



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



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MEMORANDUM:

TO : TCCES –Elementary Aralin Panlipunan – Two (2) Master Teacher/Teacher III
Elementary English – Two (2) Master Teacher/Teacher III
TCEES - Elementary Aralin Panlipunan – One (1) Master Teacher/Teacher III
Elementary English – One (1) Master Teacher/Teacher III

FROM : Security Bank Foundation, Inc.

SUBJECT: 3-DAY LIVE-IN TEACHER TRAINING

DATE : March 21, 2019


Security Bank Foundation, Inc., in partnership with One La Salle Educational foundation, Inc. (OLEF) and Ateneo Center for Educational Development (ACED) 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 **April 9-11, 2019 for Araling Panlipunan** subject and on **April 23-25, 2019 for English** to be held at **Seda Atria, Iloilo 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 Aralin Panlipunan	Elementary English	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.


NERI C. OJASTRO Ed D, CESE
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

12 March 2019

DR. NERI C. OJASTRO, CESE
Schools Division Superintendent
Division of City Schools - Tagbilaran City
Department of Education

DEPARTMENT OF EDUCATION
 TAGBILARAN CITY DIVISION
 RECEIVED
 BY: 9 TIME: 8:00
 DATE: 3/19/19 QTR #1

Dear Dr. Ojastro,

Security Bank Foundation, Inc., in partnership with One La Salle Educational Foundation, Inc. (OLEF) and 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 **April 9 – 11, 2019 for Araling Panlipunan subject** and on **April 23 – 25, 2019 for English** to be held at **Seda Atria, Iloilo City**. Conversely, please note that **all Senior High School participants** will be trained in **The Legend Villas, Mandaluyong City, Metro Manila**.

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 AP	Elementary English	Total
Tagbilaran City Central Elementary School	2	2	4
Tagbilaran City East Elementary School	1	1	2
Total No. of Elementary 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 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 2019-2020.

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 amounting to **PHP 20,132.49**.

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) no later than March 25, 2019.**

The participants are also required to accomplish the **training pre-work survey** for **Araling Panlipunan** accessible through this link: **https://bit.ly/2SDv111** and **attached hard copy** for **English subject**.

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,



LOUIE BOY G. DE REAL
Program Manager

*Attached Forms (please fill out and fax to 891-1049 or e-mail to sbfoundation@securitybank.com.ph **on or before March 25, 2019:**

- Registration Form
- Commitment and Waiver Form
- Needs assessment survey (English subject)
- Proposed travel arrangement for training participants



ATENEUM DE MANILA UNIVERSITY
ATENEUM CENTER FOR EDUCATIONAL DEVELOPMENT

**Pre-Training Needs Assessment Survey
Teacher Training in Elementary, Junior HS and Senior HS ENGLISH**

**Security Bank Foundation, Inc. – Ateneum Center for Educational Development
BUILD A SCHOOL, BUILD A NATION: THE CLASSROOMS PROJECT**

To the School Principal:

In connection with the Teacher Training in Elementary, Junior HS and Senior HS English on 23-25 April 2019, kindly provide the information required in this survey to allow us to plan better for the training sessions.

Thank you very much!

Name of School : _____

Location of School : _____

How many teachers are you sending to the Teacher Training in Elementary, Junior HS and Senior HS English on 23-25 April 2019? Please indicate in the appropriate space.

Elementary _____ Junior HS _____ Senior HS _____

Of the number of teachers you indicated, how many have attended previous training organized by the Security Bank Foundation, Inc – Ateneum Center for Educational Development? Please indicate in the appropriate space.

Elementary _____ Junior HS _____ Senior HS _____

Please list in the space below the students' Least Mastered Skills in English for your school:

Please list below the teaching strategies commonly being used by the English teachers in your school in the development of the lessons.

Thank you very much for your time!

Signature of Principal

Date

**NATIONWIDE TEACHERS TRAINING FOR ELEMENTARY ENGLISH AND ARLING PANLIPUNAN
VISAYAS PUBLIC SCHOOL BENEFICIARIES
Seda Atria, Iloilo City
Pison Avenue, Atria Park District, San Rafael, Mandurriao, Iloilo City
April 2019**

REGISTRATION FORM

(please write clearly and fill-out complete details)

Complete Name of Participant:

<i>Last Name</i>	<i>Given Name</i>	<i>Middle Name</i>	<i>Suffix</i>
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Gender:	Birthday:	Age:	Place of Birth:	Nationality:
Personal Landline No.:	Personal Mobile Number:	Personal Email Address:	Civil Status:	Personal TIN:

Mother's Maiden Name:

<i>Last Name</i>	<i>Given Name</i>	<i>Middle Name</i>	<i>Suffix</i>
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Present Address:

<i>House No.</i>	<i>Street / Village / Subd.</i>	<i>Barangay</i>	<i>City/Municipality</i>
<i>Province</i>	<i>Region</i>	<i>Country</i>	<i>Zip Code</i>

Permanent Address:

<i>House No.</i>	<i>Street / Village / Subd.</i>	<i>Barangay</i>	<i>City/Municipality</i>
<i>Province</i>	<i>Region</i>	<i>Country</i>	<i>Zip Code</i>

Employer Name:	School Name:	Position/ Designation:	
School Address:	School Email Address:	School Contact No.	
Subject being taught (mark appropriate box with "X")	Elem. English: _____	Elem. AP: _____	No. of Years teaching the subject: _____
Diet Restrictions (please specify)	Existing Medical Condition (please state):		

In case of emergency:

Contact Person Name:	Relationship with the Participant:	Contact Numbers:
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****Note:** Please fax the accomplished registration to **(02) 891-1049 (attn: Ms. Keiye Tanyag)** or email to **sbfoundation@securitybank.com.ph** no later than **MARCH 25, 2019.**

Travel Arrangements

Kindly indicate the routes and modes of transportation that will be taken in order to reach the training venue. Please do not include airfare as this will be arranged and paid by Security Bank Foundation.

FROM (start from house)	TO	TYPE OF TRANSPORT (Motorcycle/ Jeep/ Bus/ Train/ Boat)	AMOUNT OF TRANSPO
			P
			P
			P
			P
			P
			P
			P
Subtotal:			P
X 2 for return trip			P
TOTAL:			P

COMMITMENT & WAIVER

I understand that by submitting my accomplished registration form, I am confirming my participation in the 3-day training activity mentioned above, and that I acknowledge and accept the following terms and conditions of Security Bank Foundation regarding my participation:

- Apply my learnings from the training in the way I manage the school
- Re-echo the learnings and insights to the teachers when I go back to the school within the period of 6 months after the training I attended
- Submit a feedback report on the echo training conducted including pictures to OLEF
- Submit an assessment of school assets/ infrastructures and resource mobilization plan

NO SHOW/CANCELLATIONS/REPLACEMENTS

In case of my no-show for the 3-day training activity, as well as failure on my part to fulfill the terms and conditions I agreed to above, **I hereby promise to pay the full amount of the 3-day training spent by Security Bank Foundation for my participation amounting to TWENTY THOUSAND ONE HUNDRED THIRTY TWO PESOS AND 49/100 PESOS (PHP 20,132.49) in full or in tranches.**

In consideration of the foregoing, I, for myself, my heirs and administrators, waive and release all rights and claims for damages I might have against Security Bank Foundation, Inc. and their representatives, as a result of my participation in the above activity, including but not limited to any injuries I might suffer. I also attest and verify that I am physically fit for the activity and my physical condition is in good shape.

Signature over complete name of training participant

Date signed: _____