



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

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ED-DIVISION OF CAGAYAN DE ORO  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: AUG 05 2021

August 04, 2021

**MEMORANDUM**

To :

**TWG for the SEAMEO INNOTECH Awards**

Joel D. Potane	LRMDS Manager
Mark John Gabule	Kindergarten Coordinator
Roxanne Fuentes	M & E Specialist
Michael Dave Tan	Project Development Officer

1. In line with the **SEAMEO INNOTECH Southeast Asian Educational Innovation Awards**, you are directed to carry out your responsibilities as a member of the Division Technical Working Group (TWG) from August 9-12, 2021.
2. You will be expected to coordinate and collaborate with your technical working group colleagues. You will be informed by Joel D. Potane relative to your task in the preparation of MOVs relative to the said awards.
3. All TWG members are expected to attend the virtual meeting via google meet on August 6, 2021 at 2:00PM. The submission of MOVs shall be on or before August 13, 2021. Each TWG member's assignment is enclosed.
4. For strict compliance.

**ALICIA E. ANGHAY, PhD**

Assistant Schools Division Superintendent/  
Officer-In-Charge  
Office of the Schools Division Superintendent





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**Enclosure**

**Division Background Information \* Joel Potane**

(Description of the school/learning center and its community, number of teachers and students, levels/grades offered, etc.)

**Title of Innovation \* Joel Potane**

**Background and Issues \* Michael Dave Tan & Joel Potane**

Describe the operational context that prompted development and try out of the innovation. What are the issues that the intervention sought to address? What constraints and concerns in education delivery does it address? What is the purpose and objectives for developing and introducing the innovation? Please limit your answer to 1000 words.

**Development of the Innovation \* Roxanne Fuentes, Mark Gabule & Joel Potane**

Present the process led by the Nominee in designing and developing the innovation. How did the nominee analyzed the needs and issues and the development of the solution or innovation? What are the major design considerations, success factors, and the approach to introduce the innovation? Please limit your answer to 1000 words.

**Try-out and Implementation \* Roxanne Fuentes and Mark Gabule**

Describe how the innovation was developed, the resources needed to try out and introduce/apply it in the classroom, the participation of other education partners or stakeholders, significant feedback and reactions from students or other stakeholders as well as problems encountered, if any, and how they were addressed. Please limit your answer to 1500 words.

**Evaluation and Results \* Michael Dave Tan (Quanti), Mark Gabule and Joel Potane (Quali)**

Present the evaluation methods adopted, how the effectiveness of the innovation was measured, as well as the improvement in learning due to the innovation. Please limit your answer to 1000 words.

**Lessons Learned and Success Factors \* Dave Tan, Mark Gabule and Roxanne Fuentes**

Drawing from the application of the innovation, describe the lessons learned and insights gained from the experience. State some of the success factors that contributed to the success of the initiative, and how these practices can be sustained. Please limit your answer to 500 words

**Supporting Documents \* Michael Dave Tan and Roxanne Fuentes**

Please attach supporting documents such as project implementation plans, learning materials, lesson plans, sample worksheets, and photos (max. of 5 photos). Please rename your files with the nominee's name or title of innovation.

\*add file

**List of Supporting Documents \* Roxanne Fuentes and Dave Tan**

Please list the attachments submitted above (please indicate file name). If you submitted photos, please include captions in English. Sample: Document 1: Action Plan; Photo 1: Students using the online tool to learn parts of the human body.

Where to submit? <https://bit.ly/3rQNTIh>

When to submit? August 13, 2021



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