



September 18, 2018

REGIONAL MEMORANDUM
No. **528** s. 2018

CAPABILITY BUILDING FOR MASTER TEACHERS

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region



1. The Human Resource Development Division – DepEd Caraga Region shall conduct a Capability Building for Master Teachers on October 22-24, 2018 (venue shall be announced later).
2. The general objective of this training is to capacitate our Master Teachers on the different learning and development interventions responsive to the performance needs and goals of the Department of Education. Specifically, the participants should be able to:
 - a. collaborate with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy;
 - b. develop and apply effective teaching strategies to promote critical, creative and higher - order thinking skills;
 - c. work collaboratively with colleagues to review the design, selection, organization and use of assessment strategies;
 - d. acquire collaboration, mentoring and coaching techniques to address learning goals relating to Learning Action Cell activities; and
 - e. present an action plan for the division roll-out.
3. The participants to this training are Master Teachers (Elementary, Secondary and Senior High School). Slots allotted per Division is indicated in Enclosure No. 1. The list must be submitted through email at hrdddepd13@gmail.com in **Excel Format** on or before **September 24, 2018** using the template below. The participants shall then confirm their participation through online registration at <https://tinyurl.com/MT13online> not later than **September 28, 2018**. Failure to do so would mean an open slot for the other SDOs.

Division:

Name	Designation	Elem/JHS/SHS	School/District Assigned	Contact #	E-mail Address	Sex
1.						

4. Attached hereto is Enclosure No. 1, Allotment of Participants per SDO.
5. Expenses incurred during this activity such as: meals, snacks, accommodation of participants, learning facilitators, regional program management team, supplies and materials, transportation, accommodation and honorarium of resource speakers are charged to HRD funds while transportation of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Enclosure: As stated

Reference: None

To be indicated in the PERPETUAL INDEX under the following subjects:

LEARNING & DEVELOPMENT MASTER TEACHERS TRAININGS

**CAPABILITY BUILDING ON DESIGNING LEARNING ACTION CELL AND SESSION
GUIDE WRITING FOR PSDSs, EPSs AND SCHOOL HEADS**

Allotment of Participants by Schools Division Office

Division	MT-Elementary	MT-JHS	MT-SHS	Total
Agusan del Norte	3	4	3	10
Agusan del Sur	3	4	3	10
Bayugan City	3	3	2	8
Bislig City	3	4	3	10
Butuan City	3	4	3	10
Cabadbaran City	3	3	2	8
Dinagat Islands	3	4	3	10
Siargao Islands	3	4	3	9
Surigao City	3	3	3	9
Surigao del Norte	3	4	3	10
Surigao del Sur	3	4	3	10
Tandag City	3	3	2	8
	TOTAL			112

Note: For SDOs which have no Master Teachers, slots shall be added to the Junior High School.

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 (Schedule of Arrival, Meals and Check-out)

Participants are expected to in the venue at 7:00 AM of Day 1. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals, and check out are indicated below:

Meals	Day 1 Arrival @ 7:00 AM (October 22, 2018)	Day 2 (October 23, 2018)	Day 3 (October 24, 201)
Breakfast	✓	✓	✓
AM Snack	✓	✓	✓
Lunch	✓	✓	✓
PM Snack	✓	✓	✓
Dinner	✓	✓	✓

Attendance

All participants are expected to stay for the whole duration of the said training. In case the participant cannot 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 regard 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.