



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

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RELEASED
 BY: *Sulubayon*
 DATE: *8/6/2014*

MEMORANDUM

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

Subject: **DIVISION SKILLS TRAINING FOR EDUKASYONG PANTAHANAN AT PANGKABUHAYAN (EPP) TEACHERS**

Date: *Aug. 6, 2014*

1. Please be informed that there will be a **Three (3)-day Division Skills Training for Edukasyong Pantahanan at Pangkabuhayan (EPP) Teachers on August 9, 16 and 23, 2014** at **Highway Hills Integrated School**.
2. Participants to this training are Grades V and VI EPP Teachers and assigned EPP Facilitators/Speakers. The needed materials to be used during the training are chargeable against school fund/MOOE, subject to the usual accounting and auditing rules.
3. Schools and number of teachers' participant are requested to attend the said training.

School	Grade V	Grade VI
MES	2	2
HHIS	2	2
ERIS	2	2
RLES	1	1
FPJES	1	1
DBYES	1	1
ILIS	2	2
ATRES	-	1
IBIS	1	1
HES	2	2
PPCES	2	2
ABIS	2	2
DPCGES	2	2
PES	2	2
NDFES	2	2
PHES	2	2
AHIS	1	1
JFMS	1	1
TOTAL	28	29

4. Enclosed are the Training Matrix to be conducted and Facilitators/speakers assigned.
5. Immediate and wide dissemination of this **Memorandum** is desired.

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

SKILLS TRAINING FOR GRADE V AND VI TEACHERS

MATRIX OF ACTIVITY

August 9, 2014 (1st Day)

Time	Topic	Person-In-Charge
7:00 - 7:30	Registration	
7:30 - 8:15	Opening Program	
8:15 - 9:15	Lesson Planning Using 4A's Approach	Ms. Erdelinda G. Diaz EPS, TLE/Nutrition/SPED
9:15 - 10:15	Revisitation of the Budget of Work by Periodic and Grade Level	Ms. Jovy D. Balbuena Division Coordinator, H. E.
		Mr. Eden L. Paras EPS, Industrial Arts and Agricultural Arts
10:15 - 10:30	SNACKS	
10:30 - 12:30	Dust Pan Making	Mr. Jun C. Nacario Master Teacher I, HES
	Table Setting	Ms. Marvita L. Labide Master Teacher I, HHIS
12:30 - 1:30	LUNCH	
1:30 - 3:30	Dish Gardening	Mr. Robert B. Genio Master Teacher I, PES
	Tie Dye	Ms. Cristina D. Genio Master Teacher I, NDFES
3:30 - 3:45	SNACKS	
3:45 - 5:00	Extension Cord Making	Mr. Rolando Alibayan Teacher III, PPCES

August 16, 2014 (2nd Day)

Time	Topic	Person-In-Charge
8:00 - 10:00	Lei Making	Ms. Celeste S. Suba Teacher III, HES
	Fabric Painting	Mr. Keith G. Paras Visual Artist
10:00 - 10:15	SNACKS	
10:15 - 12:00	Hydroponics	Mr. Floro P. Cabacaba Teacher III, HES
12:00 - 1:00	LUNCH	
1:00 - 3:00	Medicine Kit Making	Mr. Raymundo C. Borja Master Teacher I, IBIS
	Atchara Making	Ms. Olivia M. Saraza Master Teacher I, PES
3:00 - 3:15	SNACKS	
3:15 - 5:00	Pillow Case Making	Ms. Josephine I. Tuazon Teacher II, ABIS

August 23, 2014 (3rd Day)

Time	Topic	Person-In-Charge
8:00 - 10:00	One Division, One Project (ODOP) Demo	
10:00 - 10:15	SNACKS	
10:15 - 11:00	Presentation of Outputs	
11:00 - 11:30	Distribution of Certificates	