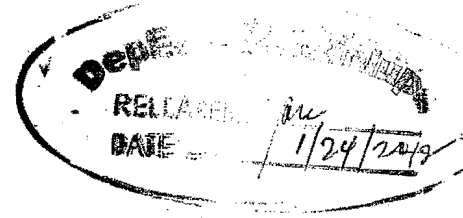


Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Muntinlupa



January 17, 2012

**DIVISION MEMORANDUM**

No. 041 s. 2012

**DIVISION SKILLS REFRESHER TRAINING FOR EPP TEACHERS**

To: Division Supervisors and Coordinators  
Elementary School Principals  
EPP Coordinators/Concerned Teachers

1. This is to inform the field that the **DIVISION SKILLS REFRESHER TRAINING FOR EPP TEACHERS** will be conducted in ALS Center on February 9-10, 2012 from 8:00 a.m. to 5:00 p.m.

2. The said training aims to:


- 2.1 enhance the skills of EPP Teachers in making isometric drawing, sewing, table setting, asexual propagation, tropical fruit salad making and "paglililip."
- 2.2 identify the proposed projects for students hands-on activities in the aforementioned skills;
- 2.3 establish a common rubrics for evaluating student performance and projects produced by the pupils.

3. Participants to this training are EPP Teachers who are newly-hired and non-major of the subject and those who are refreshers. The list of all participants of the different elementary schools of the Division is hereby attached for your perusal.

4. Registration fee and expenses for the certificates, materials and supplies, documentation and token for the speakers/facilitators are chargeable against Division INSET funds subject to usual accounting and auditing rules and regulations.

5. 100% attendance of all teachers involved in this activity is highly requested.

6. Immediate and wide dissemination of this Memorandum is desired.

  
**DOMINICO C. IDANAN, Ed.D.**  
Officer-In-Charge

Office of the Schools Division Superintendent

Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Muntinlupa

**PROPOSED SKILLS REFRESHER TRAINING FOR EPP TEACHERS**  
S.Y. 2011-2012

**A. RATIONALE AND BACKGROUND**

The results/findings of this year Division Mid-Year Performance Evaluation in Edukasyong Pantahanan at Pangkabuhayan (EPP) showed low performance of Grade IV, V and VI pupils in some basic manipulative skills. Thus, a skill training focused on least mastered skills in EPP will be proposed. The newly hired and non-major EPP teachers and those who are refreshers shall undergo training so as to equip their pupils sufficient knowledge and skills in preparation for year-ending activities and performance evaluation.

**B. PROJECT OBJECTIVE**

To increase by two (2) points the performance level of the EPP pupils in the Division and Regional On-the-Spot Performance Evaluation .

**C. TARGET PARTICIPANTS**

The target participants of this training are EPP Teachers who are newly hired, and non-major of the subject and the refreshers. Attached is the list of participants.

**D. EXPECTED OUTCOMES**

1. Participants will be trained in the following skills:
  - Isometric Drawing
  - Sewing
  - Paglililip
  - Table Setting
  - Marcotting
  - Preparation of Tropical Fruit Salad
2. Identify proposed projects for students hands-on activities in the aforementioned skills.
3. Establish a common rubrics for evaluating student performance and projects produced by pupils.

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#### E. IMPLEMENTATION MECHANICS

The training is scheduled on February 9-10, 2012 for EPP teachers who are non-major of the subject and those who are newly hired and refreshers in preparation for the approaching year-ending activities and regional evaluation.

#### F. TRAINING VENUE

The training sessions will be held at ALS Center, Bayanan, Muntinlupa City.

#### F. NUMBER OF HOURS FOR TRAINING (16 hours)

#### G. LIVE OUT

**SKILLS REFRESHER TRAINING FOR EPP TEACHERS**

February 9-10, 2012 /8:00 A.M.-5:00 P.M.

ALS Center

**TRAINING MATRIX**

Time	February 9		February 10		
7:00 -8:00	Registration Opening Program				
8:00 – 8:20	<b>OPENING PROGRAM</b> Opening Prayer ..... <b>Mrs. Angelina C. Pascual</b> Division Coordinator National Anthem..... <b>Mrs. Fe Pastrana,</b> Muntinlupa March EPP Coordinator, IES Introduction of Participants..... <b>Dr. Armando N. Romero</b> & Mechanics of the Training TLE/EPP Div. Supervisor Message..... <b>Dr. Dominico C. Idanan</b> Officer-In-Charge Office of the Schools Division Superintendent Emcee..... <b>Mrs. Gina Olquia</b> OIC, HE Dept., MNHS		Prayer ..... <b>Mr. Marcos Villanueva</b> EPP Teacher, FDMES Recap/Insights ..... <b>Ms. Visitacion Junsay</b> EPP Teacher, LES Unfreezing Activities ..... <b>Mr. Antonio Palmero</b> EPP Teacher, SES Emcee..... <b>Ms. Mariel Evangelista</b> EPP Coordinator, IESA		
8:20-12:20	Group 1 (25)	Group (25)	8:00-12:00	Group 1 (25)	Group 2 (25)
	Sewing Mrs. Gina Urquia	Isometric Drawing Ms. Eleonor Despuig		Palililip Mrs. Teresita Sayson	Table Setting Mrs. Fe Pastrana
				Asexual Propagation Mr. Antonio Palmero	Tropical Fruit Salad Ms. Cecille Destura
12:00 – 1:00	LUNCH BREAK		LUNCH BREAK		
1:00 - 5:00	Sewing Mrs. Gina Urquia	Isometric Drawing Ms. Eleanor Desuig	12:40-2:40	Asexual Propagation Mr. Antonio Palmero	Tropical Fruit Salad Ms. Cecile Destura
			2:40-4:40	Palililip Mrs. Teresita Sayson	Table Setting Mrs. Fe Pastrana
4:40 – 5:00	<b>CLOSING PROGRAM</b> Makabayang Awit ..... <b>Ms. Teresita Sayson</b> EPP Coordinator, BES Pledge of Commitment..... <b>Mr. Jack Tallud</b> EPP Teacher, CES Distribution of Certificates..... <b>Dr. Armando N. Romero -ESI</b> <b>Mrs. Angelina C. Pascual -DC</b> <b>Dr. Dominco C. Idanan-SDS</b>		Closing Remarks ..... <b>Dr. Armando N. Romero-ES I</b> Closing Prayer..... <b>Mr. Marlon Valdez</b> EPP Teacher, IES Emcee..... <b>Ms. Cecile Destura</b> EPP Coordinator, MES		
	Officer Day I- SES / AES		Officer of the Day 2- IESA / TES		