



**DIVISION MEMORANDUM**  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Corner Military Cut-off, Baguio City  
Tel. No.: 442-7819 Fax: (074) 442-7819



**DIVISION MEMORANDUM**

No.: 295, Series of 2018

**Date : June 23, 2018**

**To :** Public Schools District Supervisors  
Senior High School Heads

**Subject:** Workshop on the use of Science Equipment

01. This is to inform the field that there will be a Division Science Workshop on August 4, 2018, Saturday at 8:00AM to 5:00 PM at the Baguio City National Science High School/ Stand Alone Senior High School, Irisan, Baguio City.
02. Participants to this workshop are the following :
  - a. All Senior High School Science Teachers
  - b. Resource Speakers /Facilitators
  - c. Principal and Assistant Principals of BCNHS- Stand Alone
  - d. EPS in Science
03. Participants to this activity are entitled to one day service credit or compensatory time off.
04. Immediate dissemination of this memorandum is earnestly desired.

  
**FEDERICO P. MARTIN, Ed.D., CEd.D, CESO V**  
Schools Division Superintendent



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**ACTIVITY REQUEST**

**I. TITLE OF ACTIVITY: WORKSHOP ON ENHANCING THE COMPETENCE OF THE SENIOR HIGH SCHOOL SCIENCE TEACHERS IN USING EQUIPMENT IN THE DELIVERY OF SCIENCE INSTRUCTION**

**II. RATIONALE :**

Based from needs assessment on the delivery of Science instruction, the priority is for the purchase of equipment to help produce quality outcomes in the schools. Twelve sets of equipment were purchased by the City Government of Baguio in the amount of PhP 837,413.00 which will be distributed to the senior high schools. Relative to this, a workshop on enhancing the competence of the teachers on the proper use of such equipment will be conducted on August 4, 2018 at the Baguio City National Science High School from 8:00 AM – 5:00 PM.

**II. OBJECTIVES :**

The activity aims to enhance the competence of the teachers in using Science equipment in the delivery of Science instruction.

**IV. METHODOLOGY/ STRATEGIES :**

1. Preparation and approval of the activity proposal ;
2. Implementation of the approved activity proposal through the conduct of a workshop;
3. Submission of accomplishment report on the activity.

**V. DATE OF IMPLEMENTATION /VENUE: August 4, 2018 ;**

BCNHS- Stand Alone Senior High School

**VI. PARTICIPANTS :** Participants :Trainers and facilitators, Senior Science High School Science Teachers

**VII. TRAINING MATRIX :**

Time	Workshop / Equipment to be used	Resource Speaker /Facilitators
7:30-8:00	Registration	
8:00-9:00	Standard Cart/Metal Track 1.2 m System	Science Star Corporation Staff Belinda Flores and co.
9:00-10:00	Wireless Earth Science Starter Bundle	
10:00-10:15	Health Break	
10:16-12:00	Wireless Chemistry Starter Bundle	
12:00-1:00	Lunch Break	
1:00-2:30	Wireless Biology Starter Bundle	
2:31-4:30	Wireless Physical Science Starter Bundle	
4:31-5:00	Closing Program	

**VIII. EXPECTED OUTPUT:**

- a. Enhanced competency of the teachers in using Science equipment in the delivery of instruction in the classroom.

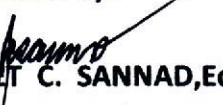
**VII. SOURCE OF FUND :** Meals and Snacks in the amount of **PhP 8,400.00**  
to be taken cared of by the supplier - Science Star Corporation

**IX. IMPLICATION TO EDUCATION :** Improved learners' performance in Science.

Prepared by:

  
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EPS-Science

Reviewed by:

  
**JULIET C. SANNAD, Ed.D.**  
Chief, Curriculum Implementation Division

Approved :

  
**FEDERICO P. MARTIN, Ed.D, CE.D, CESO V**  
Schools Division superintendent