



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong

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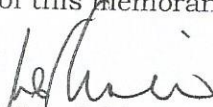
DIVISION MEMORANDUM

TO: Chief Education Supervisors, SGOD/CID
Education Program Supervisors
Curriculum Implementation Division Officials
School Governance and Operations Division Officials
Principals, Public Elementary and Secondary Schools

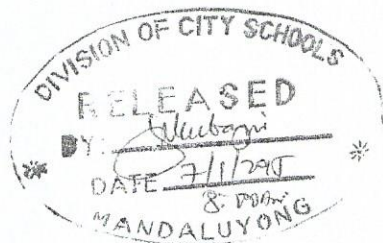
Subject: **ORGANIZATION of TEACHERS' QUALITY CIRCLES
and MEETING OF TQC SCHOOL FACILITATORS**

Date: June 25, 2015

1. As discussed in the 7th Division Executive Meeting on June 24, all school heads are advised to organize Teachers' Quality Circle in **every grade level** (for elementary) and **every grade level in each department** (for secondary.)
2. For monitoring and evaluation purposes, each circle leader must accomplish the two forms attached: **WORK PLAN of ACTIVITIES (Form A)** and **MEMBERS and SCHEDULE of SESSIONS (Form B)**. Submission to this office shall be on or before July 10, 2015. *(Please see attached forms.)*
3. TQC **school facilitators/coordinators** must attend the meeting on **July 14, 2015** at Mataas na Paaralang Neptali A. Gonzales (MPNAG), 2:00 P.M.
4. Agenda includes the following:
 - a. Facilitating sessions
 - b. Topics for TQC sessions
 - c. Roles and functions of members
 - d. Others
5. Widest and immediate dissemination of this memorandum is desired.


NERISSA L. LOSARIA, CESO VI
Officer In-charge

Office of the Schools Division Superintendent



TEACHERS' QUALITY CIRCLE WORK PLAN OF ACTIVITIES

SY 2015-2016

SCHOOL: _____

LEARNING AREA: _____

GRADE LEVEL: _____

QUARTER: _____

GOALS/OBJECTIVES	PRIORITY PROBLEM (S) IDENTIFIED	PROPOSED ACTIONS (SOLUTIONS)	TARGET DATE of IMPLEMENTATION		PERSONS INVOLVED	NECESSARY RESOURCES (TIME & MATERIALS)	DESIRED OUTCOMES (IMPROVEMENT MEASURES)
			START	END			

Prepared by: _____

Circle Leader

Noted: _____

Principal

Recommending Approval: _____

 ERLINDA CADENAS-TEAGUE
 Division TQC Lead Person

Approved: _____

 NERISSA L. LOSARIA, CESO VI
 OIC, Schools Division Superintendent



MEMBERS and SCHEDULE OF SESSIONS

SY 2015-2016

SCHOOL: _____ GRADE LEVEL: _____

LEARNING AREA: _____ QUARTER: _____

School Coordinator <i>(Overall in-charge of school TQC; integrated schools must have separate coordinators for elementary and for secondary)</i>					
Facilitator <i>(Only for secondary: one (1) per department)</i>					
Leader <i>(1 per circle)</i>					
Secretary/Rapporteur					
Members					
1.	4.				
2.	5.				
3.	6.				
SESSION SCHEDULE		Month	Day	Time	Topic

Prepared by: 

Circle Leader