



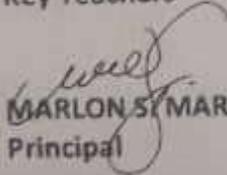
Division of Rizal  
District of San Mateo  
STO. NIÑO ELEMENTARY SCHOOL



SCHOOL MEMORANDUM No. \_\_\_\_\_, S. 2019

Date: October 10, 2019

To: Grade Leaders  
All SNES Teacher  
Key Teachers

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

Subject: In Service Training 2019

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1. In connection with DM No. 7 s 2019 entitled School Calendar of 2019, responding to the days allotted for In-service training for Teachers (INSET) for the continuing professional development of teachers. Relative to this the School shall conduct a In-Service Training Workshop entitled "Capability Enhancement of Teachers through IN-SET" (Pedagogical Approaches in Teaching EnSciMa) on October 22-24, 2019 at SNES learning Resource Center.
  2. The activity aims to:
    - Continue the Professional Growth and Development of Teachers
    - Reiterate the importance of fundamental and advance teaching strategies especially in Teaching EnSciMa
    - Help teachers prepared Instructional Materials based from the Teaching strategies given.
  3. The participants for the said activity are the Teachers who are teaching English, Science and Math (EnSciMa) from gr. 1 – gr.6. See Enclosure No. 4 for List of Participants
  4. 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
    - Enclosure No. 3 – Program
  5. Please be guided accordingly.

EXECUTIVE COMMITTEE

Chairperson  
Members

MARLON S. MARQUEZ, Ph.D.  
JOY ANTONETTE A. TUAZON  
FEBIE Y. JOCSON  
CARMENCITA J. SANTOS  
ALLAN S. DAGONG

WORKING COMMITTEES

Committee / In Charge	Terms of Reference
<p>Program</p> <p>Joy Antonette A. Tuazon Febie Y. Jocson</p>	<p>Prepare a simple opening and closing program Co monitor with the assigned facilitator/officer of the day</p>
<p>Registration</p> <p>Ma. Celia S. Alcalde Susan S. Julian</p>	<p>Prepares and makes sure attendance sheet is filled up by all teachers available</p>
<p>Certificates</p> <p>Ryzza Lyn S. Flores Maureen Valdez</p>	<p>Prepare and distribute the certificates for the members of executive, working committees and participants</p>
<p>Documentation and Pictorial</p> <p>Jessa T. Mejares Joanne A. Arnoyo Mark Angelo Teppang</p>	<p>Prepared the narrative and pictorial for the 4 day activity. Prepares a 5 minute video presentation of the activity.</p>
<p>Decoration Roselle Narce &amp; Gr. 5 Teachers</p> <p>Accommodation Zenaida I. Aquino &amp; Gr.1 Teachers</p> <p>Sound System Allan S. Dagong &amp; Jhonrey Lumabao</p>	<p>Prepares and Checks the availability of the needed equipment like sound system, microphone, LCD, projector, tables and chairs</p>
<p>QATAME</p> <p>Farrah Mae Gorospe</p>	<p>Evaluates the overall program</p>
<p>Refreshment</p> <p>Maria Raquel M. Gambalan Corazon b. Lapore Mary Cris Rivera</p>	<p>Plans and checks the menu Assists in the preparation and distribution of foods</p>
<p>Health and Safety</p> <p>Amiel E. Rivera Norina V. Hernandez</p>	<p>Ensures that health and wellness of participants are well taken -cared of</p>
<p>Officer of the Day</p> <p>Day 1 – Ryzza Lyn Flores Day2 – Allan S. Dagong Day 3 – Zenaida I. Aquino</p>	<p>Ensures the readiness and availability of materials for the sessions and workshop Monitor the conformity of each activity with the schedule time</p>

MATRIX OF ACTIVITIES

TIME	DAY 1 (Oct. 22, 2019)	DAY 2 (Oct. 23, 2019)	DAY 3 (Oct. 24, 2019)
7:00-7:30	Registration	MOL	
7:30-8:00	Opening Program		
8:00-9:30	Expectation Check		
	Session 1: Buzy Buzz (Maria Carmen Sofia Ollesca)	Session 6: The Bar (Dr. Marlon S. Marquez)	Session 10: Discovery Channel (Rhodora R. Wein)
9:30-10:00	Break		
10:00-11:00	Session 2: Stormy Brain (Maria Carmen Sofia Ollesca)	Session 7: Think of Me (Elizabeth C. Agabin)	Session 11: Daily Inquirer (Rhodora R. Wein)
11:00-12:00	Session 3: Narrate Me (Maria Carmen Sofia Ollesca)		
12:00-1:00	Lunch Break		
1:00-2:00	Session 4: Let's Simulate (Raquel Q. Santos)	Session 8: Let's Cooperate! (Elizabeth C. Agabin)	Session 12: 5 - E Learning Cycle (Ruby D. Japson)
2:00-3:00			
3:00-3:30	Break		
3:30-5:00	Session 5: ExposÉ! (Raquel Q. Santos)	Session 9: Game is Life (Dr. Marlon S. Marquez)	Session 13: Reflect! Reflect! (Ruby D. Japson)
Officer of the Day	Ryza Lyn S. Flores	Allan S. Dagong	Zenaida I. Aquino

OPENING PROGRAMME  
October 22, 2019  
8:00 am

I. Opening Program

- |                                   |     |     |     |     |   |
|-----------------------------------|-----|-----|-----|-----|---|
| A. Opening Prayer                 | ... | ... | ... | ... | ...RONEAL G. BRANZUELA<br>Grade 6 Teacher         |
| B. National Anthem                | ... | ... | ... | ... | ...JOBER S. EGUIRON<br>Grade 6 Teacher            |
| C. Welcome Remarks                | ... | ... | ... | ... | ...DR. MARLON S. MARQUEZ<br>Principal 1           |
| D. Checking of Attendance         | ... | ... | ... | ... | ...MARIA RAQUEL GAMBALAN<br>Grade 3 Teacher       |
| E. Statement of the Purpose       | ... | ... | ... | ... | ...FEBIE Y. JOCSON<br>Grade Three Teacher         |
| F. Introducing of the Speakers... | ... | ... | ... | ... | ...CRISTINA ANGELICA C. CERIOLA<br>Kinder Teacher |

II. Seminar Proper

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|-------------|-----|-----|-----|-----|--|
| English     | ... | ... | ... | ... | Maria Carmen Sofia Olbesca<br>Raquel Q. Santos |
| Mathematics | ... | ... | ... | ... | Dr. Marlon S. Marquez<br>Elizabeth Agabin      |
| Science     | ... | ... | ... | ... | Rhodora R. Wein<br>Ruby Japson                 |

Ma. Jenelyn T. Pastrana & Stalin B. Aguilo  
Masters of Ceremony

