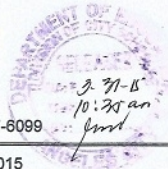




Department of Education  
Region III  
**DIVISION OF ANGELES CITY**  
Jesus Street, Pulungbulu, Angeles City



Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099

March 30, 2015

**DIVISION MEMORANDUM**

No. 51, s. 2015

**MASS TRAINING FOR GRADE 10 TEACHERS**  
**(Pampanga Cluster – Pampanga, City of San Fernando,**  
**Angeles City and Mabalacat City)**

To: Principals of Public Secondary Schools  
Grade 10 Teachers

1. Please inform all Grade 10 teachers of the Dates of Mass Training, Training Venue, Contact Person and Registration Date and Time as reflected in the attached matrix.
2. Principals are requested to orient the teachers about the rules and regulations of the institution where they will be trained. *(See attached rules and regulations)* Waivers are also attached for live-in and live-out participants.
3. Participants are advised to have their authority to travel recommended by the principal and approved by the Schools Division Superintendent before going to the training venue.
4. Immediate dissemination of this memorandum is desired.

  
**NICOLAS T. CAPULONG, Ph.D., CESO V**  
Schools Division Superintendent

**Mass Training for Grade 10 Teachers (Pampanga Cluster - Pampanga, City of San Fernando, Angeles City and Mabalacat City)**

<b>Learning Area</b>	<b>Date of Training</b>	<b>TEIs</b>	<b>Contact Person</b>	<b>Registration Date and Time</b>
1. Araling Panlipunan	May 11 - 16, 2015	Holy Angel University	Dr. Alma B. Punzalan 0908-815-5163 abpunzalan@hau.edu.ph	May 11, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
2. Edukasyon sa Pagpapakatao	May 4 - 9, 2015	Holy Angel University	Dr. Alma B. Punzalan 0908-815-5163 abpunzalan@hau.edu.ph	May 4, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
3. Math	May 19 - 24, 2015	University of the Assumption	Dr. Dexter M. Balajadia 0917-421-2270 0925-616-0649 Tel. 045-961-3617 loc. 122 Fax. 045-961-3038 dex_balajadia@yahoo.com	May 19, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
4. Filipino	May 12 - 17, 2015	University of the Assumption	Dr. Dexter M. Balajadia 0917-421-2270 0925-616-0649 Tel. 045-961-3617 loc. 122 Fax. 045-961-3038 dex_balajadia@yahoo.com	May 12, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
5. English	May 4 - 9, 2015	Angeles University Foundation	Dr. Elvira Balinas 0917-510-3550 balinases@auf.edu.ph	May 4, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
6. Science	May 11 - 16, 2015	Angeles University Foundation	Dr. Elvira Balinas 0917-510-3550 balinases@auf.edu.ph	May 11, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1
7. Music, Arts and PE	May 4 - 9, 2015	Angeles University Foundation	Dr. Elvira Balinas 0917-510-3550 balinases@auf.edu.ph	May 4, 2015 before 7:00 A.M. - 8:00 A.M. 8:00 A.M. - Session 1

ANGELES UNIVERSITY FOUNDATION  
College of Education  
Center of Excellence for Teacher Education

DEPED K-12 MASS TRAINING OF GRADE 10 TEACHERS

## GUIDELINES

### A. Registration and Attendance

1. All participants should have been pre-registered by their respective division offices. Should there be changes in the official list sent by the Division Office, the substitutes/replacements should bring with them support documents such as travel order, and letter from the concerned Division Office.
2. All participants should be in the Venue between 7:00 AM and 8:00 AM, Day 1, for the issuance of training materials.
3. Sessions begin promptly as they are scheduled. Attendance will be checked before each session.

### B. Accommodation/Training Venue

1. All participants should stay in the university during the entire duration of the training.
2. Eating is NOT ALLOWED in some venues such as the St. Cecilia Auditorium, St. John Paul Halls.
3. All participants will be accommodated at the University Hostel; all participants should always consider strict observance of the policies and curfew hours at the University Hostel. An orientation by the Hostel manager will be conducted during the opening ceremonies.

### C. Meals

1. All meals will be served by the University Cafeteria.
2. Meals will be served outside the session rooms; participants are to present their meal stubs which are issued during Day 1 of the training. Lost meal stubs will not be replaced.

### D. Training Requirements

1. All modules and sessions will be strictly supervised. Failure to comply with any requirements of the modules and the sessions means non-completion of the training.
2. All modules will be submitted to the secretariat on the last day of the training program before the certificates will be awarded to the participants.

## **OTHERS**

1. All participants are required to wear the training IDs inside the campus.
2. AUF is a non-smoking campus. Smoking is strictly prohibited inside the campus and hostel.
3. All participants should be physically fit to attend the training. The secretariat may accommodate special concerns of the participants if duly indorsed by the DepEd official.
4. The secretariat will issue the following certificates relevant to the training: appearance, participation, demo teaching.
5. A waiver is to be accomplished by participants who will not stay in the University Hostel.

ANGELES UNIVERSITY FOUNDATION  
College of Education  
Center of Excellence for Teacher Education

DEPED K-12 MASS TRAINING OF GRADE 10 TEACHERS

WAIVER FOR LIVE-OUT PARTICIPANTS

I, \_\_\_\_\_, a participant in the Grade 10 mass training of \_\_\_\_\_, understand that the training mandates all participants to stay in the University Hostel. However, because of the following reason(s), I will be going home at the end of each day's session:

\_\_\_\_\_

I, therefore, waive the host university and the Department of Education of their responsibilities/ accountability over me on the following dates: May 4-9, 2015 (English/MAPEH ), May 11 – 16, 2015 (Science). I understand that I shall be responsible for my own travel expenses during the indicated dates.

\_\_\_\_\_  
*Signature of Participant*

Date signed: \_\_\_\_\_

Approved by

\_\_\_\_\_  
Designation (DepEd official)





**DEPED K-12 MASS TRAINING OF GRADE 10 TEACHERS**

**GENERAL MECHANICS**

**A. Objectives:**

1. To recognize the structure of the K-12 curriculum in Basic Education in general and the subject areas in particular;
2. To explore the content of the specific subject areas;
3. To get acquainted of the relevant pedagogies in the K-12 curriculum, especially the Decongested Spiral Progression Approach; and,
4. To gain hands-on, minds-on skills and competencies in carrying out the vision, mission, goals, and objectives of K-12 particularly in the Grade 10 Curriculum.

**B. Core Directives:**

1. Cleanliness and orderliness
2. No smoking within the University premises
3. Punctual and prompt attendance and participation in all training activities
4. Submission of all requirements on time
5. Wearing of ID at all times in the University campus

**C. Logistics**

**1. Registration and Attendance**

- Registration of participants will be on Day 1, 6:30am to 9:00am.
- The lists provided by the respective Schools Divisions will be used as the main basis for accepting qualified participants. Should there be discrepancies in the list, letters and/or certification (e.g. travel order, notice, etc.) should be presented for any correction/replacement.
- The registering participant should present a valid ID (e.g. PRC Lic., School ID, etc.) to confirm identity.
- The following should be accomplished upon registration: summary of attendance, registration form, waiver, checklist of materials.
- Checking of daily attendance will be done in the classroom by signing the attendance sheet indicating the time of reporting in and reporting out both in the morning and afternoon.
- Official time are as follows:  
AM Time in – 7:30am; AM Time out – 12:00nn / PM Time in – 1:00pm; PM Time out – 6:30 (10 hours/day)  
Night time in – 8:00pm; Night time out – 9:00pm (1 hour/night except Friday night).
- Late and advance signing are highly discouraged. The total number of hours for the duration of the training will be actually reflected on the certificate of participation not exceeding 54 hours.

**2. On Accommodation**

- Room assignment is on first-come-first-served basis upon registration.
- Room key can be taken from the reception desk by any of the occupants and should be surrendered upon leaving. Logging in and out is required.
- Trainees are not allowed to stay inside their rooms while a scheduled activity is in progress unless for urgent cases. Such events should be reported to the reception desk immediately.
- Eating inside the hotel room may be allowed as long as the occupants maintain the cleanliness and orderliness. However, bringing food and dining utensils from the mess hall to the hotel room is prohibited.
- Working on the assigned outputs inside the room is strongly discouraged as the lighting is not suitable for work. Go to the designated workplace instead.

### 3. Snacks and Meals

- The following meal schedule will be strictly implemented:
  - Breakfast > 6:30am to 8:00am
  - AM Snack > 9:45am to 10:30am (or depending on the training pace)
  - Lunch > 11:45am to 1:00pm
  - PM Snack > 3:00pm to 3:30pm (or depending on the training pace)
  - Supper > 5:30pm to 8:00pm (participants may just take out their meals in their own food containers)

***Meals can only be availed within the time periods above.***

- Meal stubs are provided with your training kit. No meal stub, no meal, hence, take utmost care. Lost meal stubs will not be replaced.
- The gym will serve as the mess hall. Meals will be served on a buffet style. The CLAYGo (clean as you go) system is highly encouraged.
- Meet new friends. Share a seat. Reservation of seats is not allowed.

### 4. Training Venues

- The opening and closing programs will be conducted at the Msgr. Serrano Auditorium, 4<sup>th</sup> fl of the hotel, gym entrance. EATING INSIDE THE AUDITORIUM IS STRICTLY PROHIBITED.
- Training rooms will be assigned during the orientation session. Shifting or swapping places without due permission is strictly discouraged.
- The use of cellphones and other electronic gadgets not intended for the training is not allowed unless recommended by the trainers or on an urgent concern.

### 5. Training Requirements

- The training kits are supplied with the necessary materials for the accomplishment of the training requirements. Here is the checklist:
  - UA notebook, UA ballpen, pencil, eraser, sharpener, crayons, scissors, construction papers, glue, ruler, Scotch tape, sheets of paper fastened in a folder for the portfolio.
- A portfolio of learning is required of every participant to receive a certificate of participation on top of the daily outcomes/outputs related to the training. The minimum requirements are as follows:
  - Compilation of evidence of learning (essays, worksheets, tests, forms, and other outputs)
  - Documentation such as pictures, drawings (if necessary and possible), narration of events
  - Reflections of learning (essays of personal perspectives of what have been learned from every topic in particular and the entire training in general).
- The Hotel Coffee Shop (beside the hotel reception area) will serve as the workplace during the night.
- The training portfolios will be evaluated by the trainers to verify substance and accuracy. They will be selecting at least four (4) best outputs to be submitted to the DEPED Central Office as proofs of achievement. The authors of these portfolios will be awarded certificates of recognition and acceptance signifying that they have fully accomplished the requirements of the training to be presented to their respective school heads.
- Teacher trainees should present to their respective school heads their portfolios and certificates of participation and attendance upon reporting to work.
- Lesson demonstrations will be managed by the training committee in the course of the training. The selected demonstrators will receive certificates of appreciation upon recommendation of the trainers.

### 6. Other Important Matters

- Participants are disallowed to roam around the campus from 7:00pm to 5:00am.
- If a participant wishes to go out of the campus for whatever reasons, he/she has to log out in the security desk at gate 3 upon presentation of the training ID then logs in upon his/her return. The University of the Assumption or the Department of Education is not liable for any untoward incident that would happen to the participant once logged out of the premises since he/she is required to stay inside the campus in the entire duration of the training.
- Smoking is strictly prohibited inside the premises. Should an individual wish to do so, he/she has to exit gate 3 and has to log out and in also as provided in the foregoing instruction. Individuals caught smoking within the campus will be apprehended by authorities and be subjected to disciplinary action.
- All queries, comments, and suggestions may be directly coursed through the training committee at the reception desk, UA Hotel.

THANK YOU FOR YOUR COOPERATION.

THE UNIVERSITY OF THE ASSUMPTION WISHES YOU A VERY MEANINGFUL AND LEARNING-FILLED TRAINING.

Republic of the Philippines  
Department of Education – Region III  
**University of the Assumption**

**K-12 Mass Training of Grade 10 Teachers in MATHEMATICS**  
**Domus Mariae International Center**  
**May 19 - 24, 2015**

**REGISTRATION & MEDICAL DECLARATION FORM**

Name: \_\_\_\_\_; Sex: \_\_\_\_\_

Age: \_\_\_\_\_; Address of Residence: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_; District: \_\_\_\_\_

Do you have medical irregularities and/or health concerns? ☐ Yes; ☐ No

If YES, please specify: \_\_\_\_\_  
\_\_\_\_\_

Are you allergic to some food and/or to any environmental factor? ☐ Yes; ☐ No

If YES, please specify: \_\_\_\_\_  
\_\_\_\_\_

*I hereby attest and declare that the above data are true and correct. Any false declaration therein will hold me legally accountable and liable for the consequences.*

\_\_\_\_\_  
*Signature of Participant*  
Date signed: \_\_\_\_\_

Republic of the Philippines  
Department of Education – Region III  
**University of the Assumption**

**K-12 Mass Training of Grade 10 Teachers in MATHEMATICS**  
**Domus Mariae International Center**  
**May 19 - 24, 2015**

**REGISTRATION & MEDICAL DECLARATION FORM**

Name: \_\_\_\_\_; Sex: \_\_\_\_\_

Age: \_\_\_\_\_; Address of Residence: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_; District: \_\_\_\_\_

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If YES, please specify: \_\_\_\_\_  
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*Signature of Participant*  
Date signed: \_\_\_\_\_



**STATEMENT 2**  
**For LIVE-OUT Participants**

I, \_\_\_\_\_, have come to attend the K-12 Mass Training of Grade 10 Teachers in **MATHEMATICS** do hereby promise to conduct myself with the procedures and standards of the training and of the trainers and officials and that I promise to abide by the rules, regulations, and policies of the host university, the University of the Assumption. **I understand that this is a stay-in training but I would not be able to do so because**

\_\_\_\_\_. I, therefore, waive the host university and the Department of Education of their responsibility and accountability over me should I decide to live out during the night from May 19 – 24, 2015, and that I shall be responsible for my own expenses and consequences pertinent to my decision. I promise to attend all the training sessions and activities on time as per the training matrix otherwise I shall accept the decision of the training officials regarding this matter. I shall notify in writing the training officials should there be urgent concerns pertinent to this statement leading to any adjustment.

\_\_\_\_\_  
*Signature of Participant*  
Date signed: \_\_\_\_\_

Approved by immediate superior (DepEd):

\_\_\_\_\_  
Signature over printed name  
Designation/Position: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

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\_\_\_\_\_  
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Date signed: \_\_\_\_\_

Approved by immediate superior (DepEd):

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**STATEMENT 1**  
**For LIVE-IN Participants**

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\_\_\_\_\_  
*Signature of Participant*  
Date signed: \_\_\_\_\_

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\_\_\_\_\_  
*Signature of Participant*  
Date signed: \_\_\_\_\_

Republic of the Philippines  
Department of Education – Region III  
**University of the Assumption**

**K-12 Mass Training of Grade 10 Teachers in FILIPINO**  
**Domus Mariae International Center**  
**May 12 - 17, 2015**

**REGISTRATION & MEDICAL DECLARATION FORM**

Name: \_\_\_\_\_; Sex: \_\_\_\_\_

Age: \_\_\_\_\_; Address of Residence: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_; District: \_\_\_\_\_

Do you have medical irregularities and/or health concerns? ☐ Yes; ☐ No

If YES, please specify: \_\_\_\_\_  
\_\_\_\_\_

Are you allergic to some food and/or to any environmental factor? ☐ Yes; ☐ No

If YES, please specify: \_\_\_\_\_  
\_\_\_\_\_

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Date signed: \_\_\_\_\_

**STATEMENT 2**  
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\_\_\_\_\_. I, therefore, waive the host university and the Department of Education of their responsibility and accountability over me should I decide to live out during the night from May 12 – 17, 2015, and that I shall be responsible for my own expenses and consequences pertinent to my decision. I promise to attend all the training sessions and activities on time as per the training matrix otherwise I shall accept the decision of the training officials regarding this matter. I shall notify in writing the training officials should there be urgent concerns pertinent to this statement leading to any adjustment.

\_\_\_\_\_  
*Signature of Participant*  
Date signed: \_\_\_\_\_

Approved by Immediate superior (DepEd):

\_\_\_\_\_  
Signature over printed name  
Designation/Position: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

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Date signed: \_\_\_\_\_

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*Signature of Participant*

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