICA R. QUIRANTE (SUBSTITUTE)	DIANNE CHARISH A CABUYAO	IVY KHREZELL Y. BEBIDA
10. NORTH PALALE ES	ANALYN C. GAASIS	CRISTITA C. CABALSA	RACHEL ANN A. GUANO	ROCHELLE P. IBARROLA	1. SAIRA M REYES

					2.LLOYD C SOTTO
11.PANDAKAKI ES	JAYSON G. ABANADOR	JAYSON G. ABANADOR	SHIELA MAY M. BALAMBAN	RHONA R. REYES	
12. SOUTH PALALE ES	KARLA ISABEL O. YANILLA	BLANCA C. CASTILLO	JENIFER N. ORIASSEL	MARICEL C. CABUYAO	LUCEL C BAASIS
13. TAYABAS EAST CENTRAL SCHOOL	NICA O. BORONGAN-TO	ANGELICA Y. RANILLO	RHODA N. MARANAN	MARIA LYRA H. TABERNILLA	1. ALERA R ALISON 2.MA KATRINE N BARAO 3. TRISHA MONICA B CARILLO 4. KARLA MAE R COLLANTES 5.LIZA S DALDE 6. EUNICE FAYE T PABELLANO 7. MARY ANN L QUNTUA 8. CELINE A GOB
14. VALENCIA ES	MA. MAGDALENA L. NANEZ	MA. MAGDALENA L. NANEZ	KARMELA A. VELUZ	KARMELA A. VELUZ	
15. WAKAS ES	EVANIE ENRIQUEZ	EVANIE CABUYAO	MELROSE R DIALOLA	EDELYN AUREADA	JOHN MICHAEL D OLIVA
16. WEST PALALE ES	MICHELLE NATALE A. LIBRANDO	ARLENE A. CAPISTRANO	EVELYN D. CODILLA	LOREGEN C. GAPASANGRA	

17. DAPDAP IS	EMILY CAMIL C. FLORES	NERISSA S. CABLAIDA	KRISYL M. ORACION	AMELIA V. NANONG	1. PRINCESS ANN G. CALUPIG 2. CARLA JOY D. CALUPIG
18. DOMOIT ES	TRACY F. RAGUDO	GINA P. SAMONTE	JAYMARK C. PABELONIA	JAYMARK C. PABELONIA	
19. EFES	JO ANN N. LUNA	ROXANNE L. CABRIGA	LYRA R. NANEZ	AYVEL F. LASCONIA	
20. FROILAN E. LOPEZ ES	JUDELYN O. CUSTODIO	MARRY JOY R. TADIOSA	LIZA V. DE LUNA	ELSIE R. LIMYOCO	1. DEXTER C MAALIW 2. ANGELITA B PROXIMO
21. GIBANGA ES	LYZA RABO	Teacher A	Teacher B	Teacher C	
22. IPILAN-ALITAO ES	ANALIZA C. VITTO	JOLLIE ANN V. MORTA	LIBRADA R. ABELIDO	VIVIANA CABUYAO	1. EJ FHIEL PALMERO 2. PAMILA J. QUINTERO
23 KALUMPANG ES	HANNA MICHELLE C. GALAPATI	CLARISSA S. LAMES	NERY GRACE B. NAVELA	VIVIAN V. CASTILLO	1. JERIME N BIDES 2. FATIMA JOY V QUIJANO
24. LALO ES	MARY JOY A. EDRESA	MARILYN C. OLIVEROS	ALYSSA T. SATE	MARINELLE D. ABELLA	ELKA CASANDRA GALAPTI
25. MALAOA-CALANTAS ES	MARIELLE H. PADERES	MARIELLE H. PADERES	JANEDEL Z. CABAN	JUNDEE C. RIVADINERA	1. HAZEL D ARENA 2. CHRISTINE JOY C LLANERAS
26. POTOL ES	MAYLA C. RAMIRO	CATHERINE Y. TELEBRICO	CARMENA L. LAGONERO	MARIEDINE B. YPANTO	1. ROSE ANN L. MANGAOANG

					2.LAILANE S SONCADOS
27. TAYABAS WEST CENTRAL SCHOOL 1	HANA LIZETTE T. LABITA	AIZA S. SALVAN	ROSSANA J. BOBIS	HAZEL FRANCES PREDILLA	1. SHERYL R. CABUYAO 2.CHARISSA J ORINDAY 3.ANGELICA MAE P RANILLO
28. TAYABAS WEST CENTRAL SCHOOL 2	GILDA C. MORENO	REMEDIOS L.PLACINO	LAURA C. RIVADINERA	ROWENA Q. RONDILLA	MARIA LORENA CUARTEROS
29. TAYABAS WEST CENTRAL SCHOOL 3	JOBELLE R. JARDIN	JANILYN S. LAVADO	MARIA ANGELES G. CAPARROS	MARIVIC L. CONTRERAS	PAMELA JOYCE P JARDIANO
30. TAYABAS WEST CENTRAL SCHOOL IV	GLYDES B. ETCUBANAS	FLORENCIA E. JAVIN	TERESITA L. REA	RENIEL C. RANILLO	MAICA P. DURANTE

Enclosure 2

**DIVISION TRAINING OF K-3 TEACHERS FOR BEGINNING READING
INSET**

December 14-16, 2020-8:00-5:00PM

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

Committee	Person/s In-charge	Terms of Reference
Coordination to Speaker	Maylani L. Galicia Imelda C. Raymundo	➤ Coordinate speaker ➤ Proposed/discuss terms and condition with the speaker
Program Preparation	Christian J Bables L.C. Richelle F. Quintero Mildred Z. Galleno Jerome Chavez	➤ Plan on the conduct of the program ➤ Identify the facilitators and TWG of the activity ➤ Prepare Training Design and Webinar Package ➤ Coordinate with Top Management regarding the Webinar
Registration & Attendance	Fideliza V. Lucas Mildred Z. Galleno	➤ Prepare and consolidate pre-registration of target participants ➤ Monitor and prepare the actual list of participants ➤ Assist in the preparation of certificates ➤ Submit copy of registration/ attendance sheet/s to the Secretariat
Technical	Kendrick C. Cabriga Philip Neirus Mabilin	➤ 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 the facilitating the open forum. ➤ Assist in collecting questions of the participants during the web.
Documentation	Luzviminda Saldares Sancho C. Calatrava Beatrice Salazar Janine Zaracena Lourdes Nadres	➤ Document the webinar from the opening until the closing program ➤ Consolidate narrative report and submit complete report (narrative report) ➤ Submit copy of documentation report to the Secretariat
QAME	Maria Corazon Borbon	Prepare evaluation tool and conduct QATAME and gather feedback
Moderator	L.C. Richelle F. Quintero	➤ Coordinates with the Program Proponent regarding the contents and flow of the webinar ➤ Host the Opening Program/ Webinar Preliminaries to include the following:



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		• Present Agenda outline • Discuss relevant session protocol • Introduce the Resource Person/s • Track inquiries in chat windows • Moderate Q&A sessions • Manage unexpected system glitches • Close out conference
Certificate	Jerome Javin	Prepare the on-line E-Certificate
Secretariat	Sancho C. Calatrava Robert Paul Esmiller Jessa May Alcoreza	➤ Coordinate with the persons in-charge of the different committees ➤ Facilitate meal attendance ➤ Assist the completion of liquidation.
Physical and Food Distributor	Christian Bables Jayzon Dalmacia Tristan Ladines	➤ Setup and arrange tables ➤ Clean training venue, CR and ensure water supply ➤ Distribute Meals ➤ Dispose garbage
CID Personnel / Class Manager	Joseph Jay U. Aureada Generosa F. Zubieta	CLASS A (Day 1) ➤ Facilitate the webinar proper ➤ Provide Technical Assistance to participants ➤ Ensure health protocol
	Sherwin C. Quesea Louie L. Fulleo	CLASS B (Day 2) ➤ Facilitate the webinar proper ➤ Provide Technical Assistance to participants ➤ Ensure health protocol
	Georgia P. Talabong Jerome A. Chavez Teofila A. Ocumin	CLASS C (Day 3) ➤ Facilitate the webinar proper ➤ Provide Technical Assistance to participants ➤ Ensure health protocol