




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum

No. 102, s. 2014

To : District Heads
Elementary School Principals
All Elementary Teachers

From : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

Date : April 1, 2014

Subject : **INSTRUCTIONAL SUMMER REFRESHER COURSE FOR TEACHERS**

1. Pursuant to Republic Act 9155 known as the “Governance of Basic Education Act of 2001,” the School Head and District Head are both instructional leader and administrative manager particularly in the implementation of the Basic Education programs and projects including capability building of teachers in the school.
2. To be assured of such, the Division of Sarangani empower the District Heads and School Heads to conduct ***Instructional Summer Refresher Course to all Teachers*** in 2nd week of April 2014 in their designated area. (Please refer to scheduled matrix)
3. The objectives of the course are as follows:
 - a. increase awareness and accountability of the Teachers on laws, rules and regulations pertaining to Instructions and Administrative matters;
 - b. strengthen their capability to handle complaints involving teachers, parents and students;
 - c. capacitate teachers in classroom strategic planning and innovations; and
 - d. discuss priority tasks on how to make schools ready for the opening of classes on June 2014.
4. Participants are ***all Teachers*** in the Division of Sarangani and are required to complete the number of training hours for two (2) days covering all the topics to be discussed. Participants are advised to be already at the venue at 8:00 AM on Day 1 for the Opening Program.
5. To ensure the smooth flow of the workshop, the training shall be conducted by cluster districts. The PSDS Association shall take charge the operation of the activity.
6. Immediate and wide dissemination of this Memorandum is desired.

INSTRUCTIONAL REFRESHER COURSE FOR TEACHERS TRAINING MATRIX

Cluster 1

Day 1	Maitum Districts (Mun. Gym)		Kiamba Districts (Mun. Gym)	
April 7, 2014	Topic	Speaker	Topic	Speaker
7:00-8:00	Reg/Opening Prog	Taya Saling	Reg/Opening Prog	Angeles Labadia
8:00-9:00	CB-PAST	Rospie Maximo	Code of Prof Ethics	Irma S. Dinasas, AO
9:00-10:00	NCBTS-TSNA	Alma Donna Langgaman	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1
10:00-11:45	Perpetual Ranking	Argelio Arago	DepEd Direction	Isagani S. dela Cruz, SDS
NOON BREAK				
1:00-2:00	Code of Prof Ethics	Irma S. Dinasas, AO	CB-PAST	Rospie Maximo
2:00-3:00	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1	NCBTS-TSNA	Alma Donna Langgaman
3:00-4:45	DepEd Direction	Isagani S. dela Cruz, SDS	Perpetual Ranking	Argelio Arago

Day 2 (April 8, 2014)	Activity (by district)
7:30 – 10:00	Workshop on CB-PAST
10:00-11:30	Workshop on NCBTS-TSNA
1:00-3:00	Workshop on Perpetual Ranking
3:00-4:30	Planning Workshop on Opening of Classes/Closing Program

Cluster 2

Day 1	East Maasim (SFCEs)		West Maasim (MCES)	
April 8, 2014	Topic	Speaker	Topic	Speaker
7:00-8:00	Reg/Opening Prog	Taya Saling	Reg/Opening Prog	Angeles Labadia
8:00-9:00	CB-PAST	Angeline Ungkal	Code of Prof Ethics	Irma S. Dinasas, AO
9:00-10:00	NCBTS-TSNA	Ruvelyn Homecillo	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1
10:00-11:45	Perpetual Ranking	Edmund Gulam	DepEd Direction	Isagani S. dela Cruz, SDS
NOON BREAK				
1:00-2:00	Code of Prof Ethics	Irma S. Dinasas, AO	CB-PAST	Angeline Ungkal
2:00-3:00	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1	NCBTS-TSNA	Ruvelyn Homecillo
3:00-4:45	DepEd Direction	Isagani S. dela Cruz, SDS	Perpetual Ranking	Edmund Gulam

Day 2 (April 9, 2014)	Activity (by district)
7:30 – 10:00	Workshop on CB-PAST
10:00-11:30	Workshop on NCBTS-TSNA
1:00-3:00	Workshop on Perpetual Ranking
3:00-4:30	Planning Workshop on Opening of Classes/Closing Program

Cluster 3

Day 1	Alabel Districts (Mun. Gym)		Malapatan Districts (Mun. Gym)	
April 9, 2014	Topic	Speaker	Topic	Speaker
7:00-8:00	Reg/Opening Prog	Taya Saling	Reg/Opening Prog	Angeles Labadia
8:00-9:00	CB-PAST	Glenda Morales	Code of Prof Ethics	Irma S. Dinasas, AO
9:00-10:00	NCBTS-TSNA	Fredjie Pasco	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1
10:00-11:45	Perpetual Ranking	Noral Nerpiol	DepEd Direction	Isagani S. dela Cruz, SDS
NOON BREAK				
1:00-2:00	Code of Prof Ethics	Irma S. Dinasas, AO	CB-PAST	Glenda Morales
2:00-3:00	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1	NCBTS-TSNA	Fredjie Pasco
3:00-4:45	DepEd Direction	Isagani S. dela Cruz, SDS	Perpetual Ranking	Noral Nerpiol

Day 2 (April 10, 2014)	Activity (by district)
7:30 – 10:00	Workshop on CB-PAST
10:00-11:30	Workshop on NCBTS-TSNA
1:00-3:00	Workshop on Perpetual Ranking
3:00-4:30	Planning Workshop on Opening of Classes/Closing Program

Cluster 4

Day 1	North and Central Glan Districts (Mun. Gym)		South Glan Districts (Grand Stand)	
April 10, 2014	Topic	Speaker	Topic	Speaker
7:00-8:00	Reg/Opening Prog	Taya Saling	Reg/Opening Prog	Angeles Labadia
8:00-9:00	CB-PAST	Ronnie Recto	Code of Prof Ethics	Irma S. Dinasas, AO
9:00-10:00	NCBTS-TSNA	Corinna Falgui	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1
10:00-11:45	Perpetual Ranking	Romeo Sayaang	DepEd Direction	Isagani S. dela Cruz, SDS
NOON BREAK				
1:00-2:00	Code of Prof Ethics	Irma S. Dinasas, AO	CB-PAST	Ronnie Recto
2:00-3:00	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1	NCBTS-TSNA	Corinna Falgui
3:00-4:45	DepEd Direction	Isagani S. dela Cruz, SDS	Perpetual Ranking	Romeo Sayaang

Day 2 (April 11, 2014)	Activity (by district)
7:30 – 10:00	Workshop on CB-PAST
10:00-11:30	Workshop on NCBTS-TSNA
1:00-3:00	Workshop on Perpetual Ranking
3:00-4:30	Planning Workshop on Opening of Classes/Closing Program

Cluster 5

Day 1	East and West Malungon Districts (Malandag Gym)		North and South Malungon Districts (Malungon Gym)	
April 14, 2014	Topic	Speaker	Topic	Speaker
7:00-8:00	Reg/Opening Prog	Taya Saling	Reg/Opening Prog	Angeles Labadia
8:00-9:00	CB-PAST	Fernie Cabanalan	Code of Prof Ethics	Irma S. Dinasas, AO
9:00-10:00	NCBTS-TSNA	Melodie Dimabildo	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1
10:00-11:45	Perpetual Ranking	Noli Cabaylo	DepEd Direction	Isagani S. dela Cruz, SDS
NOON BREAK				
1:00-2:00	Code of Prof Ethics	Irma S. Dinasas, AO	CB-PAST	Fernie Cabanalan
2:00-3:00	DepEd PAPS	Ma. Shirley M. Cardinal, EPS-1	NCBTS-TSNA	Melodie Dimabildo
3:00-4:45	DepEd Direction	Isagani S. dela Cruz, SDS	Perpetual Ranking	Noli Cabaylo

Day 2 (April 15, 2014)	Activity (by district)
7:30 – 10:00	Workshop on CB-PAST
10:00-11:30	Workshop on NCBTS-TSNA
1:00-3:00	Workshop on Perpetual Ranking
3:00-4:30	Planning Workshop on Opening of Classes/Closing Program