

Republic of the Philippines  
DEPARTMENT OF EDUCATION

Region III

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

**Tayo**  
PARA SA  
EDUKASYON

September 14, 2016

DEP-ED-NUEVA ECIJA  
**RELEASED**  
SEP 26 2016

Division Memorandum

No. 255, s. 2016

**RECORDS SECTION**

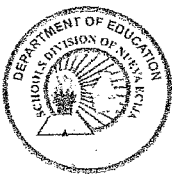
**ONE-DAY TRAINING ON PLANNING AND PREPARING FOR CLASSROOM INSTRUCTION  
ALIGNED WITH THE K TO 12 CURRICULUM**

To: Education Program Supervisors  
Secondary School Principals  
Assistant Principals II  
PSDS  
Grade 5 Teachers  
SHS Teachers

1. The Curriculum Implementation Division (CID) is committed to the relevant and quality implementation of the K to 12 Curriculum in the Division to realize the mandate of the Department in developing the full potentials of every learner.
2. In response to the need of equipping the Senior High School Teachers and select Grade 5 teachers, the CID will conduct One-Day training on planning and preparing for classroom instruction aligned with the K to 12 Curriculum.
3. Schedule of the training is given below:
  - i. Grade 11 October 06, 2016
  - ii. Grade 5 October 14, 2016Venue of the training is Nueva Ecija High School; it will start at exactly 7:30 A.M.
4. The activity aims to capacitate the SHS Teachers and select Grade 5 Teachers on the pedagogies and trends of teaching in K to 12 Curriculum.
5. Participants of the training are the newly hired SHS Teachers (3 per school) and select Grade 5 teachers (8 teachers per district, representing different subject areas).
6. The One-Day Training is free of charge. Transportation expenses of the participants shall be charged to local funds subject to the usual accounting and auditing procedures.
7. Immediate and wide dissemination of this memorandum is desired.

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent





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## PROJECT PROPOSAL FOR ONE-DAY TRAINING ON PLANNING AND PREPARING FOR CLASSROOM INSTRUCTION ALIGNED WITH THE K TO 12 CURRICULUM (Senior High School)

- I. PROPONENT AGENCY:** Department of Education  
Curriculum Implementation Division
- II. TITLE:** ONE-DAY TRAINING ON PLANNING AND PREPARING FOR CLASSROOM INSTRUCTION ALIGNED WITH THE K TO 12 CURRICULUM
- III. RATIONALE**

Instruction is important in achieving the goal of education to develop the fullest potentials of every learner. It may be considered as one of the important elements to educate the learners. It is a process which every teacher needs to master for it will create an atmosphere of maximum learning if done properly.

The Curriculum Implementation Division (CID) believes that every teacher needs to be capacitated on the aspect of planning and preparing for classroom instruction. This is the day to day role of every teacher, to deliver the concepts and prepare classroom activities that will enhance the talents, skills, attitudes, and competencies of the learners.

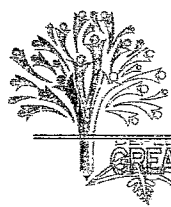
In this regard, the CID takes initiative to equip the SHS teachers and select Grade 5 Teachers through one-day training on planning and preparing for classroom instruction. This will enhance their teaching abilities and will address to the need to be flexible in dealing with varied types of learners.

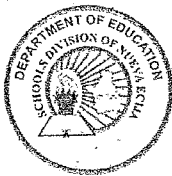
**IV. TRAINING MATRIX**

### SHS TEACHERS' TRAINING October 06, 2016

Time	Topic	Resource Speakers
7:30-9:00	Registration and Opening Program	
9:00-12:00	Effective Lesson Planning/DLL in K to 12 Curriculum	Subject Area Supervisors
12:00-1:00	Lunch Break	
1:00-2:00	Review on Pedagogies of Teaching in K to 12 Curriculum	Subject Area Supervisors
3:00-4:30	Demonstration Teaching	Subject Area Supervisors
4:30-5:00	Closing Program	

*NOT FOUND*





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V. BUDGET PROPOSAL

**Budget Proposal for SHS Teachers' Training**

Particulars	Amount	Number of Participants	Total Amount
Foods (SHS Teachers)	250.00	300	75,000.00
Foods (EPS)	250.00	12	3,000.00
Foods (Monitoring)	250.00	4	1000.00
Training Kit	15.00	300	4,500.00
<b>Total</b>			<b>83,500.00</b>

Number of Participants	SHS Teachers	300
	EPS I	12
	Monitoring	4
	<b>Total</b>	<b>316</b>

Prepared by:

*Jayne M. Manuel*  
**JAYNE M. MANUEL, Ed.D.**

OIC-Chief, Curriculum Implementation Division

Noted by:

*Johanna N. Gervacio*  
**JOHANNA N. GERVACIO, Ph.D.**

OIC-Assistant Schools Division Superintendent

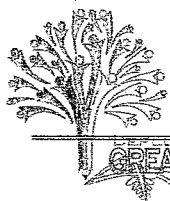
Funds Available:

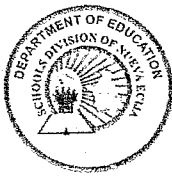
*Sarah S. Regala*  
**SARAH S. REGALA**

Budget Officer

Approved: *Ronaldo A. Pozon*

**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent





**PROJECT PROPOSAL FOR ONE-DAY TRAINING ON PLANNING AND PREPARING FOR CLASSROOM INSTRUCTION ALIGNED WITH THE K TO 12 CURRICULUM (Grade V)**

- I. **PROPONENT AGENCY:** Department of Education  
Curriculum Implementation Division
- II. **TITLE:** ONE-DAY TRAINING ON PLANNING AND PREPARING FOR CLASSROOM INSTRUCTION ALIGNED WITH THE K TO 12 CURRICULUM
- III. **RATIONALE**

Instruction is important in achieving the goal of education to develop the fullest potentials of every learner. It may be considered as one of the important elements to educate the learners. It is a process which every teacher needs to master for it will create an atmosphere of maximum learning if done properly.

The Curriculum Implementation Division (CID) believes that every teacher needs to be capacitated on the aspect of planning and preparing for classroom instruction. This is the day to day role of every teacher, to deliver the concepts and prepare classroom activities that will enhance the talents, skills, attitudes, and competencies of the learners.

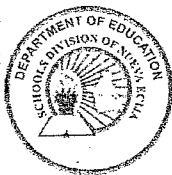
In this regard, the CID takes initiative to equip the SHS teachers and select Grade 5 Teachers through one-day training on planning and preparing for classroom instruction. This will enhance their teaching abilities and will address to the need to be flexible in dealing with varied types of learners.

IV. **TRAINING MATRIX**

**Grade V TEACHERS' TRAINING**  
**October 14, 2016**

Time	Topic	Resource Speakers
7:30-9:00	Registration and Opening Program	
9:00-12:00	Effective Lesson Planning/DLL in K to 12 Curriculum	Subject Area Supervisors
12:00-1:00	Lunch Break	
1:00-2:00	Review on Pedagogies of Teaching in K to 12 Curriculum	Subject Area Supervisors
3:00-4:30	Demonstration Teaching	Subject Area Supervisors
4:30-5:00	Closing Program	





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**V. BUDGET PROPOSAL**

**Budget Proposal for Grade V Teachers' Training**

Particulars	Amount	Number of Participants	Total Amount
Foods (Grade 5 Teachers)	250.00	264	66,000.00
Foods (EPS)	250.00	12	3,000.00
Foods (Monitoring)	250.00	4	1,000.00
Training Kit	15.00	264	3,960.00
<b>Total</b>			<b>73,960.00</b>

Number of Participants	Grade 5 Teacher	264
	EPS I	12
	Monitoring	4
	<b>Total</b>	<b>280</b>

Prepared by:

*J.M. Manuel*  
**JAYNE M. MANUEL, Ed.D.**

OIC-Chief, Curriculum Implementation Division

Noted by:

*J. Gervacio*  
**JOHANNA N. GERVACIO, Ph.D.**

OIC-Assistant Schools Division Superintendent

Funds Available:

*S. Regala*  
**SARAH S. REGALA**

Budget Officer

Approved: *R. Pozon*

**RONALDO A. POZON, Ph.D., CESO V**

Schools Division Superintendent

