



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
*City of Kabankalan*

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**DIVISION MEMORANDUM**

No. 71, s. 2018

**TO :** Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Principals

**FROM :** *L. M. Ortillo*  
**MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent

**SUBJECT :** **3-DAY DIVISION TRAINING OF TRAINERS [DTOT]**

**DATE :** **April 23, 2018**


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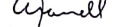
1. To ensure the quality outcome of the Summer In-Service Training of Teachers, the SDO of Kabankalan City will conduct a **3-Day Division Training of Trainers on May 16-18, 2018** at the **Division Conference Hall**.
2. This activity generally aims to capacitate the identified District Facilitators in preparation to the forthcoming 5-Day Summer In-Service Training for Teachers. Specifically, this training will provide the District Facilitators with:
  - a. Understanding on the facilitation techniques for adult learners
  - b. Knowledge and understanding on the different topics to be discussed during the In-Service Training; and
  - c. Utilization of the Power Point Presentations and Session Guides for smooth and effective facilitation of the different topics assigned to them
3. The participants to this seminar-workshop are District Facilitators to be identified by the PSDSs of the 5 Districts in the SDO. Each district shall send eight [8] identified District Facilitators to attend the DTOT.
4. First meal to be served will be morning snacks of May 16, 2018 and the last meal is afternoon snacks of May 18, 2018. Participants are expected to bring with them a laptop, extension cord and pocket wi-fi.
5. Transportation and incidental expenses incurred by the participants are chargeable against School MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
6. Wide dissemination of this memorandum is highly desired.

Enclosure No. 1, to Division Memorandum No. 71, s. 2018

**TRAINING MATRIX**  
**3-Day DIVISION TRAINING OF TRAINERS (DTOT)**  
Division Conference Hall, Kabankalan City  
May 16-18, 2018

TIME	ACTIVITIES		
	Day 1 May 16, 2018	Day 2 May 17 2018	Day 3 May 18, 2018
8:00-8:30	REGISTRATION	MOL	MOL
8:30-9:00	Opening Program	<ul style="list-style-type: none"><li>➤ Code of Ethics [Facilitator] Mrs. Angela T. Malala</li><li>➤ Curriculum Contextualization [Facilitator] Mr. Blas P. Tabayag, Jr.</li><li>➤ Contextualization of Learning Resources [Facilitator] Mrs. Mary Helen M. Bocol</li></ul>	<ul style="list-style-type: none"><li>➤ Pedagogical Approaches under the K to 12 Program [Facilitator] Mr. Junry M. Esparar</li></ul>
9:00-10:00	FACILITATION SKILLS [Facilitator] Mr. Junry M. Esparar		<ul style="list-style-type: none"><li>➤ The K to 12 Curriculum Standards [Facilitator] Mrs. Eden Joy B. Nifras</li></ul>
10:00-12:00			<ul style="list-style-type: none"><li>➤ Preparation of the DLL [Facilitator] Mrs. Elvie R. Verde</li></ul>
12:00-1:00	Lunch Break		
1:00-1:10	Unfreezing	Unfreezing	Unfreezing
1:10-3:00	<ul style="list-style-type: none"><li>➤ Intro to Financial Literacy: Identifying Financial Life Stages</li><li>➤ Crafting a Savings Plan</li><li>➤ Debt Management</li><li>➤ Protection through Insurance</li><li>➤ Retirement Planning</li></ul> [Facilitators] Dr. Bernadin T. Bendo Dr. Saturnino T. Pabalinas, Jr. Mrs. Mareli T. Doniña	<ul style="list-style-type: none"><li>➤ Assessment</li><li>➤ Test Construction Applying Bloom's taxonomy</li><li>➤ GRASPS and Rubrics</li></ul> [Facilitator] Mrs. Analie V. Almaiz	<ul style="list-style-type: none"><li>➤ Guidelines on the Preparation of Action Research</li><li>➤ Identifying Research problem and Writeshop for content and rationale</li><li>➤ Crafting Action Research</li></ul> [Facilitator] Dr. Saturnino T. Pabalinas, Jr. EPS II
3:00-4:00			CLOSING
4:00-5:00			

Prepared by:  
  
**JUNRY M. ESPARAR**  
EPS-Filipino

NOTED:  
  
**ROSEMARY T. CORNELL**  
OIC-Chief Education Supervisor, CID