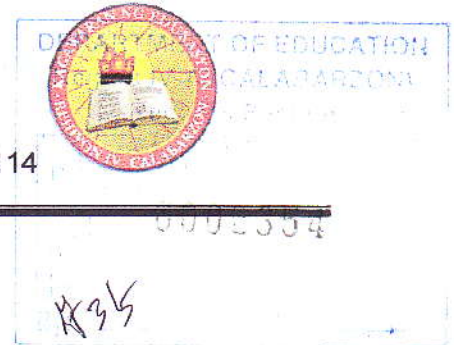




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal
Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

To : **THE SCHOOLS DIVISION SUPERINTENDENTS**
Divisions of Batangas City, Bacoor City, Cavite City,
Dasmariñas City, Imus City, Quezon, Lucena City, Tayabas
City, Rizal, San Pablo City, Sta. Rosa City, Calamba City
and Laguna

From : **DIOSDADO M. SAN ANTONIO**
Director IV

Subject : **TRAINING OF TRAINERS (TOT) FOR ELEMENTARY AND
SECONDARY ENGLISH, SCIENCE, MATHEMATICS,
FILIPINO AND AP/HEKASI TEACHERS ON CONTENT
AND PEDAGOGY (Batch II)**

Date : March 3, 2014

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In line with BESRA KRT 2 on Enabling Teachers to further enhance the contribution to learning outcomes, a Three-Day Training of Trainers (TOT) for Elementary and Secondary English, Science and Mathematics, Filipino and AP/HEKASI Teachers on Content and Pedagogy will be held on April 1 – 3, 2014 at NEAP CALABARZON, Malvar, Batangas.

Said training aims to:

1. enhance commitment in facilitating learning;
2. gain and in-depth knowledge and understanding on content and pedagogy focus on least mastered competencies in English, Science, Mathematics, Filipino and AP/HEKASI;
3. apply pedagogies through demonstration teaching;
4. enhance skills in facilitating learning in ESM, Filipino and AP/HEKASI; and
5. prepare action plan on the training to be conducted in the division

Received: Joseph
3/5/14
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The participants to this activity are the potential trainers in English, Science, Mathematics, Filipino and AP/HEKASI for Grade 6 in the Elementary Level and Fourth Year in the Secondary Level preferably one teacher per subject area in the identified divisions as follows:

DIVISION	NO. OF PARTICIPANTS	
	Elementary Teachers	Secondary Teachers
1. Batangas City	5	5
2. Calamba City	5	5
3. Laguna	5	5
4. Rizal	5	5
5. San Pablo City	5	5
6. Bacoor City	5	5
7. Imus City	5	5
8. Tayabas City	5	5
9. Sta. Rosa City	5	5
10. Cavite City	5	5
11. Dasmariñas City	5	5
12. Quezon	5	5
13. Lucena City	5	5
TOTAL	65	65

They are requested to be in the venue at exactly 7:00 am of April 1, 2014. Registration starts at 7:00 am and the opening program will commence at exactly 8:00 am. The first meal to be served is breakfast of the same day and the last meal will be dinner of the last scheduled day. Participants who will not be able to attend the orientation program on the first scheduled day need not attend the said training.

Expenses relative to this activity such as board and lodging of the participants and training staff, facilitators, supplies and materials shall be charged against Regional downloaded SBM Program Support Fund while transportation expenses of the participants shall be charged against local funds subject to the usual COA accounting rules and regulations.

List of names of confirmed attendees must be submitted to this Office not later than March 13, 2014. Said list must be duly signed and endorsed by the Schools Division Superintendent through email at td_calabarzon@yahoo.com.

Immediate dissemination of this Memorandum is earnestly desired.