



Republic of the Philippines
 Department of Education
REGION IV (A) – CALABARZON
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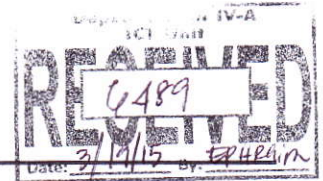
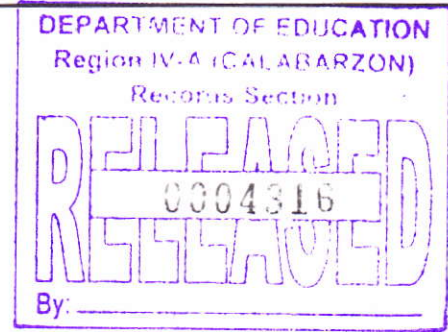
MEMORANDUM

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
 Director IV

SUBJECT : CONDUCT OF VARIOUS ACTIVITIES IN THE DEVELOPMENT OF TRAINING
 COURSE MODULES FOR MASTER TEACHERS' PROFESSIONAL DEVELOPMENT
 PROGRAM (MTPDP)

DATE : March 16, 2014



In line with BESRA KRT 2 on enabling teachers to further enhance their contribution to learning outcome, this office will conduct the Development of Training Course Modules for Master Teachers based on the competencies, functions, duties and responsibilities stipulated in Rationalized Job Design and Competency – based Standards for Master Teachers. The following are the activities to be conducted, objective/s per activity, dates, venues and the participants who will be involved in the development process:

ACTIVITIES	OBJECTIVE/S	DATE	VENUE	PARTICIPANTS
Profiling of Master Teachers (MT)	Update the records of all Master Teachers in preparation for Master Teachers Professional Development Program (MTPDP).	March 30, 2015 Submission by district to the Division Office April 6, 2015 Submission by Division to Regional Office thru email at td_calabarzon@yahoo.com	By SDO level	HRD, SGOD
Orientation on the Development of Modules for MTPDP.	Orient and agree on topics and format in the development of modules for MTPDP	April 9, 2015 Note: Opening Program 8:00 AM First meal: AM snacks Last meal: PM snacks	NEAP-R	Key MT from each Division composed of 1-MT I and 1-MT II/III

Submission of Modules	Submit first draft of modules for MTPDP.	May 9, 2015 Submit to HRDD-RO thru email : td_calbarzon@yahoo.com	RO	Module writers
Critiquing, Refinement, and Finalization of Modules	Critiqued, refined and finalized modules in preparation for Program Delivery (PDy).	May 19 -20, 2015 Note: This is a live in workshop Registration: 7:30–8:00 AM Opening Program: 8:00 AM First Meal: AM Snacks of day 1 Last Meal: PM Snacks of day 2	NEAP-R	Module Writers
Submission of Final Module	Evaluate the finalized modules for Program Delivery (PDy).	May 30, 2015	HRDD-RO	All Module Writers

Please use the template attached for the Master Teacher's Profile.

Further, may we request each division to submit two (2) Master Teachers – MT I (1) and MT II/III (1), who will composed the writers of the session guides for MTPDP on or before March 27, 2015 with the following qualifications:

MTPDP writers must:

- a. be computer literate,
- b. have experience in writing modules / articles / books,
- c. have good communication skills,
- d. have very satisfactory performance for the last three years,
- e. have high level of competency related skills, abilities, initiatives and productivity, and
- f. have excellent interpersonal relationship.

Transportation of the participants relative to their attendance to the above activities shall be charged against local funds, while meals shall be charged against Regional and Schools Division Office (SDO) funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.

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