



Republic of the Philippines

Department of Education

Region XII

Division of Sarangani

Alabel



Division Memorandum
No. 244 s. 2014

To : Division Education Program Supervisors/Coordinators
District Heads/Principals-in-Charge
School Heads
Public Elementary and Secondary Schools
This Division

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : **Action Research and Instructional Materials Development**

Date : August 5, 2014

1. This is to inform you that there will be a two day Live-out **Seminar-Workshop in Action Research and Instructional Materials Development on August 15-16, 2014** at Terra Montana Hotel, National Highway General Santos City.
2. This activity aims to address local learning-related problems through action research, concretize learning through extensive use of contextualized IM's in teaching, use the differentiated instruction to cater the different needs of learners, and use different strategies to enhance learner's attention and retention skills.
3. Participants to this training are as follows:
 - a. Elementary - 2 teachers per central school
 - b. Secondary - 2 coordinators per school (1 from Mathematics and 1 from English)
 - c. Integrated School - 2 teachers (1 from Elementary and 1 from secondary)
4. Teacher participants are asked to pre-identify one researchable problem which shall be developed during the workshop.
5. Participants are asked to bring the following:
 - a. 20 pcs. assorted cartolina
 - b. 10 pcs. Manila paper
 - c. Pentel pen, crayon, paste, scissors,
 - d. Laptop and extension wire
 - e. 10 pcs. bond paper
 - f. Curriculum guide ,learner's guide, teacher's guide and reference books
6. School heads are asked to assign teachers to handle the class left by the Mathematics and English Coordinators.
7. No registration fee. Meals and snacks of the participants shall be charged against Division INSET funds.
8. Enclosed is the training matrix of the said seminar.
9. Travel expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this Memorandum is desired.

Seminar-Workshop in Action Research and Instructional Development for Mathematics and English Teachers

Training Matrix

August 15,2014 (Day 1)	Topic/Activity	Person Involve
7:00-8:30	Arrival and Registration	Secretariat
8:30-9:00	Opening Program	EPS and Scretaiat
9:00-10:00	Action Research	Reynaldo S. Tagala
10:00-10:30	Sharing of Action Research	l.Anga and Y. Laluna
10:30-12:00	Identification of Problems workshop and reporting	R. Tagala
	L u n c h b r e a k	
1:00-2:00	Continuation of reporting	
2:00_3:00	Importance of Developing Instructional Materials	Leforeza L. Maguate
3:00-5:00	Contextualize the CG,TG and LG And Workshop in Making of Instructional Materials by subject areas	R.Tagala and L. Maguate
August 16,2014(Day 2)		
7:30-8:00	MOL	L.L. Maguate
8:00-10:00	Continuation of the Workshop	
10:0012:00	Presentation of Output (Math Group) and Critiquing	2 EPS and ASDS ,SDS
1:00-3:00	Presentation of Output (English group) and Critiquing	2EPS and SDS, ASDS
3:00-4:00	Wrap -up/Clearing of the House	R.Tagala and L.L.Maguate
4:00-4:30	Closing Program	Participants