



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
CITY SCHOOLS DIVISION-TAGBILARAN  
City of Tagbilaran



MEMORANDUM:

TO : TCCES –Elementary Science –Two (2) Master Teacher/Teacher III  
Elementary Mathematics – Two (2) Master Teacher/Teacher III  
TCEES - Elementary Science –One (1) Master Teacher/Teacher III  
Elementary Mathematics – One (1) Master Teacher/Teacher III

FROM : Security Bank Foundation, Inc.

SUBJECT: **3-DAY LIVE-IN TEACHER TRAINING**

DATE : September 24, 2018

Security Bank Foundation, Inc., in partnership with Ateneo Center for Educational Development (ACED), will conduct a *3-day live-in Teacher Training* for the identified teachers of the Foundation's Classrooms Project beneficiary schools in **Visayas** on **October 23-25, 2018** at **Cebu City**.

In line with this, six (6) Master Teachers/Teacher III teaching in the Foundation's Classrooms Project beneficiary schools are invited to attend the said training. See table below for the names, the subjects covered in the training, and the number of teacher slots allocated per subject and school.

ELEMENTARY			
NAME OF SCHOOL	NO. OF TEACHER TRAINING SLOTS		
	Elementary Science	Elementary Mathematics	Total
Tagbilaran City Central Elementary School	2	2	4
Tagbilaran City East Elementary School	1	1	2
Total No. of Teacher - Participants			6

Please see attached copies of the formal letters of invitation that were sent to the principals of the above-mentioned schools.

Security Bank Foundation will take care of the transportation, as well as the meals and accommodation of teachers who will attend the training. The participants will also be provided with copies of all the materials to be used in the training.

  
VIRGINIA C. ZAPANTA, Ph. D., CESO V  
Schools Division Superintendent 

13 September 2018

DR. VIRGINIA C. ZAPANTA, CESO V  
 Schools Division Superintendent  
 Division of City Schools – Tagbilaran City  
 Department of Education

DEPARTMENT OF EDUCATION  
 TAGBILARAN CITY SCHOOLS DIVISION  
 SDS OFFICE  
**RECEIVED**

BY: [Signature] TIME: 3:50 PM  
 DATE: 9/19/18 CTR #: \_\_\_\_\_  
 via LBC

Dear Dr. Zapanta:

Security Bank Foundation, Inc., in partnership with Ateneo Center for Educational Development (ACED), will conduct a **3-day live-in Teacher Training** for the identified teachers of the Foundation's Classrooms Project beneficiary schools in **Visayas** on **October 23-25, 2018** at **Cebu City**.

In line with this, we would like to invite **six (6) Master Teachers / Teacher III** teaching in the Foundation's Classrooms Project beneficiary schools. See table below for the names of schools, the subjects covered in the training, and the number of teacher slots allocated per subject and school.

ELEMENTARY			
NAME OF SCHOOL	NO. OF TEACHER TRAINING SLOTS		
	Elementary Science	Elementary Mathematics	Total
Tagbilaran City Central Elementary School	2	2	4
Tagbilaran City East Elementary School	1	1	2
<b>Total No. of Teacher-Participants</b>			<b>6</b>

Please see attached copies of the formal letters of invitation that were sent to the principals of the above-mentioned schools.

Security Bank Foundation will take care of the transportation, as well as the meals and accommodations of the teachers who will attend the training. The participants will also be provided with copies of all the materials to be used in the training.

In return for supporting the upgrading of skills of the said teachers, please note that we will require the trained teachers to:

- Apply what they have learned from the training in their teaching
- Re-echo the training to their fellow teachers when they return to their own school within the period of 1 year after the date of the training, individually or as a group. Echo training of the trained teachers can be done one-time or in a series of meetings or any similar activities of the teachers at school.
- Submit a feedback report on the echo training conducted to Security Bank Foundation (including pictures).
- Submit a certification from the School Principal of the echo training conducted.





Aside from the school certification on the echo training conducted, we will also request the schools to submit a report on the impact of the training to the development of the skills of the students at the end of each school year starting SY 2018-2019.

Confirmed training participants who fail to attend the training session, as well as trained teachers who fail to re-echo their training to other teachers in their own school, shall be requested to return the total cost of training that was spent by the Foundation for his or her participation. **We will allow change or replacement of training participant/s but this must be made at least ten (10) working days before the scheduled training.**

Please note that the teachers who will be sent by the schools to the training will be required to **submit the filled out registration, waiver and commitment forms (attached to our letter to the school principal) to the Foundation via fax (02-891-1049) or email (sbfoundation@securitybank.com.ph) September 21, 2018.**

Should you have any question or need further clarification, please feel free to call our **Project Officer, Ms. Racquel Tanyag, at (02) 888-7341 / 0917 565 0409.**

Very truly yours,



**MELISSA R. AQUINO**  
Trustee / Corporate Secretary

# SECURITY BANK FOUNDATION, INC.

13 September 2018

**MS. JUANITA C. LA FUENTE**  
School Principal  
Tagbilaran City Central Elementary School  
c/o Ma. Elena L. Deligero, BM  
Security Bank Tagbilaran Branch

Dear Ms. La Fuente;

Security Bank Foundation, in partnership with Ateneo Center for Educational Development (ACED), will conduct a **3-day live-in Teacher Training** for identified teachers of the Foundation's public elementary school beneficiaries in the Visayas region on **October 23-25, 2018 to be held at Cebu City.**

Sessions will be from **8:00a.m. – 5:00p.m.** over the **Tuesday to Thursday** indicated schedule. Participants' accommodations will likewise be at **Cebu City** with **check-in** scheduled on the **afternoon of 22 October 2018** and **check-out** scheduled on the **afternoon of 25 October 2018.**

In line with this, we would like to invite **four (4) teachers** teaching **Elementary Science and Elementary Mathematics** from **Tagbilaran City Central Elementary School** as per slots indicated below:

TRAINING TOPIC	Teachers teaching Elementary Science	Teachers teaching Elementary Mathematics
NO. OF SLOTS FOR TEACHERS	2 Master Teachers / Teacher III	2 Master Teachers / Teacher III
Total No. of Teacher-Participants	4	

For your reference, please see attached copy of the letter we sent to the DepEd Division of Tagbilaran City regarding the invitation to the training.

Security Bank Foundation will take care of the transportation, as well as the meals of the four (4) live-in Master Teachers / Teacher III who will attend the 3-day training in Cebu City. The training participants will also be provided with copies of all the materials that will be used in the training.

In return for supporting the participation of the school teachers to the training, please note that we will require the trained teachers to:

- Apply what they learned from the training in their teaching
- Re-echo the training to their fellow teachers when they return to their own school within the period of 1 year after the training they attended, individually or as a group (echo training of the trained teachers can be done one-time or in a series of meetings during teachers' meetings or any similar activities of the teachers at school)

SECURITY BANK FOUNDATION, INC.  
Security Bank Centre, 6776 Ayala Avenue, Makati City, Philippines 0719  
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- Submit a feedback report on the echo training conducted to other fellow Science and Math teachers to Security Bank Foundation (including pictures)
- Submit a Certification from the School Principal of the echo-training conducted to other fellow Science and Math Teachers.

Aside from requesting the school to certify the echo training conducted by the trained teachers, we will also request the school to submit a report on the result of the training on the Math and Science skills of the students at the end of each school year starting SY 2018-2019.

Confirmed training participants who fail to attend the training session, as well as trained teachers who fail to re-echo or share their training to other teachers in their school, shall be requested to return the total cost of training that was spent by the Foundation for his or her participation. **We will allow change or replacement of training participant/s but this must be made at least ten (10) working days before the scheduled training.**

Please note that the teachers who will be sent by the school to the training will be required to **submit the filled out registration, waiver and commitment forms to the Foundation via fax (02-891-1049) or email (sbfoundation@securitybank.com.ph) no later than September 21, 2018.**

Should you have any question or need further clarification on any of the above, please feel free to call our Project Officer, Ms. Racquel Tanyag, at (02) 888-7341 / 0917 565 0409.

Very truly yours,



**MELISSA R. AQUINO**  
Trustee / Corporate Secretary

**\*Attached Forms (please fill out and fax to 891-1049 or e-mail to sbfoundation@securitybank.com.ph on or before 21 September 2018:**

- Registration Form (1 copy)
- Commitment and Waiver (1 copy)



# SECURITY BANK FOUNDATION, INC.

13 September 2018

**MS. MARIA ANTONETTE P. DUGANG**  
School Principal  
Tagbilaran City East Elementary School  
c/o Ma. Elena L. Deligero, BM  
Security Bank Tagbilaran Branch

Dear Ms. Dugang;

Security Bank Foundation, in partnership with Ateneo Center for Educational Development (ACED), will conduct a **3-day live-in Teacher Training** for identified teachers of the Foundation's public elementary school beneficiaries in the Visayas region on **October 23-25, 2018 to be held at Cebu City.**

Sessions will be from **8:00a.m. – 5:00p.m.** over the **Tuesday to Thursday** indicated schedule. Participants' accommodations will likewise be at **Cebu City** with **check-in** scheduled on the **afternoon of 22 October 2018** and **check-out** scheduled on the **afternoon of 25 October 2018.**

In line with this, we would like to invite **two (2) teachers** teaching **Elementary Science and Elementary Mathematics** from **Tagbilaran City East Elementary School** as per slots indicated below:

TRAINING TOPIC	Teacher teaching Elementary Science	Teacher teaching Elementary Mathematics
NO. OF SLOTS FOR TEACHERS	1 Master Teacher / Teacher III	1 Master Teacher / Teacher III
Total No. of Teacher-Participants	2	

For your reference, please see attached copy of the letter we sent to the DepEd Division of Tagbilaran City regarding the invitation to the training.

Security Bank Foundation will take care of the transportation, as well as the meals of the two (2) live-in Master Teachers / Teacher III who will attend the 3-day training in Cebu City. The training participants will also be provided with copies of all the materials that will be used in the training.

In return for supporting the participation of the school teachers to the training, please note that we will require the trained teachers to:

- Apply what they learned from the training in their teaching
- Re-echo the training to their fellow teachers when they return to their own school within the period of 1 year after the training they attended, individually or as a group (echo training of the trained teachers can be done one-time or in a series of meetings during teachers' meetings or any similar activities of the teachers at school)

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- Submit a feedback report on the echo training conducted to other fellow Science and Math teachers to Security Bank Foundation (including pictures)
- Submit a Certification from the School Principal of the echo-training conducted to other fellow Science and Math teachers.

Aside from requesting the school to certify the echo training conducted by the trained teachers, we will also request the school to submit a report on the result of the training on the Math and Science skills of the students at the end of each school year starting SY 2018-2019.

Confirmed training participants who fail to attend the training session, as well as trained teachers who fail to re-echo or share their training to other teachers in their school, shall be requested to return the total cost of training that was spent by the Foundation for his or her participation. **We will allow change or replacement of training participant/s but this must be made at least ten (10) working days before the scheduled training.**

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Should you have any question or need further clarification on any of the above, please feel free to call our **Project Officer, Ms. Racquel Tanyag, at (02) 888-7341 / 0917 565 0409.**

Very truly yours,



**MELISSA R. AQUINO**  
Trustee / Corporate Secretary

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