



Republic of the Philippines
Department of Education
Region XIII – Caraga
 Butuan City



February 1, 2018

REGIONAL MEMORANDUM

No. 072, s. 2018



**REGIONAL TRAINING FOR SENIOR HIGH SCHOOL TEACHERS
 ON COMMON TOPICS**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
 This Region

1. Please be informed that there will be a **Regional Training for Senior High School Teachers on Common Topics** which will be held on April 10-13, 2018 at Watgate Hotel, Butuan City.
2. This activity specifically aims the participants to:
 - A. be capacitated on the methodologies in teaching the Senior High School learners;
 - B. strengthen the skills based on the area of specialization; and
 - C. prepare the teaching guides to improve learning outcomes of the learners.
3. The participants to this training are the untrained Senior High School teachers. All Division SHS Coordinator shall identify the names according to the number of slots allotted per Division as indicated in Enclosure No 1. The list must be submitted through email at hrrdddepd13@gmail.com on or before February 23, 2018. The participants shall then confirm their participation through online registration at <https://tinyurl.com/rtshscommon> not later than March 15, 2018. Failure to do so would mean an open slot for the other SDOs.
4. The expected time of arrival for the participants, facilitators, and members of the management team is around 7:30 AM of the first day, April 10, 2018. Their accommodation to the training venue shall be first come, first serve basis. Reservation is not allowed. Please see Enclosure No. 2 for the Matrix of Activities, Enclosure No. 3 for the list of Management Team members, and Enclosure 4 for the Administrative Guidelines.
5. All participants are required to attend the four (4) days live-in training and shall bring their own pocket wifi, laptop or any gadget with mobile data, a printed copy of the Curriculum Guide (CG) and other references on the specialized subject.
6. Senior High School Coordinator of each SDO shall attend the opening program on the first day.
7. In accordance with DepEd Order No. 53, s. 2003 entitled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*, the teachers and facilitators who are in teaching positions are entitled to service credits.

8. Training costs, which cover board and lodging of the participants, management staff & facilitators, supplies & materials, and contingency shall be charged against the OSEC Human Resource Training and Development (OSEC HRTD) funds, while the travel expenses of the participants, management staff & facilitators shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of this Memorandum to all concerned is highly desired.



BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Encl: As stated

Reference: DepEd Memorandum No. 84, s. 2017

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM
PROGRAMS

SENIOR HIGH SCHOOL
SPECIALIZATIONS

TEACHERS

hrdd/05/zif
02/01/2018

Enclosure No. 1 to Regional Memorandum No. 072, s. 2018

**REGIONAL TRAINING FOR SENIOR HIGH SCHOOL TEACHERS
ON COMMON TOPICS**

Allotment of Participants by Schools Division Office

Schools Division Office	Number of Slots
Agusan del Norte	5
Agusan del Sur	5
Bayugan City	4
Bislig City	4
Butuan City	5
Cabadbaran City	3
Dinagat Islands	3
Siargao Islands	3
Surigao City	4
Surigao del Norte	5
Surigao del Sur	5
Tandag	4
TOTAL	50

**REGIONAL TRAINING FOR SENIOR HIGH SCHOOL TEACHERS
ON COMMON TOPICS**

Training Matrix

Time	Day 1	Day 2	Day 3	Day 4
7:30-8:00 AM	Arrival	MOL	MOL	MOL
8:00-10:00 AM	Registration	Session 3: Understanding the SHS Learner	Session 7: Assessment	Session 11: LRMDS
10:00-12:00 AM	Opening Program	Session 4: 21 st Century Skills	Session 8: Contextualization	Session 12: School Structure and Processes
12:00-1:00 PM	LUNCH BREAK			
1:00-2:00 PM	Session 1: DepEd Mandate, VMV	Session 5: Walkthrough of the SHS CG	Session 9: Lesson Planning	Session 13: Gender and Development
2:00-2:30 PM				
2:30-3:00 PM				Session 14: Magna Carta for Public School Teachers
3:00-4:00 PM	Session 2: K to 12 Updates	Session 6: Pedagogies	Session 10: Preparation of Instructional Materials	
4:00-5:00 PM				Closing Program

**REGIONAL TRAINING FOR SENIOR HIGH SCHOOL TEACHERS
ON COMMON TOPICS**

Program Management Team

Over-all Team Leader	:	Dr. Beatriz G. Torno, CESO IV
Asst. Over-all team Leader	:	Dr. Fidela M. Rosas, CESO V
Training Manager	:	Dr. Flordelisa R. Dalin
Secretariat	:	Dr. Angelita A. Kuizon
Logistics	:	Mr. Roy S. Rele
		Ms. Zenylou I. Frias
Welfare Officer	:	Mr. Glenn M. Brongcano
Finance Officer	:	Mrs. Fe L. Alegado
QATAME Coordinator	:	Dr. Gilbert L. Gayrama

Assignment	Name	Station/Division
Class Facilitators	Dr. Violeta M. Nuñez	RO, HRDD
	Mrs. Carolyn S. Mayuga	Butuan City
	Mrs. Niesa T. Cultura	Bayugan City
Process Observer	Pinky Rosarie E. Laurente	Tandag City
QATAME	To be determined by QAD	

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ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

Training Proper

Participants are expected to arrive to be in the venue at 7:30 AM of Day 1. Registration of participants will be at the designated function hall.

Attendance

All participants are expected to stay for the whole duration of the said activities. In case the participant was not able to finish the activity due to some unavoidable reasons, only the **Certificate of Appearance** will be issued.

Attire

Smart-casual wear.

Medical Needs

It is the responsibility of the participants to make necessary provisions with regards to their health problems. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

Post Training

Participants are expected to complete the online evaluation before the closing program. Check-out time shall be strictly observed. It is the responsibility of each participant to check their personal belongings before leaving the venue.