

Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

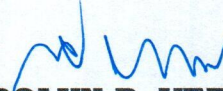
May 28, 2021

Division Memorandum  
No. 155, s. 2021

**CONDUCT OF IN-SERVICE TRAINING FOR KINDERGARTEN TEACHERS OF DISTRICT IV**

To: All District IV Public School Heads  
All District IV Kindergarten Teachers  
All Others Concerned

1. In response to the training and professional development needs of Kindergarten teachers and school heads in District IV, an In-Service Training will be conducted on June 1 to 3, 2021 via Zoom Meetings, Google Meet, and limited on site participation.
2. The purpose of this training is to:
  - a. Update and enhance Kindergarten teachers' and school heads capabilities in teaching and supervising Kindergarten using synchronous and asynchronous modalities of teaching;
  - b. Develop instructional videos which will be used for the fourth quarter as part of the teaching-learning process.
  - c. Boost the confidence of teachers in using the different modalities in teaching.
3. On site participants are directed to comply with basic health protocols in compliance with local IATF guidelines.
4. Participants to this training are the all Kindergarten teachers (permanent and substitute) of District IV and their principal.
5. Please see attached Enclosure 1 for the activity matrix. Links will be sent through Mabini Kinder Group Chat.
6. Immediate dissemination and compliance with this Memorandum is enjoined.

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com  
Website: www.derednines.com | Facebook Page: facebook.com/DepEdTavaBaguioCity



ISO 9001:2015 Certified  
Quality Management Syst  
CRN RU-19.2560.026  
Issued on 12/27/2019

**Enclosure 1: Matrix of Activities**

<b>DAY 1: June 1, 2021</b> <b>Virtual via Zoom</b> <b>Host: Apolinario Mabini Elementary School (Proserpina Estacio)</b>			
Time	Activity	Speaker/ In-charge	Output
7:00 – 8:00	Attendance via Google form	Grail C. Annawi	Attendance Sheet
8:00 – 8:30	Management of Learning	Analyn A. Chagao	Program Paper
	Inspirational Message	Cynthia Vitagan Principal, DAES	
8:30 – 10:00	Guidelines and standard in the development of SLMs	Stella Mari O. Zapata	Lesson on the topic
10:00 - 10:30	HEALTH BREAK		
10:30 – 12:00	Contextualizing LMs/Innovation proposal and Reports	Analyn A. Chagao	Lesson on the topic
12:00 – 1:00	LUNCH BREAK		
1:00 – 1:15	Words of Encouragement	Proserpina M. Estacio Principal, AMES	
1:16-3:15	CANVA	Michelle B. Ramos	Lesson on the topic
3:16 - 5:00	WORKSHOP		
<b>DAY 2 : June 2, 2021</b> <b>Virtual via Google Meet</b> <b>Host: Dona Aurora Elementary School (Cynthia P. Vitagan)</b>			
Time	Activity	Speaker/In-charge	Output
7:00 – 8:00	Attendance via Google form	Grail C. Annawi	Attendance Sheet
8:00 – 8:30	Management of Learning	Grail C. Annawi	Program Paper
	Words of Welcome	Octavia Pedro Principal, BES	
	Inspirational Message	Rose Melody M. Flores PSDS	
8:30 – 10:00	Exploring Google Meet	Febrela B. Madriaga	Lesson on the topic
10:00 – 10:30	HEALTH BREAK		
10:30 – 12: 00	Technique in Online Teaching	Kyra Anne B. Soliba	Lesson on the topic
12:00 – 1:00	LUNCH		
1:00 – 1:15	Challenge	Maria Palsi Principal, DNJES	
1:16-3:15	Technique in conducting asynchronous way of teaching	Genilyn D. Benito	Lesson on the topic
3:16 – 5:00	WORKSHOP		
<b>DAY 3 : June 3, 2021</b> <b>Limited Face to Face/ On-Site Participation</b> <b>Host: Don Mariano Marcos Elementary School (Rose Melody M. Flores)</b>			
Time	Activity	Speaker/In-charge	Output
7:30 – 8:30	Attendance via Google form	Grail C. Annawi	Attendance Sheet
8:30 – 9:00	Management of Learning	Menzie V. Bangsail	Program Paper
	Welcome Message	Alicia M. Culaton OIC-SH, DMMES	
9:00 – 10:30	Navigating Microsoft Team	Mary Rose S. Estrera	Lesson on the topic
10:30 – 11:00	HEALTH BREAK		
11:00 – 12:30	Preparation of video lessons via power point	Grail C. Annawi	Lesson on the topic
12:30 – 1:00	LUNCH BREAK		
1:00 – 2:00	Making Possibilities... Video output	Nieves Domay S. Yangyang- Toribio	Video lesson
2:00 – 5:00	WORKSHOP, EVALUATION AND SUBMISSION OF OUTPUT		

Overseer: *Prepared by:*  
**ROSE MELODY M. FLORES, PhD**  
 PSDS, District IV



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 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT IV

**REVIEW AND EVALUATION TOOL FOR INSET PROPOSALS**

SY 2020-2021

Name of District: DISTRICT IV

Date of Training: May 31, June 1 and 2, 2021

Name of PSDS: ROSE MELODY M. FLORES, PhD

Mode: Virtual , Face to Face

Components	Indicator	Evaluation			Remark/s
		Evident	Partially Evident	Not Evident	
<b>Part I</b>					
1. Format	Followed the SDO recommended format	/			
2. Signatories	Followed the SDO recommended signatories	/			
<b>Part II: Content</b>					
<b>I. PROGRAM TITLE</b>					
1. Proponent	Nieves Domay S. Yangyang - Toribio Analyn A. Chagao				
2. Date & Venue	May 31 - June 2, 2021 (Virtual, limited F2F – AMES, DMES, DAES)				
3. Cost	P2,250				
4. Target Beneficiaries	Kindergarten Teachers of District IV				
<b>II. RATIONALE</b>					
	Anchored on the need of teachers based from their IPPD (Individual Professional Development Plan), applying Equal Opportunity Principle (EOP) to learning & development.	/			
<b>III. TRAINING DESCRIPTION</b>					
	The In Service Training program is a 3 day seminar- workshop designed to cater to the needs of kindergarten teachers of District 4, Schools Division of Baguio City. It was initiated to enhance the skills of teachers in using asynchronous and synchronous modalities to be used in the teaching – learning process. The training will also to enable the teachers to try something new in their teaching profession	/			
1. Strategies/Activities	The 3 day In Service Training program will be conducted through limited Face to Face, virtual meeting, workshop and small group discussion	/			
2. Output	The participants will be able to produce a video lessons, conduct online classes.	/			
3. Outcome	The kindergarten teachers of District IV will be courageous and confident in conducting their online classes.	/			

4. Impact	The In-service Training program can change the attitude and skills of the teachers and further increase the performance of the pupils. It also enables the teachers to acquire new understanding and instructional skills to develop their effectiveness to become more efficient in the job.	/			
5. Sustainability Plan/Exit Plan	The output of the INSET will be sustained through continuous improvement-production of the lessons via online platforms. LAC Sessions will also be utilized monthly or quarterly. These will be monitored by the proponent, coordinating principal and PSDS. A program innovation will also be considered.	/			
IV. OBJECTIVES	The participants should be able to develop instructional videos for the fourth quarter as part of the teaching – learning process, enhance teachers' capabilities in teaching Kindergarten using synchronous and asynchronous way of teaching.	/			
V. IMPLEMENTATION PLAN	Composed of 3 phases- Pre-Implementation, Implementation, and Post-Implementation	/			
VI. BUDGETARY REQUIREMENTS	Personal and the kindergarten District IV Fund 2020	/			
VII. TERMS OF REFERENCE	Defined roles per individual/committee or as designed	/			
VIII. MONITORING & EVALUATION PLAN	Included tracking of the output/outcome of the INSET	/			
IX. Gad Attribution (HGDC X. if applicable)	Included computations of GAD Attributions following the required template	/			
Part III: Attachment:					
Pre-test/Post Test Activity Sheet	The activity encompassed the salient points of the INSET.	/			
Program Evaluation Tool	Attached the SDO-SMME Monitoring and Evaluation Tool	/			

Reviewed and Evaluated by:

**ROSE MELODY M. FLORES, PhD**  
PSDS- District IV

Recommending Approval:

**JULIET C. SANNAD, EdD**  
Chief, Curriculum Implementation Division

Approved by:

**CHRISTOPHER C. BENIGNO**  
OIC, Assistant Schools Division Superintendent