



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 311 s. 2021

DEC 03 2021

DIVISION ORIENTATION WORKSHOP ON THE UTILIZATION OF LEARNING ACTIVITY SHEETS FOR SCHOOL HEADS AND TEACHERS OF MULTIGRADE SCHOOLS

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary School Heads of Multigrade Schools
All Others Concerned

1. In reference to Memorandum DM-OUCI-2021-390 re: **VIRTUAL ORIENTATION WORKSHOP ON THE UTILIZATION OF LEARNING ACTIVITY SHEETS**, this Office will conduct the Division Orientation Workshop on the Utilization of Learning Activity Sheets for School Heads and Teachers of Multigrade Schools **on December 15-17, 2021 at 8:00 a.m. to 5:00 p.m. via Google Meet.**
2. This workshop aims to:
 - a. acquaint the participants with the contents and features of LAS;
 - b. deepen understanding on the use of LAS to enhance learning and to gain mastery of essential knowledge and skills; and
 - c. discuss ways to effectively monitor the utilization of LAS.
3. The participants of this training are Multigrade School Heads and Teachers from District I, District IV, and District V (See Enclosure No.2 for the List of Participants)
4. The Opening Program will start at 8:00 a.m. and the link will be provided 30 minutes before the program.
5. The Matrix of Activities for this orientation is enclosed in this memorandum.
6. The expenses incurred relative to the conduct of this activity shall be chargeable against 2021 HRTD Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this memorandum are advised.

NICASIO S. ERIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Attachment: Enclosures No. 1 and 2
Reference: Memorandum DM-OUCI-2021-390



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(Enclosure No. 1 to Division Memorandum No. 311, s. 2021)

DEC 03 2021

Activity Schedule
December 15 – 17, 2021
Venue: Virtual with limited face to face

Time	Activity	Resource Person/s
Day 1 (December 15, 2021)		
7:30 – 8:00	Registration	
8:00 – 9:00	Opening Program Orientation	Ma. Roda S. Turabilla T-I/ Sagumayon PS
9:00 – 10:00	Session 1 The Development and Utilization of Learning Activity Sheets (LAS) <ul style="list-style-type: none">• Rationale• Content and Features	Helen M. Mambalos PSDS/Multigrade Coordinator
10:00 – 12:00	Session 2 Presentation of LAS Module <ul style="list-style-type: none">• English• Math• Science	Eden Joy B. Nifras EPS/English Rene S. Erillo EPS/ Mathematics Analie V. Almaiz EPS/ Science
12:00-1:00	LUNCH	
1:00-3:00	Session 2 Presentation of LAS Module <ul style="list-style-type: none">• Filipino• AP• EsP	Jennelyn T. Argamaso Dist. Filipino Coordinator Blas P. Tabayag Jr. EPS/ Araling Panlipunan Angela T. Malala EPS/Values Education
3:00 – 4:00	Session 3A The Self Learning Modules <ul style="list-style-type: none">• Rationale• Content and Features	Junry M. Esparar OIC CID Chief
4:00 – 5:00	Session 3B <ul style="list-style-type: none">• Formative Test	Rene S. Erillo Education Program Supervisor- Mathematics
Day 2 (December 16, 2021)		
8:00 – 8:30	Management of Learning	Vicente P. Bianan P-I/ Bantayan ES



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8:30-10:00	Session 4 Walkthrough of SLMs and LAS Recognizing the use of LAS vis-à-vis SLMs Giving Feedback on the use of LAS vis-vis- the SLMs	Blas P. Tabayag EPS/ Araling Panlipunan
10:00-12:00	Presentation of Group Outputs	Blas P. Tabayag EPS/ Araling Panlipunan
LUNCH		
1:30 – 2:30	Session 5 Learning and Mastering the Lesson using the SLMs and LAS	Xyzette V. Ganza EPS/ Kindergarten & SPED
2:30 – 4:00	Session 6 Weekly Home Learning Plan (WHLP) Developing Independent Learning	Analie V. Almaiz EPS/ Science
4:00 – 5:00	Session 7 Workshop on the preparation of Weekly Home Learning Plan	Analie V. Almaiz EPS/ Science
Day 3 (December 17, 2021)		
8:00 – 8:30	Management of Learning	Clea P. Abad P-I/ Tabugon ES
8:30-10:00	Presentation of Outputs	Analie V. Almaiz EPS/ Science
10:00 – 11:00	Session 8 Monitoring and Implementation of LAS	Helen M. Mambalos PSDS K-I Multigrade Coordinator
11:00 – 12:00	Workshop on the preparation of Monitoring Plan for LAS Implementation	Helen M. Mambalos PSDS K-I/ Multigrade Coordinator
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:30	Presentation of Outputs	Helen M. Mambalos PSDS K-I/ Multigrade Coordinator
2:30 – 3:30	Discussion of the content of DO No. 36 s 2021	Helen M. Mambalos PSDS K-I/ Multigrade Coordinator
3;30-4:30	Action Planning & Next Steps	Junry M. Esparar OIC CID Chief
4:30 – 5:00	Closing Program	Abner D. Docdocil P-I/ Orong ES

Prepared by:


HELEN M. MAMBALOS
PSDS K-I/ Multigrade Coordinator



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(Enclosure No. 2 to Division Memorandum No. 311, s. 2021)


List of Participants
December 15 – 17, 2021

DEC 03 2021

Venue: Virtual with limited face to face

	List of Participants	Designation	School
1	July C. Trinidad	T-I	Orong ES/ Balicaocao Ext
2	Abner D. Docdocil	P-I	Orong ES
3	Loida S. Castillo	T-I	Mambaog PS
4	Rene John Soriano	T-I	Mambaog PS
5	Vicente P. Bianan	P-I	Bantayan ES
6	Aljun Guarin	T-I	Pangyasan PS
7	Herminialita Estomago	T-I	Pangyasan PS
8	Clea P. Abad	P-I	Tabugon ES
9	Cherry Labrador	T-I	Sagumayon PS
10	Ma. Roda S. Turabilla	T-I	Sagumayon PS
11	Gigi R. Grullo	TIC	Pacao ES
12	Laurence Vallega	T-I	Sampac PS
13	Edwin Talusay	HT-III	Tagoc ES
14	Manny C. Garpen	T-I	Carol-an ES Hulugon Ext.
15	Ruben Saquian	P-I	Carol an ES
16	Rovissa D. Toroy	T-I	NOAC ES Nabung-an Ext
17	Gerly T. Culas	T-I	NOAC ES Nabung-an Ext
18	Sarah Jane P. Concepcion	T-I	NOAC ES Lukay Ext
19	Teresita T. Cadagat	P-I	NOAC ES
	Facilitators/ Speaker		
20	Junry M. Esparar	OIC CID Chief	SDO Kab. City
21	Analie V. Almaiz	EPS Science	SDO Kab. City
22	Angela T. Malala	EPS Values Ed	SDO Kab. City
23	Eden Joy B Nifras	EPS English	SDO Kab. City
24	Rene S. Erillo	EPS Math	SDO Kab. City
25	Blas P. Tabayag Jr.	EPS Aral Pan	SDO Kab. City
26	Jennelyn T. Argamaso	Filipino Coord	SDO Kab. City
27	Xyzette V. Ganza	EPS Kinder & SPED	SDO Kab. City
28	Ann Marie S. Victoria	Job Order	SDO Kab. City
29	Rebecca Otanez	AA6	SDO Kab. City
30	Helen M. Mambalos	PSDS Multigrade Coord	SDO Kab. City

Prepared by:


HELEN M. MAMBALOS
PSDS/Multigrade Coordinator



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TRAINING DESIGN AND PROPOSAL

I. IDENTIFYING INFORMATION

Program Title:	Virtual Orientation Workshop on the Utilization of Learning Activity Sheets for Multigrade School Heads & Teachers
Management Level of Program:	Division
Contact Persons:	Helen M. Mambalos PSDS/ Multigrade Coordinator
Participants:	19 participants (School Heads & Teachers/ 11 Speakers/ Facilitators)
Total Training Cost:	Php. 50,000.00
Source of Funds:	HRTD Funds 2021
Date of Training:	December 15 - 17, 2021
Mode of Delivery:	Virtual with Limited Face to Face

II. RATIONALE

In reference to Memorandum DM-OUCI-2021-390 re: Orientation Workshop on the Utilization of Learning Activity Sheets (LAS), this Office will conduct the Division Roll-out on December 15-17, 2021 which will be held Virtual with Limited Face to Face.

The LAS will provide learners with the additional learning opportunities to master the desired knowledge and skills and further develop the values and attitudes they have already begun to acquire from studying different lessons. The contents of the Learning Activity Sheets (LAS) will enable learners to explore learning in greater depths and to broaden their learning experiences so that they can gain expertise in prerequisite knowledge and skills as set in the K-12 Basic Education Curriculum.



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III. OBJECTIVES:

This activity aims to:

1. familiarize oneself with the content of the LAS;
2. deepen understanding on the use of LAS to enhance learning and to gain mastery of essential knowledge and skills; and
3. discuss ways to effectively monitor the utilization of LAS.

IV. BUDGETARY REQUIREMENT

Materials for Printing & Utilization of LAS

100 reams A4 Bond Paper @ 235.00-----	23,500.00
63 pcs pilot ballpen-----@ 28.00-----	1,764.00
1,155 pcs plastic envelope @ 12.00-----	13,860.00
12 pcs staple wire #35 @ 75.00-----	900.00
12 pcs stapler big @ 450.00-----	5,400.00
48 bots epon ink refill @ 95.00-----	4,560.00
TOTAL	49,984.00


V. TRAINING MATRIX/SCHEDULE OF ACTIVITIES

Please see attached copy

VI. MONITORING AND EVALUATION

The Curriculum Implementation Division will take charge of the Monitoring and Evaluation of finished outputs of the participants during the Orientation Workshop on the Utilization of Learning Activity Sheets.

Prepared by:


HELEN M. MAMBALOS
PSDS, Multigrade Coordinator

Noted by:


JUNRY M. ESPARAR
OIC, CID Chief


CECILIA G. ABELLO
SGOD Chief

Allotment Available:

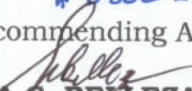

LYN ROSE E. OTEA
Budget Officer

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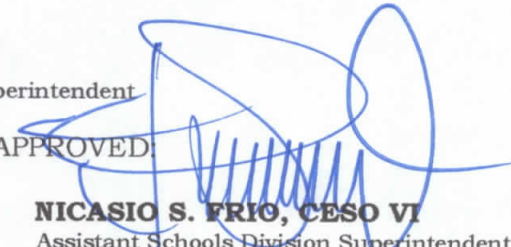
Funds Available:


MERALIE MAE B. GUALDRAPA, CPA, MBA
Accountant III

Recommending Approval:


LEA C. BELLEZA Ed D
Assistant Schools Division Superintendent
Officer in Charge
Office of the Assistant Schools Division Superintendent

APPROVED:


NICASIO S. FRIC, CESO VI
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent

