



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



April 2, 2024

DIVISION MEMORANDUM

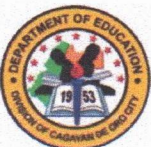
No. 243 s. 2024

**2<sup>nd</sup> INTENSIVE TRAINING ON LITERACY & NUMERACY FOR ELEMENTARY  
GRADE TEACHERS**

To All: Kiam-is Elementary School Teachers  
Baluarte Elementary School Teachers  
This Division

1. Ayala Foundation, Inc., in partnership with the CENTEX Training Institute Program, is delighted to announce its 2nd Intensive Training on Literacy and Numeracy, slated for April 17th to April 20th, 2024. This comprehensive training aims to provide participants with a deep understanding of pedagogical theories and principles essential for effective literacy and numeracy instruction. By the end of the program, participants will not only comprehend these theoretical frameworks but also demonstrate the capability to apply them practically in developing tailored instructional plans and activities aimed at enhancing literacy and numeracy skills in elementary-grade classrooms.
2. The initial two days of the training, scheduled for April 17th and 18th, 2024, are exclusively dedicated to parents within the adopted community. Through targeted sessions, parents will gain valuable insights into nurturing literacy and numeracy skills at home, thereby strengthening educational endeavors within the community.
3. Subsequently, beginning on April 19th, 2024 (Friday), the focus will shift towards the professional development of teachers. Recognizing the importance of uninterrupted classroom instruction, students will engage in modular sessions during this period to minimize disruption to regular classes. Additionally, teachers can avail of service credits.
4. For immediate and wide dissemination of this memorandum.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



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Legaspi Village Makati City 1229 Philippines

[www.ayalafoundation.org](http://www.ayalafoundation.org)

March 22, 2024

**DR. ROY ANGELO E. GAZO, CESO V**  
Schools Division Superintendent  
Department of Education – Division of Cagayan de Oro City

Dear Dr. Gazo,

*Isang Magiting na pagbati mula sa Ayala Foundation!*

We are grateful for DepEd-Cagayan de Oro's continued trust and support for the education initiatives of Ayala Foundation, Inc., specifically the CENTEX Training Institute Program. For this year, we have partnered with 2 schools, Baluarte Elementary School and Kiam-is Elementary School.

We have completed several teacher engagement activities with our partner schools, providing training, mentoring and enrichment sessions anchored on the Philippine Professional Standards for Teachers (PPST).

As we continue providing our partner teachers with professional development opportunities, we are seeking your permission to conduct the Second Intensive Training on the following dates with the identified partner schools in for SY 2023-2024.

Date	Time	Activity	Venue	Attendees
April 16, 2024 (Tuesday)	1:00 PM – 2:00 PM	Parent Engagement Session Topic: Raising Readers at Home	Kiam-is ES	20 – 25 Parents
	2:30 PM – 4:00 PM	Professional Learning Community Discussion	Kiam-is ES	5 Teacher Mentees
April 17, 2024 (Wednesday)	1:00 PM – 2:00 PM	Parent Engagement Session Topic: Raising Readers at Home	Baluarte ES	20 – 25 Parents
	2:30 PM – 4:00 PM	Professional Learning Community Discussion	Baluarte ES	5 Teacher Mentees
April 18, 2024 (Thursday)	8:00 AM – 5:00 PM	Intensive Training Day 1	TBD	All CENTEX TI Teachers
April 19, 2024 (Friday)	8:00 AM – 5:00 PM	Intensive Training Day 2	TBD	ALL CENTEX TI Teachers







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The training matrix of the abovementioned activity is attached to this letter.

We look forward to your favorable response. Should you have further questions or clarifications, please feel free to reach me, through landline (02) 7759-8288, mobile 0977-1820935 or e-mail at [ulibbarri.bl@ayalafoundation.org](mailto:ulibbarri.bl@ayalafoundation.org).

Respectfully yours,

A handwritten signature in black ink, appearing to be 'Benneth'.

**Benneth Emmanuelle L. Ulibarri**  
Project Support, Education

Noted by:

A handwritten signature in black ink, appearing to be 'Maria Margarita E. Trinidad'.

**Maria Margarita E. Trinidad**  
Head, Education

**CENTEX Training Institute**  
**2<sup>nd</sup> Intensive Training on Literacy and Numeracy for Elementary Grade Teachers**

**Goal:** Upon completion of this professional development activity, participants will demonstrate an understanding of theories and principles in teaching literacy and numeracy as well as the ability to apply these in designing instructional plans and activities that promote literacy and numeracy skills in the elementary grade classrooms.

This training program is aligned with the Philippine Professional Standards for Teachers. It specifically covers topics under the following domains:

- Domain 1: Content Knowledge and Pedagogy
- Domain 3: Diversity of Learners
- Domain 5: Assessment and Reporting

This professional development activity covers 3 sessions on reading, writing, and mathematics.

**Objectives:**

1. Reading: To plan and implement guided reading activities in the K-6 classroom.
2. Writing: To teach the writing process in the K-6 classroom.
3. Mathematics: To plan and implement guided math activities in the K-6 classroom

**DAY 1: READING MODULE (Sessions 1 – 3) and WRITING MODULE (Session 1)**

<b>Time</b>	<b>Topic/Activity</b>	<b>Assessment</b>	<b>Materials</b>
8:00 – 8:30 AM	<b>Registration Preliminaries</b> <ul style="list-style-type: none"> <li>▪ National Anthem and Prayer</li> <li>▪ Opening Remarks and Messages from Stakeholders</li> <li>▪ Program Overview, Training Schedule, and House Rules</li> </ul>		<input type="checkbox"/> Attendance Sheet <input type="checkbox"/> Pen <input type="checkbox"/> Name Tags <input type="checkbox"/> Projector <input type="checkbox"/> Laptop
8:30 – 9:00 AM	<b>Kumustahan</b> <ul style="list-style-type: none"> <li>• SEL Activity (20 minutes)</li> <li>• SEL Discussion (10 minutes)</li> </ul>		<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
9:00 – 9:45 AM	<b>Reading Module Session 1: Planning for Guided Reading in the K-6 Classroom</b> <ol style="list-style-type: none"> <li>1. Review of Guided Reading</li> <li>2. Planning for Guided Reading in Your Classroom</li> </ol>	Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
9:45 – 10:00 AM	<b>AM SNACK</b>		
10:00 – 11:00 AM	<b>Reading Module Session 2: Teaching Guided Reading in the K-6 Classroom</b>	Work-Embedded Activity and Output:	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop



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Time	Topic/Activity	Assessment	Materials
	1. Structuring a Guided Reading Lesson 2. Workshop 3. Teaching Demonstration	<ul style="list-style-type: none"> <li>• Lesson Plan – Guided Reading Lesson</li> <li>• Teaching Demonstration</li> </ul> Reflection Activity	<input type="checkbox"/> Storybooks
11:00 AM – 12:00 NN	<b>Reading Module Session 2: Teaching Guided Reading in the K-6 Classroom</b> 1. Lesson Planning 2. Teaching Demonstration	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Lesson Plan – Guided Reading Lesson</li> <li>• Teaching Demonstration</li> </ul> Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Storybooks
12:00 NN – 1:00 PM	LUNCH		
1:00 – 1:30 PM	Kumustahan <ul style="list-style-type: none"> <li>• SEL Activity (20 minutes)</li> <li>• SEL Discussion (10 minutes)</li> </ul>		<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
1:30 PM – 3:00 PM	<b>Reading Session 3: Organizing and Managing Independent Activities During Guided Reading</b> 1. Description of Independent Activities 2. Organizing Independent Activities 3. Establishing Independence during Independent Activities 4. Creating Independent Activities	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Creating Independent Activities</li> </ul> Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Manila Paper <input type="checkbox"/> Markers <input type="checkbox"/> Story books
3:00 – 3:15 PM	PM SNACK		
3:15 – 4:00 PM	<b>Writing Session 1: The Writing Process</b> 1. Stages of the Writing Process 2. Supporting Students through the Writing Process 3. Students' Role in the Writing Process 4. A Successful Writing Classroom	Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Handouts
4:00 – 4:30 PM	Closing <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of Session Activities</li> <li><input type="checkbox"/> Reflection</li> </ul> Reminders		<input type="checkbox"/> Metacards <input type="checkbox"/> Manila Paper <input type="checkbox"/> Markers/Pen <input type="checkbox"/> Masking Tape

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**DAY 2: WRITING MODULE (Sessions 2-3) and MATH MODULE (Sessions 1 -3)**

Time	Topic/Activity	Assessment	Materials
8:00 – 8:30 AM	Registration Preliminaries <ul style="list-style-type: none"> <li>▪ National Anthem and Prayer</li> <li>▪ Training Schedule</li> <li>▪ Kumustahan <ul style="list-style-type: none"> <li>- SEL Activity</li> <li>- SEL Discussion</li> </ul> </li> </ul>	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Sample SEL Activity</li> </ul>	<input type="checkbox"/> Attendance Sheet <input type="checkbox"/> Pen <input type="checkbox"/> Name Tags <input type="checkbox"/> Projector <input type="checkbox"/> Laptop
8:30 – 9:00 AM	<b>Writing Session 2: Writing Strategies – Revising and Editing</b> <ol style="list-style-type: none"> <li>I. Revising vs. Editing</li> <li>II. Revising</li> <li>III. Editing</li> </ol>	Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
9:00 – 9:15 AM	SNACKS		
9:15 – 10:00 AM	<b>Writing Session 3: How to Teach Revising and Editing</b> <ol style="list-style-type: none"> <li>I. How to Teach Revising</li> <li>II. How to Teach Editing</li> <li>III. Teaching Demonstration</li> <li>IV. Lesson Planning</li> </ol>	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Lesson Plan on Revising and Editing</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
10:00 – 11:00 AM	<b>Math Session 1: Introducing Guided Math</b> <ol style="list-style-type: none"> <li>I. Understanding the Principles of a Guided Math Classroom</li> <li>II. Exploring the Instructional Components of a Guided Math Classroom</li> <li>III. Differentiating Levels of Teacher Support in Guided Math</li> </ol>	Reflection Activity	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
11:00 AM – 12:00 NN	<b>Math Session 2: Planning and Implementing Guided Math</b> <ol style="list-style-type: none"> <li>I. Getting Started with Guided Math</li> <li>II. Creating a Guided Math Schedule</li> <li>III. Planning and Preparing for Small Group Lessons</li> <li>IV. Activity: Creating Math Workstations</li> </ol>	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Creating Math Workstations</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Masking Tape <input type="checkbox"/> Art Materials <input type="checkbox"/> Manila Paper, Colored Paper



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Time	Topic/Activity	Assessment	Materials
12:00 NN – 1:00 PM	LUNCH		
1:00 – 1:30 PM	Kumustahan <ul style="list-style-type: none"> <li>• SEL Activity (20 minutes)</li> <li>• SEL Discussion (10 minutes)</li> </ul>	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Sample SEL Activity</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
1:30 – 2:30 PM	<b>Math Session 2: Planning and Implementing Guided Math</b> Presentation of Outputs Feedbacking	Work-Embedded Activity and Output: <ul style="list-style-type: none"> <li>• Creating Math Workstations</li> <li>• Providing Feedback</li> </ul>	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop
2:30 – 2:45 PM	SNACKS		
2:45 – 3:45 PM	<b>Math Session 3: Guided Math Activities</b> I. Math Warm-ups II. Whole Class Instruction Activities III. Math Workshops/Workstations IV. Math Assessments		<input type="checkbox"/>
3:45 – 4:40 PM	Closing <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of Session Activities</li> <li><input type="checkbox"/> Reflection</li> <li><input type="checkbox"/> Training Evaluation</li> </ul> Reminders		<input type="checkbox"/> Metacards <input type="checkbox"/> Manila Paper <input type="checkbox"/> Markers/Pen <input type="checkbox"/> Masking Tape