



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



May 7, 2018

DIVISION MEMORANDUM

No. 127, s. 2018

**DIVISION WRITESHOP AND QUALITY ASSURANCE OF CONTEXTUALIZED
LEARNING MATERIALS IN GRADES 1-6 ENGLISH**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialist
Public Elementary and Integrated School Heads**

1. In support of the Enhanced Basic Education Act of 2013, this Division will conduct the **Division Writeshop and Quality Assurance of Contextualized Learning Materials in Grades 1-6 English** on **June 27-29, 2018** at **Gov. Corazon L. Cabagno Tourism and Training Center, Old Buswang, Kalibo, Aklan**.
2. The activity aims to:
 - a. conduct quality assurance on the contextualized learning materials;
 - b. finalize the Curriculum Contextualization Matrix in Grades 1-6 English; and
 - c. reproduce the contextualized learning materials and matrix.
3. There will be **five participants from each district**; the District English Coordinator, the District Reading Coordinator, and the three participants who were able to attend the Division Writeshop on the Finalization of Contextualized Learning Materials in English on August 16-18, 2017 at Ati-Atihan County Inn, D. Maagma St., Kalibo, Aklan. They are advised to bring their laptop, extension cord, Curriculum Guide, Teacher's Guide and Learner's Materials.
4. A registration fee of **Six Hundred Thirty pesos (P 630.00)** will be charged each participant to defray expenses for venue, reproduction of contextualized learning materials and other expenses relative to the conduct of the activity while food and supplies will be charged to HRTD Funds.
5. All participants are advised to pre-register as confirmation of their participation, and pay the corresponding amount by district to **Mrs. Feby D. Moleta**, Administrative Officer IV (Cashier) not later than **June 18, 2018**.
6. In the event that the registered participant cannot attend or is not available on the said dates, the CID Office, DepEd Division of Aklan, shall be notified in advance for possible REPLACEMENT through **Dr. Kyzil D. Lipar, EPS-English**.

"May katawhayan ag kalipayan sa among mga escuelahan."

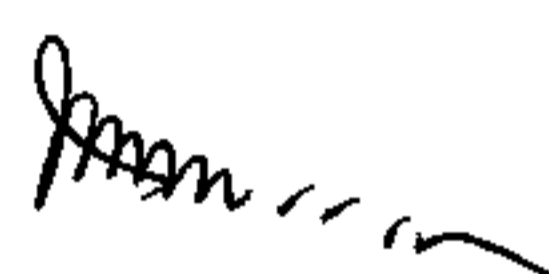
7. Registration Fee and transportation expenses of the participants and members of the Division Quality Assurance Team are chargeable against local funds subject to existing accounting and auditing rules and regulations.

8. In preparation for the activity, there will be a **One Day Orientation of Division Quality Assurance Team for English on June 15, 2018, 8:00 am – 5:00 pm at Arthur S. Juada Hall, DepEd-Division Office, Kalibo, Aklan.**

9. The Training Matrix is found in Enclosure No. 1 of this Memorandum for your reference.

10. Immediate and widest dissemination of this Memorandum is earnestly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



JOSE NIRO R. NILLASCA

Education Program Supervisor

OIC-Office of the Asst. Schools Division Superintendent

In-Charge of the Division *KDL*

Enclosure: as stated

Reference: Enhanced Basic Education Act of 2013

Allotment: 3 (D.O. #50, s. 1997)

To be indicated in the Perpetual Index

under the following subjects:

CURRICULUM

ELEMENTARY

TEACHERS

KDL/cdb

**DIVISION WRITESHOP AND QUALITY ASSURANCE OF CONTEXTUALIZED
LEARNING MATERIALS IN GRADES 1-6 ENGLISH**

Gov. Corazon L. Cabagno-Tourism and Training Center, Old Buswang, Kalibo, Aklan
June 27-29, 2018

TRAINING MATRIX

Day 0	Time	Day 1 Wednesday June 27, 2018	Day 2 Thursday June 28, 2018	Day 3 Friday June 29, 2018
Preparation of Training Materials	7:00 - 8:00 A.M.	Registration	MOL	MOL
	8:00 - 9:00 A.M.	Opening Program	Continuation of Evaluation for Quality Assurance (First Quarter)	Continuation of Evaluation for Quality Assurance (Second Quarter)
Hall Decoration/ Dry-Run of Lecture presentation	9:00 - 10:00 A.M.	Guidelines on Print Resources Mr. Mahnie Q. Tolentino	Evaluation for Quality Assurance (First Quarter)	Evaluation for Quality Assurance (Second Quarter)
	10:00 - 10:15 A.M.		Snacks	↑
Final instruction to the food caterer, sound, system operator, etc.	10:15 - 12:00 P.M.	Social Content Guidelines Mr. Mahnie Q. Tolentino	↑	↑
	12:00 - 1:00 P.M.		Lunch Break	
Final Meeting of the facilitators/ Working committee	1:00 - 3:00 P.M.	Evaluation for Quality Assurance (First Quarter)	Evaluation for Quality Assurance (Second Quarter)	Final Printing
	3:00 - 3:15 P.M.		Snacks	
Expected Outputs: Quality-assured learning materials in Grades 1-6 English	3:15 - 4:30 P.M.	↑	↑	Submission of Outputs
	4:30 - 5:00 P.M.	Clearing House	Clearing House	Clearing House and Closing Program

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