



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



October 16, 2018

Division Memorandum
No. 604, s. 2018

**TRAINING OF TEACHERS (TOT) ON THE GRADE IV MATHEMATICS
CRITICAL CONTENT (QUARTERS I AND II)**

To: Officer in Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Division Coordinators
Public Schools District Supervisor
Heads of Public Elementary Schools

1. In connection with the implementation of the K to 12 Basic Education Curriculum, there will be a Training of Teachers (TOT) on the Critical Content of Grade IV Mathematics (Quarters I and II) on October 27, 29, 30 and 31, 2018 at Reyna's Haven and Garden, Calceta St., Tagbilaran City.

2. The objectives of the Training Program include the following:
a. integrate competencies needed by teachers in the effective implementation of the Grade IV Mathematics Curriculum;
b. explain the strategies, assessment, and classroom management techniques appropriate for the critical learning competencies of the subject area handled; and
c. promote a culture of collegial and collaborative learning among the teachers in Tagbilaran City Schools Division.

3. For proper guidance and reference of all concerned, the following are the participants of the training:

- a. Eduardo C. Ayao – Dampas ES
- b. Anecita B. Balon – Taloto ES
- c. Puriza E. Coderos – Ubujan ES
- d. Doreen O. Descartin – Tagbilaran City SPED Center
- e. Marcela C. Dispo – City East ES
- f. Irene Fudalan – Eastern Cogon ES
- g. Primitiva B. Fuertes – Eastern Cogon ES
- h. Gay L. Gabod – Mansasa ES
- i. Marlene G. Madrio – Manga ES
- j. Maria Luisa D. Mencede – Cogon ES
- k. Corazon C. Mendez – San Isidro ES
- l. Nenita B. Palaca – Tagbilaran City Central ES
- m. Nora R. Parujenog – Booy South ES
- n. Alice P. Puyo – Mansasa ES
- o. Amelita B. Suarez – Ubujan ES

4. All participants are enjoined to bring the following:
 - ✓ Curriculum Guide (CG) and Teacher's Guide (TG)
 - ✓ Learner's Materials and other reference materials
 - ✓ Laptop
 - ✓ USB flash drive
 - ✓ Extension cord
 - ✓ Portable Wifi (*if available*)
 - ✓ Ruler
 - ✓ Pencil

5. The members of the Program Management Team are the following:
Program Manager: Elisea G. De La Torre, Ph.D.
Training Manager: John Ariel A. Lagura
Secretariat/Logistics Officers: Filomena C. Tanggaan, Esther L. Cagas
QAME Monitor: Jovenal Cagas
Learning Facilitators:
 - Christine B. Gallo
 - Maria Fe L. Jimenez
 - Angelita A. Patos
 - Rowel G. Pineda
 - Alicia G. Requiso
 - Buena Fe A. Rios
 - Carmelita A. SanchezClass Manager/Process Observer: Dioscora H. Sayon

6. The learning facilitators, program management staff, and QAME monitor are expected to attend the dry run / walkthrough of session guides at Tagbilaran City SPED Center – Special Science Elementary School (SSES), Grade VI Room at 3:30 PM on October 19, 2018 (Friday).

7. The participants shall be entitled to service credits in accordance with the provisions of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003. Likewise, non-teaching personnel including management staff shall be provided with Compensatory-Time-Off (CTO) on training days which fall on Saturdays per CSC and DBM Joint Circular No. 2, s. 2004.

8. Expenses for meals and snacks for the participants and management staff shall be charged against Division HRD Funds subject to the usual accounting and auditing rules and regulations.

9. Immediate dissemination of, and compliance with this Memorandum is directed.


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