



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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February 15, 2023

**DIVISION MEMORANDUM**

CID No. 22 s. 2023

**DIVISION ROLL OUT OF IN-SERVICE TRAINING ON MANAGING DISTANCE  
LEARNING BATCH IV**

**To: Cluster Heads**  
**Elementary and School Administrators**  
Public Schools  
This Division

1. In support to the Department's thrust for a continuous professional development of teachers through In-service training (INSET) by virtue of Deped Order No. 012, s. 2021, the Schools Division Office of Tacurong thru its strategic objectives to ensure that teachers will manifest distinguished level of proficiency in all domains of Philippine Professional Standards for Teachers.
2. Relative to this, a Division Training of all teachers on Managing Distance Learning shall be conducted at J Hector Elementary School, Tacurong City on February 24-26, 2023.
3. The program design is anchored on the results of the competency rating and competency surveys captured in the Individual Performance Commitment Review Form and Individual Development Plan for teachers and school heads.
4. In view of the targets to be accomplished, the following are the objectives of the 3-day training:
  - to improve the capacity of teachers to manage their classes in the different distance learning modalities;
  - gain competencies in Classroom Management specifically on online learning environment with inclusion of interactive lessons and
  - strengthen classroom pedagogies by strengthening the HOTS, Literacy and Numeracy, Differentiated Instruction and asking stimulating questions.
5. To encourage maximum participation, the attendees must observe and comply the following training requirements:



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- a. Submission of training assessment (Pre and post assessment, diagnostic test and activity evaluation);
  - b. Submission of training outputs (action plan, reflection paper etc.);
  - c. Attendance of not less than 100% of total number of training hours; and
  - d. Submission and presentation of workshop outputs (Program Implementation Plan).
6. Attached are the list of participants, matrix of activities and management committee for your ready reference.
7. Meals and snacks and other training supplies during the pre-work and actual conduct of training shall be charged against HRDD fund subject to usual accounting and auditing roles, procedures and regulations.
8. All participants and training management are entitled for Compensatory Time off (CTO) or Service Credits whichever is applicable in accordance with CSC and DBM Join Circular No. 2 s. 2004 or Non- Monetary Renumeration for Overtime Service Rendered or D.O. 53 s. 2003, titled "Updated Guidelines in the Grant of vacation Service Credits to Teachers".
9. For inquiries and clarifications, you may contact Mary Ann C. Umadhay, Training Director though [mary.umadhay@deped.gov.ph](mailto:mary.umadhay@deped.gov.ph).
10. Widest dissemination of this Memorandum is desired.

**MIGUEL P. FILLALAN JR., CESO VI**  
Schools Division Superintendent



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**Management Committee in the Division Roll Out of In- Service Training on  
Managing Distance Learning**

| <b>ROLE</b>                                      | <b>PERSONS IN-CHARGE</b>  | <b>TERMS OF REFERENCE (TOR)</b>  |
|--|---|--|
| Overall Program<br>Lead Persons                  | SDS Miguel P. Fillalan, CESO VI<br>ASDS Mervie Y. Seblon, CESE<br>CID Chief -Arlene Rosa Arquiza<br>SGOD Chief – Mayflor D.<br>Romualdo   | - Is responsible for making sure that the program is implemented in his/her area of jurisdiction and assumes accountability for the entire program in the Division.        |
| Program Focal<br>Person/s<br>Training<br>Manager | Mary Ann C. Umadhay<br>Ernie P. Pama  | -Manage the orientation implementation and coordinates with facilitators and take care of their concerns.<br>- Responsible for checking the proper training implementation |
| Learning<br>Facilitators                         | Mary Ann C. Umadhay<br>Ronald Pelitro<br>Hazel F. Melendres<br>Perla Lloren<br>Jinxson Pallado<br>Lovelyn Tangpos<br>Jean Fermin<br>Ronald dela Pena<br>Clariza Satorre<br>Marissa Uy | -Deliver the orientation guidelines assigned, responsible for participants learning.   |
| LF Support<br>Staff                              | Cesar Q. Antolin<br>Conrad Gamboa<br>Marites Fernandez<br>Jeanette Garde<br>Romulo c. Ventura Jr.<br>Faith Somcio<br>Jezrell Fulgencio  | -assist the learning facilitators in the delivery of content and learning of the participants.   |
| Technical<br>Support                             | Joey Lozano<br>Nomer Buenavente   | -provide technical assistance on ICT and sounds system   |
| Training<br>Management<br>Support                | Meresa Bacea<br>Agnes Muyco<br>Glenda Rose Yasin  | -provide assistance on the orientation implementation and  |



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|---------------------------|---|---|
|                           |   | coordinate with facilitators and take care of their concerns.   |
| Secretariat               | Marfelyn V. Fulgar<br>Evangeline Comages<br>Dayanara Mosqueda<br>Raffy Camino | -provides clerical/admin support and serves as repository of records, documents, training materials and ensures attendance of the participants.                       |
| Documentations            | Ma. Dianne dela Fuente<br>Janice P. Suboc<br>Jennefer Calire G. Tayag         | -is responsible of the forum and workshops activity documentation covering from the preliminary/preparatory, forum and actual sessions. Prepare accomplishment report |
| Monitoring and Evaluation | Junaflor Sucaldito  | Monitor and evaluate the conduct of training and provides an online monitoring tool.  |
| Logistics Officer         | Elena Kasim<br>Eljan S. Diaz  | -Ensure that facilities, supplies and materials and personnel are made available.   |
| Wellness Officer          | Jonalee Arquiza<br>Catherine Maratas<br>April Jane Duadua<br>Jonald Cadiao    | -Leads in ensuring that safety, security and health provisions are available in the training venue.   |



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| <b>Name of Learning Facilitators/ LF Support Staff</b>          | <b>Topics</b>  |
|---|--|
| Ronald Pelitro  | Distance Learning Delivery Modality  |
| Ronald A. Pelitro<br>Romulo c. Ventura Jr.<br>Jezrell Fulgencio | Classroom Management<br><i>Sub-Topics:</i><br>The Online Learning Environments<br>Increasing Interest in Online Learning |
| Mary Ann Umadhay, EPS   | Pedagogies in Virtual Classroom<br><i>Sub-topic:</i><br>Promoting literacy and numeracy                                  |
| Jinxson A. Pallado<br>Conrad Gamboa                             | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>Filipino</i> )                          |
| Hazel F. Melendres<br>Cesar Q. Antolin                          | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>Araling Panlipunan</i> )                |
| Clariza Satorre<br>Dennis Rubin                                 | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>English</i> )                           |
| Perla A. Lloren<br>Jean Fermin                                  | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>Mathematics</i> )                       |
| Marissa Uy<br>Faith Somcio                                      | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>EsP</i> )                               |
| Lovelyn Tangpos<br>Romulo Ventura, Jr.                          | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>Science</i> )                           |
| Ronald Dela Pena<br>Marites Fernandez<br>Jeanette Garde         | Strengthening Higher Order Thinking Skills;<br>Asking Stimulating Questions ( <i>MAPEH</i> )                             |
| Hazel F. Melendres<br>Cesar Antolin                             | Stimulating Differentiated Instruction   |



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