



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

09 SEPT 2022

DIVISION MEMORANDUM

No. 508 s. 2022

**TRAINING ON INSTRUCTIONAL SCAFFOLDING AS A STRATEGY TO  
ACCELERATE LEARNING**

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

1. In reference and support to the Division Learning Recovery Plan, this office announces the conduct of **Training on Instructional Scaffolding as a Strategy to Accelerate Learning** on **September 13-23, 2022 at 3:00 p.m- 5:00 p.m** via Google Meet.
2. The said training aims to:
  - a. To support the 1<sup>st</sup> instructional strategies suggested by Meg Bowen - Scaffolding intentionally.
  - b. To determine the taxonomy of a lesson's standard and learning target.
  - c. Begin instruction at a lower taxonomy level.
  - d. Build understanding and confidence while gradually vamp up the vigor
3. Participants of the said activity are **school heads and master teachers**.
4. Attached are Enclosure 1- List of Participants, Enclosure 2- Program Matrix, and Enclosure 2- Technical Working Group.
5. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
 Schools Division Superintendent



Brgy. Poto, Tayabas City



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Enclosure 1

**List of Participants  
(Master Teachers)**

| No. | Last Name   | First Name           | Middle Initial |
|-----|-------------|----------------------|----------------|
|     | Esmiller    | Roberta              | V.             |
| 2   | Holanda     | Maria Luisa          | F.             |
| 3   | Rubio       | May Ester            | M              |
| 4   | Razalan     | Marilou              | S.             |
| 5   | Constantino | Geraldine            | M.             |
| 6   | Talavera    | Mary Joy             | B.             |
| 7   | Oblea       | Josefina             | P.             |
| 8   | Saul        | Lorena               | G.             |
| 9   | Landicho    | Maria Victoria       | T              |
| 10  | Averilla    | Ma. Aillen           | A              |
| 11  | Lachica     | Laarni               | Q.             |
| 12  | Cuadra      | Maria Concepcion     | R.             |
| 13  | Decal       | Loida                | R              |
| 14  | Contreras   | Maria Edissa         | S              |
| 15  | Flores      | Marian               | O.             |
| 16  | De Castro   | Josephine            | P.             |
| 17  | Abulencia   | Jacinta              | R.             |
| 18  | Quesea      | Esmeralda            | J.             |
| 19  | Aquino      | Elizabeth            | M.             |
| 20  | Reyes       | Raquel               | H              |
| 21  | Rato        | Simplicio            | B.             |
| 22  | Cabaysa     | Regicelle            | D              |
| 23  | Lubiano     | Michael Leonard      | D              |
| 24  | Cesario     | Mariell              | E.             |
| 25  | Flores      | Jasmin               | P.             |
| 26  | Javin       | Maria Rosele         | S.             |
| 27  | Abuel       | Susan                | J              |
| 28  | Villaverde  | Garry                | S              |
| 29  | Placino     | Remedios             | L.             |
| 30  | Jamilano    | Maria Paz            | T              |
| 31  | Javin       | Florencia            | E.             |
| 32  | Dela Cruz   | Joel                 | N.             |
| 33  | Flores      | Myra                 | G.             |
| 34  | Sumilang    | Rempson              | P.             |
| 35  | Puchero     | Flora                | P              |
| 36  | Esmiler     | Roberta              | V.             |
| 37  | Malvar      | Annabel              | B.             |
| 38  | Capistrano  | Marissa              | R.             |
| 39  | Anyayahan   | Michelle             | C.             |
| 40  | Cabuyao     | Christine            | V.             |
| 41  | Dimailig    | Jeffrey              | G.             |
| 42  | Nadera      | Reynan               | D.             |
| 43  | Ranillo     | Glenda Perserveranda | D.             |
| 44  | Lagdameo    | Agnes                | A.             |
| 45  | Jao         | Virgilio Jr.         | R.             |



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**School heads**

| <b>No.</b> | <b>Name of School</b>                           | <b>Name of School Head</b> |
|------------|-------------------------------------------------|----------------------------|
| 1          | Alsam ES                                        | Larvin O. Labrada          |
| 2          | Busal ES                                        | Adrian N. Naynes           |
| 3          | East Palale ES                                  | Elpidia C. Palayan         |
| 4          | Ilasan ES                                       | Joy B. Go                  |
| 5          | Katigan-Alupay ES                               | Arlene D. Pagana           |
| 6          | Lakawan ES                                      | Lea A. Cosico              |
| 7          | Lawigue ES                                      | Ingrid A. Palad            |
| 8          | Masin ES                                        | Aldwin V. Capistrano       |
| 9          | Mate ES                                         | Lorynel C. De Sagun        |
| 10         | North Palale ES                                 | Babylyn T. Olandes         |
| 11         | Pandakake ES                                    | Adrian C. Maano            |
| 12         | South Palale ES                                 | Corazon M. Oabel           |
| 13         | Tayabas East CS                                 | Ronan R. Ranillo           |
| 14         | Valencia ES                                     | Aldwin V. Capistrano       |
| 15         | Wakas ES                                        | Leah C. Clado              |
| 16         | West Palale ES                                  | Wenefredo B. Baylongo      |
| 17         | Eugenio Francia ES                              | Luz A. Pacigue             |
| 18         | Domoit ES                                       | Girlie A. Abaricia         |
| 19         | Gibanga ES                                      | Natalia A. Andaya          |
| 20         | Ipilan-Alitao ES                                | Alona C. Crisanto          |
| 21         | Froilan E. Lopez ES                             | Dennis O. Labita           |
| 22         | Kalumpang ES                                    | Teresa E. Andaya           |
| 23         | Lalo ES                                         | Julieta M. Labita          |
| 24         | Malao-A/Calantas ES                             | Alita C. Rodriguez         |
| 25         | Potol ES                                        | Roderick O. Hugo           |
| 26         | Tayabas West CS I                               | Antonio P. Faustino Jr.    |
| 27         | Tayabas West CS II                              | Honesto P. Caagbay, Jr.    |
| 28         | Tayabas West CS III                             | Waldymar E. Pasacsac       |
| 29         | Tayabas West CS IV                              | Rowena O. Sabiduria        |
| 30         | Rosario Quesada Integrated National High School | Evelyn R. Palambiano       |
| 31         | West Palale National High School                | Mary Grace M. Cabili       |
| 32         | Luis Palad Integrated High School               | Gener C. Delos Reyes       |
| 33         | Buenaventura Alandy National High School        | Maria Corazon A. Borbon    |
| 34         | Dapdap Integrated School                        | Michael M. Safred          |



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Enclosure 2

**TRAINING ON INSTRUCTIONAL SCAFFOLDING AS A STRATEGY TO  
ACCELERATE LEARNING  
PROGRAM MATRIX  
September 13-23, 2022**

| <b>Activity</b>                                                                                   | <b>Date &amp; Time</b>                    | <b>Facilitator/s</b>          |
|---------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------|
| <b>Assess Learning Levels Regularly</b>                                                           | September 13, 2022<br>3:00 p.m – 5:00 p.m | Dr. Jerome Chavez             |
| <b>Targeted Instruction</b>                                                                       | September 14, 2022<br>3:00 p.m – 5:00 p.m | Luzviminda Ritchelle Quintero |
| <b>Self-Guided Learning Programs</b>                                                              | September 15, 2022<br>3:00 p.m – 5:00 p.m | Mildred Z. Galleno            |
| <b>Structured Pedagogy</b>                                                                        | September 16, 2022<br>3:00 p.m – 5:00 p.m | Dr. Joseph Jay U. Aureada     |
| <b>Expanding Learning Time</b>                                                                    | September 19, 2022<br>3:00 p.m – 5:00 p.m | Louie L. Fulleo               |
| <b>Tutoring</b>                                                                                   | September 20, 2022<br>3:00 p.m – 5:00 p.m | Sherwin C. Quesea             |
| <b>7 Instructional Strategies for Accelerated Learning</b>                                        | September 21, 2022<br>3:00 p.m – 5:00 p.m | Sancho C. Calatrava           |
| <b>Principles to Support Teacher Performance (Support Teachers Technologically)</b>               | September 22, 2022<br>3:00 p.m – 5:00 p.m | Dr. Christian Bables          |
| <b>Principles to Support Teacher Performance (Support Teacher Resilience and Instructionally)</b> | September 23, 2022<br>3:00 p.m – 5:00 p.m | Georgia P. Talabong           |



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Enclosure 3

**Technical Working Committee (TWC)**  
*September 13-23, 2022*

**Over all Chairperson:** NATIVIDAD P. BAYUBAY, CESO VI  
Schools Division Superintendent

**Co- chairpersons:** ANTONIO P. FAUSTINO JR.  
OIC – Assistant Schools Division Superintendent  
DR. EDWIN R. RODRIGUEZ  
Chief – SGOD  
IMELDA C. RAYMUNDO  
Chief- CID

| Committee                                        | Person/s In-charge                                                                                                                                                      | Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Preparation/<br>Completion Report        | JEROME CHAVEZ<br>LUZVIMINDA RITCHELLE<br>QUINTERO<br>MILDRED GALLEN<br>FRENALYNE B. TABERNILLA                                                                          | <ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Prepares and submits activity completion report (ACR).</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| Over-all L&D Management<br>including (Logistics) | JEAN ROSE B. RABANO                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> <li>• Prepares memo/advisories.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul> |
| QAME                                             | JOAN KATHLEEN T.<br>BRIZUELA                                                                                                                                            | <ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>                                                                                                                                                                                                                              |
| Resource<br>Speakers/Facilitators                | JEROME CHAVEZ<br>LUZVIMINDA RITCHELLE<br>QUINTERO<br>MILDRED GALLEN<br>JOSEPH JAY U. AUREADA<br>LOUIE FULLEDO<br>SHERWIN QUESEA<br>SANCHO CALATRAVA<br>CHRISTIAN BABLES | <ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |



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|-----------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | SANCHO CALATRAVA<br>CHRISTIAN BABLES<br>GEORGIA TALABONG |                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Support Staff/s | FRENALYNE B. TABERNILLA<br>AREN KREZEL ABUEL             | <ul style="list-style-type: none"> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Manage/s unexpected system glitches.</li> </ul>                                                                                                                                                                   |
| Certificate     | PHILIP NERIUS T. MABILIN<br>JHOMMEL SALIGUMBA            | <ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> <li>• Prepare the platform of the orientation</li> <li>• Take/s pictures from the opening until closing programs.</li> </ul>                                                                                        |
| Moderator       | JEAN ROSE B. RABANO                                      | <ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul> |