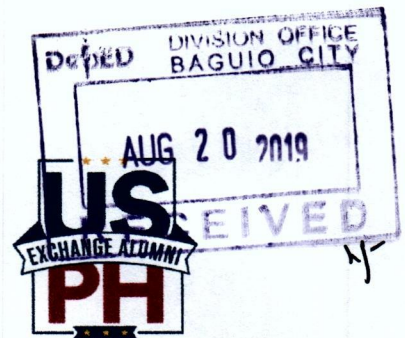


**ILEP-Fulbright-DAI  
Philippine Alumni Association**



**DR. FEDERICO P. MARTIN,**  
Schools Division Superintendent  
DepEd, Baguio City Division

Dear Dr. Martin:

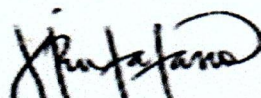
Greetings!

The ILEP-Fulbright-DAI-AAP, an association of ILEP (International Leaders in Education Program) alumni in the Philippines, will hold a Teacher Leadership Caravan (TLC), a major project of our association this school year 2019-2020. This aims to conduct a seminar workshop which will help enhance the teacher leadership skills of our educators and share best practices for a better classroom instruction. The TLC will be held at American Corner, Saint Louis University Library, A. Bonifacio St. Baguio City, on August 30 - 31, 2019. The registration for the workshop is free and lunch will be served to the participants.

In this regard, we would like to request your office to extend invitation to forty (40) teachers in public schools (Elementary and Secondary) in the Division of Baguio City. The said workshop is only for limited participants since this is free of charge. Pre-registration is needed for the certificates and meals to be prepared ahead of time. Kindly advise the participants to contact Ms. Anna Grace M. Cabanilla of Baguio City National High School, Chairperson of TLC-Baguio, on or before August 25, 2019, at 0933 1972821 or email at [annagrace.cabanilla@deped.gov.ph](mailto:annagrace.cabanilla@deped.gov.ph) for the registration.

Your favorable response is highly appreciated. Thank you and God bless you.

Sincerely,

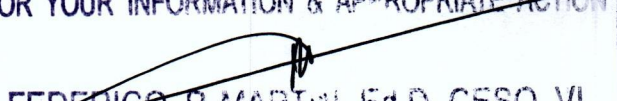
  
**VIVIAN B. INTATANO**  
President  
ILEP-Fulbright-DAI-AAP

  
**RUFO DE LEON**  
Secretary,  
ILEP-Fulbright-DAI-AAP

  
**ANNA GRACE M. CABANILLA**  
TLC-Baguio Chairperson  
Member, ILEP-Fulbright-DAI-AAP

Approved:

**DR. FEDERICO P. MARTIN**  
Schools Division Superintendent, Baguio City

To: All School Administrators, Principals & Teachers In-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**FEDERICO P. MARTIN, Ed.D, CESO VI**  
Schools Division Superintendent

**SEMINAR WORKSHOP ON  
 TEACHER LEADERSHIP**

**August 30 - 31, 2019  
 American Corner, St. Louis University  
 Baguio City**

**DAY 1**

August 30- Friday				
Day/Time	Activity	Resource Person/s Involved	Resources Needed	Remarks
7:30-8:00	Registration	TWG Members	Registration Sheets, Conference Kit	
8:00-8:30	<b>Opening Program</b>			
	Invocation National Anthem			
	Welcome Remarks	President of St. Louis University	Laptop, projector, sound system	
	Rationale of the Seminar Workshop Introduction of the Participants Getting to Know you Activity	Rufo De Leon		
8:30-9:30	A Glimpse of American Corner	American Corner Staff	Laptop, projector, sound system	15 min open forum
<b>9:45- 10:00 Health Break</b>				
10:00-11:30	Session 1: Teacher Leadership	Anna Grace Cabanilla	Laptop, projector, sound system	
11:30-12:00 OPEN FORUM				
<b>12:00-1:00 LUNCH</b>				

**DAY 1 PM SESSION**

<b>Day/Time</b>	<b>Activity</b>	<b>Resource Person/Persons Involved</b>	<b>Resources Needed</b>	<b>Remarks</b>
1:00-1:15	Moodsetting	Rufo De Leon		
1:15-2:45	Continuation of Session 1: TL Workshop	Anna Grace Cabanilla ILEP alumni	Laptop, projector, sound system Worksheets	Group sharing
<b>2:45-3:15 HEALTH BREAK</b>				
3:15-4:30	SESSION 2: Communication and Effective Teaching	Dr. Jan Rich Guira <i>FLTA Alumni</i>	Laptop, projector, sound system Papers, writing pads	Lecture with workshop
4:30-5:00	Open Forum/Wrap up			

**DAY 2****August 31, 2019**

<b>Day/Time</b>	<b>Activity</b>	<b>Resource Person/s Involved</b>	<b>Resources Needed</b>	<b>Remarks</b>
7:30-8:00	Registration	TWG		
8:00-8:30	MOL	Ruby Baldas and Estelita Villegas ILEP Alumni	Sound system	
8:30-9:45	Session 3: Teacher and the Digital World	Vivian B. Intatano ILEP Alumni	Laptop, projector, sound system	
<b>9:45-10:00 HEALTH BREAK</b>				
10:00-11:00	Session 4: Teacher and the Professional Learning Community	Rufo De Leon ILEP Alumni	Laptop, projector, sound system	
11:00-12:00	Session 5 Extending Beyond the School (Service Learning)	Vivian Intatano ILEP Alumni		
<b>12:00-1:00 LUNCH BREAK</b>				
1:00 - 2:30	Session 6 Teacher Leaders in Action	Vivian Intatano/Rufo De Leon	Writing materials	Group work
2:30-3:30	Presentation of Output	Anna Grace Cabanilla	Board, Tape	Working Break
3:30- 4:30	Closing Program Distribution of Certificates Commitment Wall Ceremony	TWG	Certificates, Sticky notes, Writing pens	
<b>4:30-5:00 Photo Opportunity</b>				
<b>HOME SWEET HOME</b>				

**Chairman: Anna Grace M. Cabanilla**

**MEMBERS: Vivian Intatano  
Rufo De Leon  
Jan Rich Guira  
Ruby Baldas  
Estelita Villegas**