



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 085 s. 2024

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Concerned Public Schools District Supervisors/OIC-PSDSs
School Heads of MEP Implementing School

From: WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

Subject: Division Training Workshop on Lesson Planning, Pedagogy,
Assessment, and Demonstration Teaching on Arabic Language and
Islamic Values Education for Asatidz

Date: April 8, 2024

1. In support to the DepEd MATATAG Agenda, which aims to provide assistance to teachers for improved teaching, and the SDO-Sorsogon THE VILLAGE INC "Galing Guro" initiative, which offers opportunities for teachers to enhance their competence, this Office will conduct a Division Training Workshop on Lesson Planning, Pedagogy, Assessment, and Demonstration Teaching on Arabic Language and Islamic Values Education for Asatidz. The workshop will be held on April 26, 2024, May 24, 2024, August 23, 2024, September 20, 2024, October 25, 2024, and November 22, 2024, at Matnog Central School and Bulan South Central School, respectively.
2. The activity aims to:
 - a. equip Asatidz with the necessary skills to develop effective lesson plans that integrate Arabic Language and Islamic Values Education.
 - b. enhance the pedagogical techniques of Asatidz, enabling them to create



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- c. engaging and interactive learning environments.
 - c. familiarize Asatidz with various assessment strategies that align with the objectives of Arabic Language and Islamic Values Education; and
 - d. provide opportunities for Asatidz to practice and refine their teaching abilities through demonstration teaching sessions.
3. Participants to this activity are the Asatidz, identified facilitators/resource persons, School MEP Coordinators, School Heads of MEP implementing school and Division MEP Coordinator.
 4. Enclosed are the Training Matrix of Activities and Term of References.
 5. Travel expenses of the Asatidz and Division MEP Coordinator shall be charged to Division MEP Fund 2024, while the travel expenses of School Heads, and other related expenses shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations
 6. For information and dissemination



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Matrix of Activities Covering the Preparation, Implementation, and Follow-Up After The Training Workshop on Lesson Planning, Pedagogy, Assessment, and Demonstration Teaching for Asatidz

A. Preparation Phase (January - February 2024)

- Prepare training matrix for the training workshop on lesson planning, pedagogy and classroom assessment
- Identify key teachers who will act as facilitators and demonstration teachers
- Prepare division memorandum on training workshop focusing on lesson planning, pedagogy and assessment for Asatidz.
- Prepare training session materials with the facilitators, School ALIVE Coordinators, key teachers and School Heads of the MEP implementing schools
- Conduct School Staff Orientation Workshop for the dry run of the sessions to be conducted

B. Implementation Phase (April-November 2024)

1. Conduct Training workshop on lesson planning, pedagogy, and assessment for Asatidz
 - a. One-day Training Workshop on the preparation of daily lesson plan (DO 42,2016 – Policy Guidelines on Daily Lesson Preparation for the K to 12 BEP

Date: April 26, 2024

Facilitator: Karen Joy F. Garil, MT-II

Venue: Matnog CS

- b. One-Day Training Workshop on the different strategies/methods of teaching

Date: May 24, 2024

Facilitators: Joy De Jesus, Precy Azur and Joan Ambanta

Venue: Bulan South CS



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c. One-Day Training Workshop on Classroom Assessments (DO 8, 2015 – Policy Guidelines on Classroom Assessment for the K to 12 BEP)

Date: August 23, 2024

Facilitator: Aileen R. Gardon, MT-II

Venue: Matnog CS

March – May 2024

- Integration of the learnings during training/workshop sessions in actual classroom settings.
- Regular check-ins and support for Asatidz from School Heads/School ALIVE Coordinators.
- Division-wide review sessions to assess progress and address challenges.

2. Conduct of Demonstration Teaching on Arabic Language and Islamic Values Education
September – November 2024

a. Demonstration Teaching on Islamic Values Education

Date: September 20, 2024, morning session

Venue: Bulan South CS

Demonstration Teacher: Precious B. Azur, T-III

b. Return Demonstration Teaching by asatidz

Date: September 20, 2024, afternoon session

Demonstration Teacher (Asatidz): Mahmud Sharief, Ustad (BSCS)

a. Demonstration Teaching on Arabic Language

Date: October 25, 2024, morning session

Venue: Matnog CS

Demonstration Teacher: Emalyn H. Homo, MT-II (MCS)

b. Return Demonstration Teaching by asatidz



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Date: October 25, 2024, afternoon session

Demonstration Teacher (Asatidz): Normenah G. Padate, Ustadzah (MCS)

a. Demonstration Teaching on Islamic Values Education

Date: November 22, 2024, morning session

Venue: Bulan South CS

Demonstration Teacher: Myla B. Glee, Teacher II

b. Return Demonstration Teaching by asatidz

Date: November 22, 2024, afternoon session

Demonstration Teacher (Asatidz): Naisa L. Pamaloy, Ustadzah (MCS)

(Note: Before conducting the actual demo teaching, a demo lesson plan must be prepared, reviewed, and checked by the school head of the host school. Additionally, a dry run of the lesson plan should be conducted.)

August – October 2024

- Implementation of the learning acquired during the Demonstration teaching in real classroom settings.
- Regular check-ins and support for Asatidz from School Heads and School ALIVE Coordinators.
- Division-wide review sessions to assess progress and address challenges.

C. Follow-Up and Evaluation Phase (December 2024):

December 2024

1. Assess the initial impact and gather feedback on the effectiveness of the training workshop session through classroom observation

December 2024



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1. Analyze feedback and assess the success of the training session.
2. Identify areas of improvement or further support needed.
3. Develop action plans for addressing identified areas of improvement.
4. Plan for future training workshop sessions based on feedback and outcomes.
5. Prepare a comprehensive report summarizing the entire process, including outcomes, challenges, and recommendations for the upcoming year.
6. Share findings and recommendations for further planning and implementation in the following year.



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TERM OF REFERENCES (TORs)

Objective:

To facilitate the effective preparation, implementation, and follow-up after the training workshop (Lesson Planning, Pedagogy, and Assessment) for Asatidz, ensuring continuous improvement in teaching methodologies and educational outcomes from January 2024 to December 2024.

Roles and Responsibilities:

For Division ALIVE Coordinators:

- Plan and organize division-wide training in consultation with School Heads and Asatidz.
- Provide guidance and support to School Heads and School ALIVE Coordinators in executing workshop sessions effectively.
- Monitor the progress of the training implementation across schools within the division.
- Analyze data and feedback received from schools to identify trends and areas for improvement.
- Collaborate with higher authorities to address challenges and advocate for necessary resources.

For School Heads:

- Oversee the overall implementation of the training within their respective schools.
- Provide support and resources required for the successful execution of workshop sessions.
- Monitor the integration of the strategies into daily teaching practices.
- Collaborate with Division ALIVE Coordinators to address challenges and enhance the effectiveness of the program.
- Evaluate the impact of workshop sessions on teaching quality and student performance.
- Prepare/Submit list of facilitators and demonstration teachers



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For School ALIVE Coordinators:

- Coordinate and schedule training sessions in collaboration with School Head and Division ALIVE Coordinator.
- Assist in the preparation of materials and resources needed for training sessions.
- Support Asatidz in understanding and implementing strategies discussed during the sessions.
- Collect feedback from Asatidz and students regarding the effectiveness of implemented methodologies.

For Asatidz:

- Actively participate in training workshop to enhance understanding of lesson planning, pedagogy, and assessment methodologies.
- Implement strategies discussed during the sessions in classroom teaching.
- Collaborate with School ALIVE Coordinators to address specific challenges in applying new methodologies.
- Provide feedback on the feasibility and impact of implemented strategies on student learning outcomes.

Reporting:

School ALIVE Coordinators should provide regular reports and updates on the progress, challenges, and successes of training sessions to School Heads, who will, in turn, relay this information to Division ALIVE Coordinators. Division ALIVE Coordinators will then consolidate this information for higher-level review and decision-making.



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