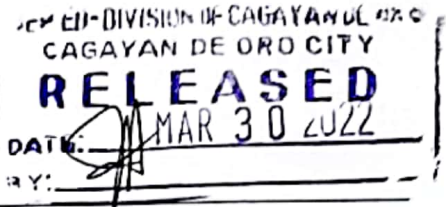




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 25, 2022

DIVISION MEMORANDUM

No. 116 s. 2022

ENHANCING TEACHING DELIVERY IN MTB-MLE THROUGH RADIO-BASED INSTRUCTION CUM CONVERSION OF SLMs INTO AUDIO/RB LESSONS

To: Chiefs, CID and SGOD
Public Schools District Supervisors
All Concerned Elementary School Principals
All Concerned Elementary Teachers
All Concerned Secondary Teachers
All Members of the TWG and Learning Facilitators/Resource Speakers

1. To ensure provision of appropriate supplementary learning materials for grades 1 to 3 learners specifically in hinterland/remote schools with difficulty in reading and coping with the Self-learning Modules (SLMs), this Office will conduct in-person *Training-Workshop on Enhancing Teaching Delivery in MTB-MLE Through Radio-Based Instruction Cum Conversion of SLMs into Audio/RB Lessons* on April 6,7, and 8, 2022 at Conchita Hotel, Cagayan de Oro City.
2. Specifically, the training aims to:
 - a. create an effective radio-based lesson on specific learning area and least mastered competencies in MTB-MLE;
 - b. enhance the knowledge, skills and attitude of participants in creating lessons for radio-based instruction, and
 - c. understand the encompassing knowledge dynamics involved in a radio-based lessons/program.
3. To ensure a smooth conduct of the said activity, there will be a coordination meeting of all training facilitators, TWG members, and resource speakers on March 30, 2022 (2:00 PM) via online platform. Link will be forwarded soon by the focal person Mr. Mark John T. Gabule.
4. Each participant is required to bring laptop, extension cord, pair of scissors, paste, marking pens and sheets of colored cartolina. It is expected that each *district* shall secure their own material devices, equipment and gadgets necessary in the making of RB Lessons on Day 2 and 3.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
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5. Enclosed is the Matrix of Activities, List of Target Participants and Technical Working Committee/Resource Speakers.
6. In compliance with the IATF guidelines, all participants shall ensure that safety health standards are strictly followed/observed at all times. All personnel involved must wear facemasks and must observe social distancing.
7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
8. Actual traveling expenses of the participants shall be chargeable against School/Division MOOE Funds while lunch and snacks shall be taken from the Division HRTD Program Support Funds subject to the usual accounting and auditing rules and regulations.
9. Wide and immediate dissemination of this memorandum is desired.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

For Schools Division Superintendent:

ROSALIO R. VITORILLO
Chief Education Supervisor-SGOD
Officer In-charge
Office of the Schools Division Superintendent



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Enclosure 1

TRAINING-WORKSHOP ON ENHANCING TEACHING DELIVERY IN MTB-MLE
THROUGH RADIO BASED INSTRUCTION CUM DEVELOPMENT OF SLMs into
AUDIO/RBI LESSONS

LIST OF PARTICIPANTS PER DISTRICT

April 6-8, 2022 @ Conchita Hotel, Cogon, Cagayan de Oro City

MTB-MLE LEARNING AREA

Name of District: **EAST 1**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) GRETCHEN L. VINAN	6	GUSA ES
	2) IVY A. SUMAYAD	1	GUSA ES
Audio Artists	3) ROEL R. CAINA	Kinder	GUSA ES
	4) MARIA VICTORIA D. GAYANILO	2	GUSA ES
Script Validator/QA	5) FLORA MICHELLE CEBRIAN	1	GUSA ES
Audio Editors	6) CHANESSE E. BERSABEL	1	GUSA ES
	7) PEARL ANGELIE F. CABASAN	3	GUSA ES

Name of District: **SOUTHWEST 1**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) JAYSA MAANO	2	LUMBIA CS
	2) JESSA AWITIN	6	LUMBIA CS
Audio Artists	3) JEFFREY LIBRADA	6	KIAM-IS ES
	4) VINARD AGUIMAN	4	LUMBIA CS
Script Validator/QA	5) DAISY D.LU	6	LUMBIA CS
Audio Editors	6) SHEILA MAE M. VILLACENSIO	3	TUBURAN ES
	7) EZRA ZEALANIE ELAGO	5	LUMBIA CS

**TRAINING-WORKSHOP ON ENHANCING TEACHING DELIVERY IN MTB-MLE
THROUGH RADIO BASED INSTRUCTION CUM DEVELOPMENT OF SLMs into
AUDIO/RBI LESSONS**

LIST OF PARTICIPANTS PER DISTRICT

April 6-8, 2022 @ Conchita Hotel, Cogon, Cagayan de Oro City

MTB-MLE LEARNING AREA

Name of District: **SOUTHWEST II**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) MARJORIE V. TAMOSA	6	Bayanga Elem School
	2) PRINCESS DAANG	3	Iba Integrated School
Audio Artists	3) GENELYN P. PARADERO	1	Mambuaya Elem School
	4) MARY JANE M. DAMALAN	1	Mambuaya Elem School
Script Validator/QA	5) MYRA M. LAGSIC	1	Dansolihon Elem School
Audio Editors	6) PAULA MAE ESCABUSA	6	Tignapoloan Elem School
	7) MARITEL QUIDET	K	Upper Tignapoloan ES

Name of District: **SOUTH**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) MEILYN P. DEJOS	1	South City Central School
	2) HAZEL L. DAGATAN	2	South City Central School
Audio Artists	3) SHEENA MAE D. ARBUIZ	1	South City Central School
	4) JAMES M. UNDALOK	3	South City Central School
Script Validator/QA	5) AMY SUE Y. TOMAROY	3	South City Central School
Audio Editors	6) RYAN Z. ROA	SST	South City Central School
	7) JONATHAN A. SANTOS	SST	South City Central School

**TRAINING-WORKSHOP ON ENHANCING TEACHING DELIVERY IN MTB-MLE
THROUGH RADIO BASED INSTRUCTION CUM DEVELOPMENT OF SLMs into
AUDIO/RBI LESSONS**

LIST OF PARTICIPANTS PER DISTRICT

April 6-8, 2022 @ Conchita Hotel, Cogon, Cagayan de Oro City

MTB-MLE LEARNING AREA

Name of District: **WEST II**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) PRESTINE MAGNAONG	6	PNROA ES
	2) ROISHENN SUMARANAM	4	PN ROA ES
Audio Artists	3) ROUSELLE SUMANDO	4	Bulua Central School
	4) ERFRALIN F. AMORES	4	Iponan ES
Script Validator/QA	5) IMELYN DORIA	SPED	PN ROA ES
Audio Editors	6) PAUL GACASAN	6	Camp Evangelista ES
	7) ROMUALDO ISABELA	V	Bulua Central School

Name of District: **EAST II**

Role/Functions	Name of Participants	*Grade level	School
Script Writers	1) May-Hea P. Alcantara	4	Puerto ES
	2) Roselyn L. Jamero	4	Puerto Es
Audio Artists	3) Dainty Damsel P. Sula	2	Puerto ES
	4) Jessa Angela Micutuan	6	Puerto ES
Script Validator/QA	5) Maricris B. Arcayena	2	Puerto ES
Audio Editors	6) Margelina T. Tabian	2	Puerto ES
	7) Jeanalie B. Labial	2	Puerto ES

Enclosure 2

TRAINING MANAGEMENT COMMITTEE
Technical Working Group

Planning Committee	Name	Specific Duties/Functions/Roles
Chairman	Mark John T. Gabule	<ul style="list-style-type: none"> • Providing input to the development of the training, including the evaluation strategy; • Identifying potential risks; • Monitoring risks; • Monitoring timelines, and • Monitoring the quality of the training as it develops. • Oversee the topic matrix, schedule and program flow.
Technical Committee		
Chairman	Anita M. Gochuco	<ul style="list-style-type: none"> • Provide technical input and advice on the process flow of training, methodologies and priorities of the training. • Undertake specific technical assignments to every session room. • Monitor and support the development and release progress of the training with consideration of IATF Protocols etc. • Recommend technical priorities to training management committee heads and to the members through a conduct of reflection session at every end of the daily sessions. • Track the latest discussions and current state on the implementation of training specifically to each session proper.
ICT Committee		
Chairman	Aloha P. Navasa	<ul style="list-style-type: none"> • To conduct inspection to every session room on the functionality of the AVP media such as projectors, sound system, 2 microphones (1 for speaker, 1 for participants during Q and A/Open forum) • To compile ahead of time all the recorded videos to be used for the 3-day training. • Video recorded messages of speakers must be made available to every session room and shall be closely coordinated with the session manager. • To capture photos/videos to every salient part of the program and to include session rooms. • To present slide show of captured photos/videos (real time event) during lunch/break time. • To prepare google drive link of all captured photos and videos from day 1 to day 3.
Presentation Materials of Resource Speakers	<ul style="list-style-type: none"> • To harness all the presentation materials (PPT, handouts, worksheets, videos etc) of each speaker through easily accessible folders via google link. • To create a repository link and organize folders with proper lab • To create a link shortener via bitly or tinyurl. <p style="margin-left: 40px;">Deadline of complete training materials is on April 6, 2022</p>	

Certificates and CV/Resume's		<ul style="list-style-type: none"> • To layout design and text citation of certificates for resource speakers, TWGs and participants. Deadline of template is on April 5. • To make sure the correct spelling of names and other details of participants. • To prepare printed certificates ahead of time before the distribution during closing program. • To prepare official lists of participants, TWGs and resource speakers as attachment of the certificates before SDS will sign. • To prepare printer and shall be available in the training venue with all the accessories.
Chairman	Rira Bullecer	
	<ul style="list-style-type: none"> • To compile all the Curriculum Vitae's/Resume' of all resource speakers and printed in hard copy ready for the submission of attachments to NEAP etc. • To prepare Bio note/synopsis of each resource speakers for the introduction during the presentation of speakers. • To consolidate all the test items prepared by the speakers for the pretest and posttest assessment. 	
Registration/Attendance/e-Links & Assessment, & Evaluation		<ul style="list-style-type: none"> • To prepare attendance sheets (hard copy) duly accomplished throughout the 3-day training. • To prepare e-link for the daily evaluation. • To prepare the general results and finding of the evaluation per day. • To facilitate the pretest and posttest assessment.
Chairman	Christopher Andrew Alda	
	To consolidate all the test items prepared by the speakers for the pretest and posttest assessment. Deadline is on April 5, 2022	
Master of Ceremony/Event Flow Coordinator		<ul style="list-style-type: none"> • To prepare an invitation program/program flow/invites. • To facilitate the opening and closing program for day 1 to day 3. • To prepare all the necessary videos, audios, background music especially during the preliminaries like singing of national anthem etc. • To facilitate each session room/venue for timely start and end of the training proper session. • To serve as the session managers to all the rooms during training proper. • To assign MOL facilitators per session room. • To be creative in facilitating the program.
Chairman	Eldenne Rae T. German	
Co-Chairman	Kristine Reyes	

TRAINING ACTIVITY MATRIX

April 6, 7, and 8, 2022 @ Conchita Hotel, Cagayan de Oro City

Enhancing Teaching Delivery in MTB-MLE Through Radio-Based Instruction cum Conversion of SLMs into Audio/RB Lessons

Time	Day 1: April 6	Day 2: April 7	Day 3: April 8
7:30-8:00AM	Registration	Registration	Registration
8:00-8:30 AM	Preliminaries	Preliminaries	Preliminaries
8:30-9:00 AM	Radio Based Instruction Pedagogy <i>Martino Ortega</i>	Recapitulation	Recapitulation
9:00-9:30 AM		Workshop and Cliniquing 1: Production Planning and Development Crafting of Action Plan <i>Facilitator: Mark John T. Gabule</i>	Breakout session/Studio Room Studio Room A Studio Room B Studio Room C Studio Room D Studio Room E Studio Room F <i>Session Manager: Martino Ortega</i>
9:30-10:00 AM	Understanding Contextualized Learning: Approaches, Strategies and Practices in MTB- MLE <i>Jinky M. Arnejo, PhD</i>		
10:00-10:30 AM			
10:30-11:00 AM	Basic Broadcast Equipment Handling and Operation <i>Ryan Boyd Pahapay</i>	Workshop and Cliniquing 2: Radio Script Writing and Format <i>Facilitator: Flora Michelle H. Cebrian</i>	
11:00-11:30 AM			
11:30-12:10 AM	Lecture on Remote Teaching and Learning <i>Shirley A. Merida, PhD</i>		
12:10-1:00 PM	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-1:30 PM	MOL/Recapitulation/Open Forum	MOL/Recapitulation/Open Forum	Breakout session/Studio Room Studio Room A Studio Room B Studio Room C Studio Room D Studio Room E Studio Room F <i>Session Manager: Ryan Boyd Pahapay</i>
1:30-2:00 PM	Principles of Radio Script Writing and The Basic Radio Script Format <i>Ryan Q. Blanco</i>	Workshop and Cliniquing 3: Speech and Performance for Recording <i>Facilitator: Martino Ortega</i>	
2:00-2:30 PM	Speech and Performance for Recording <i>Ryan Q. Blanco</i>		
2:30-3:00PM			
3:00-3:30PM	OPEN FORUM	Workshop and Cliniquing 4: Presentation and Polishing of Script <i>Facilitator: Flora Michelle H. Cebrian</i>	
3:30-4:00PM	Walkthrough of SLMs in Grades 1-3 MTB-MLE PSDS Anita M. Gochuco		
4:00-5:00 PM	Activity Timelines, Flowchart and Terms of Reference of the Development Team <i>Mark John T. Gabule, Focal Person</i>		
5:00-5:15 PM	Day 1 Synthesis & Evaluation	Day 2 Synthesis & Evaluation	Day 3 Synthesis & Evaluation