



14 June 2018

LOIDA N. NIDEA, CESO V
Schools Division Superintendent
Department of Education
Division of Sorsogon
Capitol Compound, Sorsogon City

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Attention: DR. LILIOSA LOSERIAGA
Education Program Supervisor
Division of Sorsogon

Dear Ma'am Nidea,

Greetings from EDUCO!

We would like to inform you that there will be a **Training on Arts and Crafts for Child Development Workers and Kinder Teachers on June 29-30, 2018** at the **Hotel St. Ellis**, Rizal Street, Legazpi City. The training is aimed to improve the participants' knowledge and skills to produce appropriate arts and crafts so children can have meaningful play and learning experiences. It is critical that CDWs and Kinder Teachers be knowledgeable and competent in the arts and crafts to be able to stimulate children's learning and development using appropriate teaching and toy materials in their daily routine.

In view of this, we would like to invite **41 Kinder Teachers and 2 District Supervisors from Castilla, Sorsogon** to participate in the 2-day live-in training which will be facilitated by Adarna resource persons. Activities will include inputs on the importance of teaching aids and toys, characteristics of effective teaching aids/toys, toy and teaching aid production, display of finished products and simulation on how to use produced toys/instructional aids. EDUCO will cover the accommodation, food and training kits of the participants. We ask however that the participants will bring with them recommended recyclable materials which will be used by them during the training. Kindly refer to details below the Training Flow attached to this letter.

May we also request that the Department of Education consider granting a service credit to the above participant for their active involvement in this training that falls on a weekend.

Furthermore, may we also request assistance for the dissemination of this communication to the Kinder Teachers from Castilla to ensure their participation. For any inquiry regarding this matter, please do not hesitate to contact me at 0927.252.0768 or email at jason.aragon@educosorsogon.gov.ph.

Thank you very much and we look forward for your usual support in upholding the rights of children.

In the service of children,

[Signature]
JASON N. ARAGON, RSW, MPM
Area Coordinator

June 27, 2018

To: ALL CONCERNED PSDS AND SCHOOL HEADS
CASTILLA DISTRICTS

For information, guidance and appropriate action.

Teacher Participants to the said training will be granted with 2-day service credit.

[Signature]
LOIDA N. NIDEA, ED. D., CESO V
Schools Division Superintendent

TRAINING FLOW
June 29 to 30, 2018

TIME	ACTIVITY	RESPONSIBLE PERSON
Day 1: June 29, 2018		
8:00-9:30	Registration and opening program	EDUCO STAFF
9:30-9:45	Introduction and training rationale	EDUCO STAFF
9:45-10:00	Expectation and house rule	Ciara Borja (Courtesy of Adarna)
10:00-10:15	BREAK	
10:15-11:00	Importance of teaching aids and toys. Characteristics of effective teaching aids/toys. Safety rules in creating teaching aids and toys.	Dyali Justo (Courtesy of Adarna)
11:00-12:00	Discussion of projects to be made.	Dyali Justo
12:00 -1:00	LUNCH BREAK	
12:30-5:00	Workshop: Production of Toys/teaching Aids	Dyali Justo
5:00 – 6:30	Display of finished Products	Participants
6:30-7:00	DINNER	All
Day 2: June 30, 2018		
8:00-9:00	Preparation for the simulation on how to use produced toys/instructional aids (As the participants are preparing for the simulation; Facilitators are selecting the best display of materials –in teams)	Participants Facilitators (Adarna and EDUCO)
9:00 – 12:00	SIMULATION/critiquing	Adarna and participants
12:00- 1:00	LUNCH BREAK	
1:00-2:00	Training synthesis and evaluation	Dyali Justo
2:00-3:00	Awarding and closing program	EDUCO with Adarna Facis
3:00	Home Sweet Home	

Recommended recyclable materials to be brought by the participants (number is per group of 15):

- 165 cardboard tubes of tissue paper
- 90 small plastic bottles
- 180 wooden or bamboo clothes pegs (sipit)
- Old magazines
- Old newspapers
- Old boxes
- Old cans
- Bottle caps or tansan
- 1L bottles