

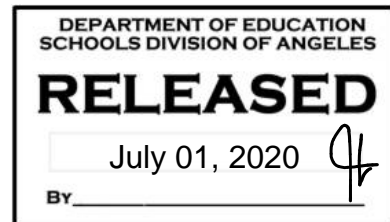


Republic of the Philippines  
**Department of Education**  
 Region III  
**Schools Division of Angeles City**

**Office of the Schools Division  
 Superintendent**

July 1, 2020

DIVISION MEMORANDUM  
 No. 142 s. 2020



**TRAINING ON THE PREPARATION OF ACTIVITY SHEETS AND OTHER  
 INSTRUCTIONAL MATERIALS**

To: Asst. Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 CID Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads of All Public Elementary and Secondary Schools  
 All Public Elementary and Secondary Schools  
 All Others Concerned

1. The Curriculum Implementation Division (CID) will conduct series of online trainings on the preparation of activity sheets and other instructional materials(IMs) starting July 6, 2020. Supervisors and program takers will facilitate the online training in their respective learning areas/programs through appropriate platforms. The Education Program Supervisors shall have the on-site workshop with strict observance of the existing health and safety protocols.

2. The objective is to equip teachers and school leaders on the preparation of activity sheets and other instructional materials for remote learning. These instructional materials shall serve as supplementary materials to the Self Learning Modules(SLMs) that will be issued by the Central Office before the opening of classes.

3. The schedule and the list of participants are as follows:

DATE	ACTIVITY	PARTICIPANTS
July 6-10, 2020	Workshop on the preparation of Activity Sheets and other IMS	ALL EPS Training Team
July 13-31, 2020	ONLINE Training by Learning Area/program	ALL Teachers

**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 322-4101





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NOTE: Specific dates of trainings for teachers by key stage shall be announced in a separate Memorandum.

4. The training team by learning area shall include the members of the CREATIVE TEAM led by Mr. Noel S. Reganit and teacher-moderators who are selected by the supervisors. Teachers who will serve as members of the training team shall be entitled to service credits subject to the implementing rules and guidelines.
5. Expenses related to the conduct of the said activity shall be charged against the Division INSET Funds subject to the usual accounting and auditing rules and regulations.
6. Attendance of all the concerned teachers/participants is a must.
7. Immediate and wide dissemination of this memorandum to all concerned is desired.

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