



Division of Rizal
District of San Mateo
STO. NIÑO ELEMENTARY SCHOOL



SCHOOL MEMORANDUM No. 6, s. 2019

Date: June 14, 2019

To: School Math Coordinator
All Teachers Teaching Mathematics
All Kinder, Grade 1-3 Teachers

From:  MARLON S. MARQUEZ, Ph.D.
Principal

1. In connection with District Memo No. entitled CPA and Number Concept, the school will be conducting its 4-part School LAC session for CPA and number concept on June 21 and 28 and July 5 and 12, it will be held at the Conference room 9-11 am (for afternoon teachers) and 1-3 pm (for morning teachers) and it will be participated by kinder and Gr1-3 teachers.

The activity aims to:

- Continue the Professional Growth and Development of Teachers
 - Reiterate the importance of fundamental teaching strategies/ skill in Mathematics
 - Help teachers prepared Instructional Materials to be used in their math lessons.
2. The assigned committees and schedule for the said activity are included in the following enclosures:
Enclosure No. 1 – Working Committees
Enclosure No. 2 – Matrix of the Activity
 3. Please be guided accordingly.

EXECUTIVE COMMITTEE

Chairperson	MARLON S. MARQUEZ, Ph.D.
Members	FEBIE Y. JOCSON
	ALLAN S. DAGONG
	MA. CELIA S. ALCALDE

WORKING COMMITTEES

Committee / In Charge	Terms of Reference
Program Zenaida I. Aquino	Prepare a simple opening and closing program Co monitor with the assigned facilitator/officer of the day
Registration Estrella S. Pebres	Prepares and makes sure attendance sheet is filled up by all teachers available
Certificates Diana Delos Santos	Prepare and distribute the certificates for the members of executive, working committees and participants
Documentation and Pictorial Roneal Branzuela	Prepared the narrative and pictorial for the 4 day activity.
Accommodation and Decoration Robert Eurolfan	Prepares and Checks the availability of the needed equipment like sound system, microphone, LCD, projector, tables and chairs
QATAME Farrah Mae Gorospe	Evaluates the overall program

MATRIX OF ACTIVITIES
“NUMBER CONCEPT AND CRITICAL CONTENT USING CPA”

	(JUNE 21,2019)	(JUNE 28, 2019)	(JULY 5, 2019)	(JULY 12, 2019)
TIME				
	Registration			
8:30 – 9:00	Opening Program			
9:00 – 10:00	Ordinal Numbers Sonia B. Ballon	Multiplication Ressie Tuazon	Fraction Alla Dagong	Problem solving Corazon Lapore
10:00 – 11:00	Number Concept Sonia B. Ballon	Shapes Ryzza Lyn Flores	Division Corazon Lapore	EGMA Overview Ma. Celia Alcalde
1:00 – 2:00	Ordinal Numbers	Fractions	Multiplication	Problem solving
2:00 – 3:00	Reading and writing numbers	Shapes	Division	Overview of Egma
Speaker/ facilitator	Sonia B. Ballon Ma. Celia Alcalde	Ressie P. Tuazon Ryzza Lyn Flores	Allan Dagong Corazon B. Lapore	Corazon B. Lapore Ma. Celia Alcalde