



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

O Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM
NO: 819 s. 2026

TRAINING PROGRAM ON DESIGNING CLASSROOM INNOVATIONS

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates communication from Princess Angel Canutal, Learning and Development Program Officer, Cognitio Learning and Development Center, content of which is self-explanatory.
2. Participation to the said training-workshop is **voluntary** and expenses will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct

Invitation to Join the Training Program on Designing Classroom Innovations

From Cognitio Learning and Development Center <info@cognitiolearning.com>

Date Mon 9/28/2026 8:02 AM

To DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>; DEPED PANGASINAN 1 <pangasinan1@deped.gov.ph>; DEPED PANGASINAN 2 <pangasinan2@deped.gov.ph>; DEPED ALAMINOS CITY <alaminos.city@deped.gov.ph>; DEPED BATAK CITY <batak.city@deped.gov.ph>; DEPED CANDON CITY <candon.city@deped.gov.ph>; DEPED DAGUPAN CITY <dagupan.city@deped.gov.ph>; DEPED LAOAG CITY <laoag.city@deped.gov.ph>; DEPED SAN CARLOS CITY (REG. 1) <sancarlos.city1@deped.gov.ph>; DEPED SAN CARLOS CITY (REG. 6) <sancarlos.city6@deped.gov.ph>; DEPED CITY OF SAN FERNANDO (REG. 3) <sanfernando.city3@deped.gov.ph>; DEPED URDANETA CITY <urdaneta.city@deped.gov.ph>; DEPED VIGAN CITY <vigan.city@deped.gov.ph>; DEPED BATANES <batanes@deped.gov.ph>; SDO CAGAYAN <sdo.cagayan@deped.gov.ph>; DEPED ISABELA <isabela@deped.gov.ph>; quirino.depedro2@gmail.com <quirino.depedro2@gmail.com>; cauayan.depedro2@gmail.com <cauayan.depedro2@gmail.com>

 2 attachments (423 KB)

Invitation to Join the Training Program on Designing Classroom Innovations.pdf; [COGNITIO] Training Matrix.pdf;

You don't often get email from info@cognitiolearning.com. [Learn why this is important](#)

Dear Superintendent,

Greetings of Peace and Prosperity!

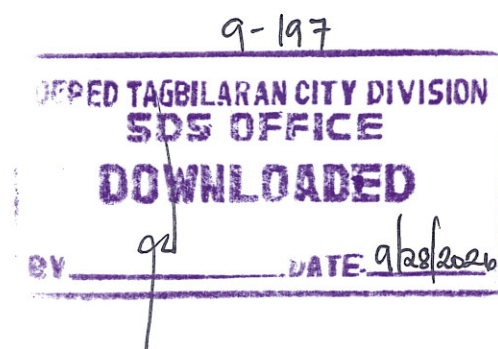
On behalf of **Cognitio Learning and Development Center**, we respectfully request your assistance in disseminating the attached invitation for our upcoming professional development program, **"Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation,"** scheduled for **October 30-31 and November 7, 2026 via Google Meet**.

We would greatly appreciate your support in sharing this learning opportunity with interested Elementary Teachers, Junior High School Teachers, Senior High School Teachers and other education personnel within your division.

Thank you very much for your time and continued support. Please see the attached program details for your reference.

Respectfully,

PRINCESS ANGEL CAÑUTAL
Learning and Development Program Officer
Cognitio Learning and Development Center





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LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines

DTI No.: 8258401 | TIN: 771-203-429

September 28, 2026

The Superintendent

Schools Division Office

Department of Education

SUBJECT: *Invitation to Join the Training Program "Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation"*

Dear Superintendent:

Greetings of Peace and Prosperity!

The **Cognitio Learning and Development Center**, a professional learning and development institution, respectfully requests your assistance in disseminating our upcoming professional development program:

DESIGNING CLASSROOM INNOVATIONS:

A Training on Proposal Writing, Tool Development, and Implementation

The **24-hour synchronous virtual training** will be conducted on **October 30-31 and November 7** via **Google Meet** and is designed for **teachers (Elementary, Junior High, Senior High School)** involved in the **development and implementation of classroom innovations, instructional tools, and project proposal**. The program focuses on strengthening competencies in proposal writing, instructional tool development, classroom innovation, and effective implementation, aligned with relevant **PPST and PPSSH indicators**.

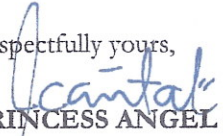
In this regard, we respectfully request your assistance in disseminating this professional development opportunity to qualified personnel within your jurisdiction who may benefit from the program.

For your reference, the complete training details, including the program overview, learning outcomes, and participant entitlements, are attached to this letter.

We would greatly appreciate your support in sharing this learning opportunity with interested and qualified educators within your Schools Division.

Thank you for your continued commitment to professional learning and development.

Respectfully yours,


PRINCESS ANGEL CAÑUTAL

Learning and Development Program Officer

info@cognitiolearning.com



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TRAINING OVERVIEW

Training Details	Information
Training Title	Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation
Date	October 30-31 and November 7, 2026
Platform	Google Meet
Duration	24 Training Hours
Target Participants	Licensed Professional Teachers (Elementary, Junior High, Senior High School)
Registration Fee	Php 500.00
Registration Form	https://forms.gle/6a4UfVV1PISgmNf78

WHY JOIN THE TRAINING?

Identify Authentic Classroom Gaps.

Learn how to analyze diagnostic results, learner performance records, and assessment data to identify specific, evidence-based learning gaps that need targeted intervention.

Transform Teaching Ideas into Formal Proposals.

Develop the skills to turn practical classroom ideas into a structured Innovation Project Proposal with a clear rationale, SMART objectives, implementation plan, and resource requirements.

Design Targeted Classroom Innovations.

Learn how to conceptualize practical instructional tools, supplementary materials, games, activities, or teaching strategies specifically designed to address identified learner needs.

Develop Measurable Interventions.

Gain practical skills in designing pre-test and post-test evaluation tools that can help track learner progress and provide evidence of your innovation's implementation and outcomes.

Plan Manageable Project Implementation.

Create a realistic 4–8-week implementation workflow covering activities, timelines, documentation, monitoring, and resource requirements without creating unnecessary administrative burden.

Produce Practical, Ready-to-Refine Outputs.

Apply your learning through guided workshops and leave with a Problem Statement and Target Skill, Draft Innovation Project Proposal, and Prototype Tool Blueprint with an Evaluation Framework that you can further develop for classroom use.

For further details, feel free to contact us:

Email: info@cognitiolearning.com

Facebook Page: *Cognitio LDC*

Organized by:

COGNITIO LEARNING AND DEVELOPMENT CENTER



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LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines

DTI No.: 8258401 | TIN: 771-203-429

TRAINING MATRIX

TRAINING OVERVIEW

Parameter	Details
Training Title	Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation
Delivery Mode	3-Day Synchronous Virtual Training via Google Meet
Duration	24 Training Hours
Date	October 30-31 and November 7, 2026
Target Audience	Licensed Professional Teachers (Elementary, Junior High, Senior High School)

DESCRIPTION

Classroom innovations are critical interventions designed to bridge specific learning gaps and improve student performance. However, many teachers face difficulty translating their practical teaching ideas into structured, formal project proposals.

This workshop provides a hands-on, step-by-step approach to help teachers identify authentic learning gaps, write a complete innovation proposal using standard templates, design supplementary learning tools, and execute a manageable classroom pilot with clear pre- and post-test data tracking.

Course Matrix

Session	Specific Objectives	Session Topics & Activities	Terminal Output
Session 1: Spotting the Gap & Conceptualizing the Innovation	Identify data-backed learning gaps from diagnostic data. Differentiate standard lessons from innovations. Write a clear, 1-sentence Problem Statement.	Analyzing diagnostic scores & reading assessments. Narrowing the focus to a single target skill. <i>Activity:</i> "Classroom Gap Audit" Exercise.	Approved Problem Statement & Target Skill
Session 2: Putting Pen to Paper: Writing the Innovation Proposal	Draft core proposal sections (Title, Rationale, Objectives, Work Plan). Write SMART learning objectives.	Anatomy of an Innovation Proposal Template. SMART objective writing for interventions.	Draft Innovation Project Proposal (Parts I-IV)

	Formulate a 4-to-8-week Implementation Matrix.	Work Matrix & low-cost budgeting. <i>Activity:</i> Guided Proposal Draft	
Session 3: From Blueprint to Classroom: Tool Design & Project Execution	Blueprint physical or digital innovation tools. Design Pre-Test & Post-Test evaluation tools. Establish a practical documentation workflow.	Prototype blueprinting (activity cards, games, kits). Pre- and post-test measurement design. Gathering photo documentation & keeping logs. <i>Activity:</i> Tool Blueprinting Workshop.	Prototype Tool Blueprint & Evaluation Framework

GENERAL EXPECTED LEARNING OUTCOMES

By the end of this program, participating teachers will be able to:

1. Analyze Classroom Gaps: Identify authentic, data-backed learning difficulties using diagnostic tests, student performance logs, or reading assessments.
2. Write a Standard Proposal: Draft a complete, structured Innovation Project Proposal (including rationale, SMART objectives, implementation matrix, and resource plan) using standard educational templates.
3. Design Instructional Interventions: Blueprint and conceptualize tailored classroom tools, supplementary materials, or specialized teaching strategies aimed at addressing specific learning gaps.
4. Plan Execution and Data Tracking: Establish a practical implementation workflow that includes pre- and post-testing, photo documentation, and project monitoring without adding excessive administrative burden.

TIMELINE

DAY 1 | October 30, 2026

Time	Activity	Responsible Person
08:00 – 08:30	Registration and Orientation	Training Team
08:30 – 10:15	SESSION 1 [Part 1] Spotting the Gap & Conceptualizing the Innovation	
10:15 – 10:30	Health Break	All
10:30 – 12:00	SESSION 1 [Part 2] Spotting the Gap & Conceptualizing the Innovation	
12:00 – 01:00	Lunch Break	All
01:00 – 04:00	SESSION 1 [Part 3] Spotting the Gap & Conceptualizing the Innovation	
04:00 – 05:00	Plenary Synthesis	

DAY 2 | October 31, 2026

Time	Activity	Responsible Person
08:00 – 08:30	Registration and Orientation	Training Team
08:30 – 10:15	SESSION 2 [Part 1] Putting Pen to Paper: Writing the Innovation Proposal	
10:15 – 10:30	Health Break	All
10:30 – 12:00	SESSION 2 [Part 2] Putting Pen to Paper: Writing the Innovation Proposal	
12:00 – 01:00	Lunch Break	All

01:00 – 04:00	SESSION 2 [Part 3] Putting Pen to Paper: Writing the Innovation Proposal		
04:00 – 05:00	Plenary Synthesis		

DAY 3 | November 7, 2026

Time	Activity		Responsible Person
08:00 – 08:30	Registration and Orientation		Training Team
08:30 – 10:15	SESSION 3 [Part 1] From Blueprint to Classroom: Tool Design & Project Execution		
10:15 – 10:30	Health Break		All
10:30 – 12:00	SESSION 3 [Part 2] From Blueprint to Classroom: Tool Design & Project Execution		
12:00 – 01:00	Lunch Break		All
01:00 – 04:00	SESSION 3 [Part 3] From Blueprint to Classroom: Tool Design & Project Execution		
04:00 – 05:00	Plenary Synthesis		

PARTICIPANT ENTITLEMENTS AND INCLUSIONS

Upon successful completion of the 16-hour virtual training program, all registered participants will receive a learning package:

1. Official Certifications

- a. *Digital Certificate of Participation*: Awarded to participants who complete all three modules, submit the required outputs, and achieve at least 80% attendance in synchronous Google Meet sessions. Reflects 16 Training Hours in Instructional Supervision.
- b. *Certificate of Appearance and Attendance*: Issued for official documentation.

2. Digital Resource Kit

- a. *Complete Presentation Slides*: Unlocked PDF copy of all presentation slides, lecture notes, and reference guides used across Modules 1 to 3.
- b. *Lecture Recording*: Access to lecture during the entire training.
- c. *Other learning resources*.

3. Post-Training Support and Community

- a. *Cognitio L&D Priority Email Updates*: Subscription to exclusive email notifications regarding upcoming professional development offerings, national training opportunities, webinars, and updated policy guidelines.
- b. *Cognitio Alumni Learning Community*: Admission to Cognitio's exclusive online professional network for continuous peer-mentoring, resource-sharing, and updates.

CONTACT US:

PRINCESS ANGEL CAÑUTAL

Learning and Development Program Officer

info@cognitiolearning.com