



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


DIVISION MEMORANDUM  
No. 463s, 2021

November 18, 2021

**VIRTUAL RE-ECHO TRAINING ON SCIENCE INVESTIGATORY PROJECT  
: ORIENTATION ON ESSENTIALS**

To: All Public and Private Elementary and Secondary (JHS/SHS)  
School Principals  
All Public and Private Elementary and Secondary (JHS/SHS)  
Science Teachers

1. Tagbilaran City Schools Division will conduct a three-day virtual re-echo training on **Science Investigatory Project : Orientation on Essentials** on November 25-27, 2021, aligned with the format of the National Science and Technology Fair and upscaling teachers on various SIP competencies.
2. The objectives of this training are the following:
  - Re-orient teachers with the essentials on Science Investigatory Project aligned the National Science and Technology Fair format.
  - Up-skill teachers with the Experimental Design and Ethical Standards
  - Orient teachers with the Basic Laboratory Tests on Plants and Animals
  - Orient teachers with the primary use of Microcontrollers and Sensors for Robotics Projects.
3. Participants to this training are all science teachers from both public and private Elementary and Secondary (JHS/SHS) schools. Since one day falls on a Saturday, the Division will give service credit to the teachers and CTO to non-teaching personnel in the Division.
4. Expenses relative to this activity are charged against Division/school MOOE . Fare, meals and snacks of the participants are charged to the school MOOE and other local school funds while meals and snacks of facilitators and team managers are charged to the Division MOOE subject to the usual accounting rules and procedures.
5. The link to this training will be shared later through messenger accounts , group chats , and the principals' group.
6. Strict compliance of this memorandum is desired.

  
JOSEPH IRWIN A. LAGURA, PhD.  
Schools Division Superintendent



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## TRAINING MATRIX

Day	Time	Activity
1	7:30-8:00 am	Registration Through Google Form
	8:00-8:30 am	I. Preliminaries: Morning Prayer - AVP National Anthem - AVP Acknowledgment of Participants; Welcome Remarks and Rationale – <b>Dr. Vida A. Encarquez, EPS Science</b> Inspirational Message <b>Dr. John Ariel A. Lagura, CID Chief</b>
	8:30-11:30 am	Introduction of the Speaker – <b>Anamie P. Galvez</b>  <b>Topic 1: Orientation on Science Investigatory Project: Types and Designs</b> Speaker: <b>Cherry Michelle F. Collyer PhD</b> Master Teacher II – Dampas Elem. School
	11:30-12:00 noon	Open Forum
	12:01-1:00 pm	Lunch Break
	1:01-1:15 pm	Energizer and Learning Highlights Facilitated by: <b>Anamie P. Galvez</b>
	1:16-4:00 pm	Introduction of the Speaker by: <b>Cherry Michelle F. Collyer</b>  <b>Topic 2: The Research Design: Framework and Objectives</b> Speaker: <b>Resa Nina A. Jacob</b> Master Teacher I - DCPNHS
4:00-4:30 pm	Open Forum	
2	7:30-8:00 am	Registration through Google Form
	8:00-8:30 am	Preliminaries and Highlights of Learning Facilitated by: <b>Cherry Michelle F. Collyer</b>
	8:30-11:45	Introduction of the Speaker by: <b>Resa Nina A. Jacob</b>  <b>Topic 3: The Experimental Research Design and Ethical Standards</b> Speaker: <b>Anamie P. Galvez</b> Teacher II – Tagbilaran City Science Highschool
	11:45-12:00	Open Forum
	12:01-1:00	Lunch Break
	1:01-1:15 pm	Energizer Learning Highlights - Facilitated by: <b>Resa Nina A. Jacob</b>
	1:16-4:30 pm	Introduction of the Speaker: <b>Anamie P. Galvez</b>  <b>Topic 4: Basic Laboratory Tests for Plants and Animals and Its Protocols (AVP)</b> Speaker: <b>Norman G. Quilantang</b> University of San Carlos - Science Specialist
4:31-5:00	Open Forum	

<b>3</b>	7:30-8:00 am	Registration through Google Form
	8:00-8:30 am	Preliminaries and Highlights of Learning Facilitated by: <b>Resa Nina A. Jacob</b>
	8:30-11:45	Introduction of the Resource Speaker: <b>Cherry Michelle Collyer</b> <b>Topic 5: Primers on the Use of Microcontrollers and Sensors for Robotics Projects (AVP)</b> Speaker: <b>Jenelou John Israel</b> Principal I San Isidro National High School Tagbilaran City
	11:45-12:00	Open Forum
	12:01-1:00	Lunch Break
	1:00-3:00 pm	Output for Submission and Presentation of Output
	3:00-3:30 pm	Closing Program  <i>Reminders: Certificate of Participation will be provided once the Attendance is validated</i>

### SIP Training Management Team and Staffing

Office/Staff Designated	Contact Person	Responsibilities
Training Supervisor	Vida A. Encarquez PhD	-Coordinate with the resource speakers and the school. -Craft the training matrix -Prepare the program and the certificates of attendance/ participation. -Monitor the smooth implementation of INSET matrix -Delegate and assign task to target person
Facilitators/ Officers of the Day	Anamie P. Galves Resa Niña A. Jacob Cherry Michelle F. Collyer PhD	-Assist the Education Program Supervisor and speakers during the training -Monitor the attendance of the participants -Serve as host during opening and closing program. - Collects output for documentation -Ensure that the venue and logistics for the training are readily available.
Resource Persons/ Speakers	Anamie P. Galves Resa Niña A. Jacob Cherry Michelle F. Collyer PhD	-Give discussions and video-demo sessions. -Facilitate the activities during the training which may include

		demonstration and workshops
Documenter	To be Assigned	-Prepare daily report of the proceedings with pictures. -Collect and keep attendance and outputs for consolidation -Document the activities and the proceedings of the Training
Consultant & Process Observers	To be Assigned	-Provides technical assistance to the persons involve in the training -Observe the whole process of the training. -Give comments and observations on the proceedings of the training. -Facilitate to the approval of training design to the Schools Division Office -Monitoring and Evaluation

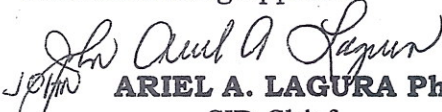
### Monitoring & Evaluation

Monitoring and evaluation is an essential component of every activity. The Education Program Supervisor in Science and the trainers will ensure the smooth implementation of the training. The outcome determines the possible solutions and recommendations that will improve the delivery of instructions to the learner. Outputs will be gathered by the trainers and submitted to process observers for evaluation. **Post-Training Evaluation Form** will be used (See attached). After the training is completed, a narrative report with pictorials will be submitted to the Schools Division Office as mode of verification.

Prepared by:

  
**VIDA A. ENCARQUEZ PhD**  
EPS Science

Recommending Approval:

  
**ARIEL A. LAGURA PhD**  
CID Chief

**FILOMENA C. TANGAAN, PhD**  
**Senior Education Program Specialist**

Approved:

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent