



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**

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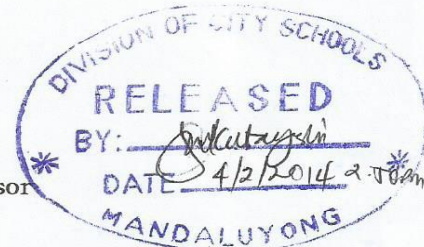


**MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Education Program Supervisors/District Supervisor  
Principals, Public Elementary Schools

Subject: **REGIONAL CONSULTATIVE PLANNING-WORKSHOP  
FOR EDUKASYONG PANTAHANAN AT PANGKABUHAYAN (EPP)  
INSTRUCTIONAL SKILLS ENHANCEMENT**

Date: April 2, 2014



1. Attached is a Regional Memorandum No. 070, 2014 dated March 20, 2014 regarding the conduct of the **Regional Consultative Planning-Workshop for Edukasyong Pantahanan at Pangkabuhayan (EPP) Instructional Skills Enhancement on April 11 – 13, 2014 at Pagsanjan Falls Lodge Resort, Pagsanjan, Laguna.**

2. Preferential attention is invited to paragraphs 2 – 4 of the said memorandum.

3. The participants to this training are the following:

Name	Position	Station
1. Ms. Erdelinda G. Diaz	Education Program Supervisor	Division Office
2. Mr. Eden L. Paras	-do-	-do-
3. Ms. Jovy D. Balbuena	Division EPP Coordinator	-do-
4. Mrs. Marvie R. Duran	Principal III	Pedro P. Cruz Elementary School
5. Ms. Leovigilda G. Gempisao	Teacher III	-do-
6. Mr. Jun R. Nacario	Master Teacher I	Hulo Elementary School

4. Enclosed is the Project Brief of the Activity for immediate information. Bring laptop during the seminar workshop.

5. Immediate and wide dissemination of this **Memorandum** is desired.

*[Signature]*  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent



**KAGAWAKAN NG EDUKASYON** NATIONAL Capital Region  
(DEPARTMENT OF EDUCATION) RECORDS AND PUBLICATION UNIT  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
(Misamis St., Bago Bantay, Quezon City) By: *[Signature]*

**RELEASED**

Date: MAR 21 2014 Time: 9-

March 20, 2014

**MEMORANDUM**  
NO. 070, 2014

**REGIONAL CONSULTATIVE PLANNING-WORKSHOP FOR EDUKASYONG PANTAHANAN AT PANGKABUHAYAN (EPP) INSTRUCTIONAL SKILLS ENHANCEMENT**

To: Schools Division Superintendents

1. The Regional Office in cooperation with the Technology and Livelihood Education-Edukasyong Pantahanan at Pangkabuhayan Supervisors and Coordinators Association, Inc. (TLEPPSCAI) will conduct a Consultative-Planning Workshop for EPP Instructional Skills Enhancement on April 11-13, 2014 (Friday, Saturday and Sunday) at the Pagsanjan Falls Lodge Resort, Pagsanjan, Laguna.

2. The objectives of the said project are to

- a. provide opportunity to acquire effective teaching approaches that will help the teachers effectively deliver the curriculum;
- b. share the divisions best practices on instructions and special projects;
- c. create an instructional plan of action for the skills enhancement of teachers; and
- d. benchmark with the Ecosystems Research and Development Bureau (ERDB) in College, Laguna, that will be useful in the Gulayan sa Paaralan project.

3. Participants to this activity are the EPP Regional and Division Supervisors/Coordinators, EPP District Coordinators and EPP Division Principal Consultants. The breakdown of the participants is listed below:

Division	EPP Supervisors /Coordinators	EPP District Coordinators	Division EPP Principal Consultants	Total
Caloocan	2	5	1	8
Las Piñas	1	3	1	5
Makati	2	3	1	6
Malabon	1	3	1	5
Mandaluyong	2	3	1	6
Manila	2	5	1	8
Marikina	1	3	1	5
Muntinlupa	1	3	1	5
Navotas	1	3	1	5
Parañaque	1	3	1	5

# 2460

DIVISION OF CITY SCHOOLS	
<b>RECEIVED</b>	
By: <i>Malou</i>	
Date: <b>25 MAR 2014</b>	
Time: <i>8:15 AM</i>	
MANDALUYONG	

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Pasig	1	3	1	5
Quezon City	1	5	1	7
San Juan	1	3	1	5
Taguig-Pateros	2	3	1	6
Valenzuela	1	3	1	5
Regional Office	1			
<b>TOTAL</b>	<b>21</b>	<b>54</b>	<b>16</b>	<b>93</b>

4. The participants are expected to pay the registration fee in the amount of **Three Thousand pesos (Php3,000. 00)** to cover the accommodation, meals, handouts, certificates and other incidental expenses. All expenses mentioned above including the transportation may be charged against the Division/Schools MOOE and/or Local Funds, subject to the usual accounting and auditing rules and regulations.
5. The Division EPP Supervisors are requested to submit to the region the list of participants in their respective division and take note of their assignments. The Officers of the TLEPPSCAI shall take charge of the collection of the said amount.
6. Enclosed is the Project Brief of the activity for immediate information.
7. Dissemination of this Memorandum to all concerned is desired.



PONCIANO A. MENGUITO  
 Schools Division Superintendent  
 OIC, Office of the Asst. Regional Director  
 Officer-In-Charge

## PROJECT BRIEF

### Edukasyong Pantahanan at Pangkabuhayan (EPP)

#### I. TITLE: **REGIONAL CONSULTATIVE PLANNING-WORKSHOP FOR EPP INSTRUCTIONAL SKILLS ENHANCEMENT**

#### II. RATIONALE AND BACKGROUND

For the last three (3) years the Edukasyong Pantahanan at Pangkalusugan (EPP) has been conducting the Regional On-the-Spot Performance Evaluation. This evaluation showed the teachers need in terms of knowledge and skills in utilizing instructional materials and teaching approaches that will guide them towards effective delivery of the curriculum. Likewise, skills enhancement of teachers will complement the effective delivery of instruction on the least mastered skills. It is at this context that the Edukasyong Pantahanan at Pangkalusugan (EPP)subject area will conduct a Consultative Planning-Workshop for EPP Instructional Skills Enhancement .

#### III. DESCRIPTION OF THE PROJECT

The project will focus on three areas, namely; instructional materials, skills enhancement and learning approaches. There will be sharing of the EPP Supervisors on the Division best practices and special projects conducted which may be feasible to adopt in their respective divisions. A training design for the skills instructions enhancement of teachers will be prepared by the participants composed of EPP Supervisors/Coordinators, District Coordinators and Principal Consultants. This training design will be implemented in respective division training this summer.

Furthermore, a benchmark with the Ecosystems Research and Development Bureau (ERDB), College, Laguna, on Clonal Propagation of Indigenous Forest Tree and Charcoal Briquettes Technology is scheduled.

The project will be conducted by the Regional Office in cooperation with the Technology and Livelihood Education-Edukasyong Pantahanan at Pangkabuhayan Supervisors and Coordinators Association, Inc. (TLEPPSCAI) on April 11, 12and 13, 2014 (Friday, Saturday and Sunday) at the Pagsanjan Falls Lodge Resort, Pagasanjan, Laguna.

#### IV. PROJECT OBJECTIVES

The objectives of the project is to

1. provide opportunity to acquire effective teaching approaches that will help the teachers effectively deliver the curriculum;
2. share the divisions best practices on instructions and special projects;
3. create an instructional plan of action for the skills enhancement of teachers; and
4. benchmark with the Ecosystems Research and Development Bureau (ERDB) that will be useful in the Gulayan sa Paaralan project.

V. TARGET PARTICIPANTS

The target participants are the EPP Division Supervisors, selected EPP District Coordinators and EPP Division Principal Consultants. There will be 92 participants from the Division and 1 from the region (NCR).

VI. EXPECTED OUTCOMES

At the end of the workshop, the participants will be able to gain insights on particular teaching approaches suitable to the teaching of EPP. A comprehensive plan of action to enhance the skills of teachers will be the main output of the said activity.

VII. SCHEDULE OF TRAINING/VENUE/NUMBER OF HOURS

Schedule : April 11, 12 and 13, 2014 (Friday, Saturday and Sunday) LIVE-IN  
Venue : Pagsanjan Falls Lodge Resort  
No. of Hours : 24 hours

VIII. COMMITTEES (EPP Supervisors/Coordinators)

	Divisions of
Program	- Manila and Marikina
Registration & Secretariat	- Pasig/Valenzuela/Caloocan/Manila
Food	- TaPat, Pasay, Las Piñas, Parañaque
Ways & Means	- Malabon and Navotas
Evaluation	- Muntinlupa and Quezon City
Documentation	- San Juan and Mandaluyong
Transportation	- Pasay
Certificates	- Makati

IX. PROGRAM OF ACTIVITIES

<b>Day 1</b>	<b>April 11, 2014</b>	<b>Friday</b>	<b>O.D.</b>	<b>a.m.</b>	<b>All male Supervisors</b>
					<b>Chair: Mr. Ramon Perez</b>
				<b>p.m.</b>	<b>Divisions of Pasig and Caloocan</b>
<b>A.M.</b>					
7:00-9:00	Travel Time to Laguna				
9:00-11:30	Benchmark to the Ecosystems Research and Development Bureau (ERDB) located at College, Laguna				
	Lectures: Clonal propagation of Indigenous Forest Tree Charcoal Briquettes Technology				
	Contact person: Ms. Veronica Sinohin				
12:00	Check-in Pagsanjan Falls Lodge Resort				
12:00-1:00	Lunch				
1:00-2:00	Settle Down				

2:00-2:30	Opening Program			
		<ul style="list-style-type: none"> <li>• Phil. National Anthem</li> <li>• Prayer</li> <li>• Presentation of Participants</li> <li>• Opening Remarks</li> <li>• Statement of Purpose</li> </ul>		
2:30-3:00	Session 1	Revisiting the EPP Curriculum		
3:00-5:00	Session 2	Sharing of Division EPP Best Practices on		
		<ul style="list-style-type: none"> <li>• Instructions</li> <li>• Interventions</li> <li>• Special Projects</li> </ul>		
		..... All Division EPP Supervisors		
		<b>Interactions</b>		
5:00-6:00	Session 3	Presentation/Critiquing/Approval of the template in preparing the Training Design		
		By: Dr. Armand Romero and Ms. Aida Rondilla		
6:00-7:00	Dinner			
<b>Day 2</b>	<b>April 12, 2014</b>	<b>Saturday</b>	<b>O.D.</b>	<b>a.m. Divisions of Paranaque and TaPat p.m. Divisions of Pasay and Valenzuela</b>
	<b>A.M.</b>			
5:30-7:00	Environmental Scanning			
7:00-8:00	Breakfast			
8:00-9:30	Session 3	Lecture on Learning Approaches applicable to the teaching of EPP		
		..... Selected EPP Principal Consultants and District Coordinators		
		Divisions of Malabon and Muntinlupa		
		<b>Interactions</b>		
9:30-12:00	Workshop 1	Preparation of Division Training Design for Teachers		
		..... Groupings by Division		
12:00-1:00	Lunch break			
1:00-6:00	Continuation of workshop			
6:00-7:00	Dinner			
7:30	Socials			
<b>Day 3</b>	<b>April 13, 2014</b>	<b>Sunday</b>	<b>O.D.</b>	<b>Divisions of Las Piñas and Makati</b>
	<b>A.M.</b>			
5:30-7:00	Environmental Scanning			
7:00-8:00	Breakfast			
8:00-11:30	Presentation and Critiquing of the Division Training Design			
11:30-12:00	Closing Program			
		..... Submission of Output		
		..... Awarding of Certificate of Recognition		
12:00	Lunch			
1:30	Home Sweet Home			