



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Caraga Administrative Region
SCHOOLS DIVISION OF SURIGAO CITY
 M. Ortiz St., Brgy. Washington, Surigao City

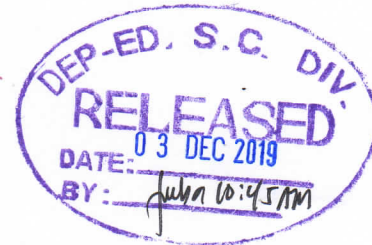


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Division Memorandum

No. 399 s. 2019

TO : Assistant Schools Division Superintendent
 Division CID Chief
 Division SGOD Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary School Heads
 This Division



FROM : *[Signature]* **KAREN L. GALANIDA, PhD, CESO VI**
 Schools Division Superintendent

SUBJECT : **DIVISION WORKSHOP ON THE REVISION AND FINALIZATION OF TRAVELOGUES, ACTIVITY SHEETS, AND DETAILED LESSON PLANS**

DATE : December 2, 2019

1. In line with Republic Act 10533, the Enhanced Basic Education Act of 2013, section 5 states that DepEd shall adhere to the standards and principles in developing the enhanced basic education curriculum through contextualization; this Office will conduct a Division Workshop on the Revision and Finalization of Travelogues, Activity Sheets, and Detailed Lesson Plans on December 5-6, 2019 at the SDO Conference Hall, Ortiz Street, Washington, Surigao City.
2. This workshop aims to:
 - a. validate / field test the travelogues, activity sheets, and detailed lesson plans;
 - b. revise and improve the travelogues, activity sheets, and detailed lesson plans; and
 - c. finalize and upload the travelogues, activity sheets, and detailed lesson plans to LRMS portal for quality assurance.
3. Participants to this workshop are the select teachers of this division. Please see enclosure 1 for the list of participants. The same list serves as travel authority.
4. Participants are expected to bring laptop, and extension wire. Furthermore, they are expected to be at the venue at 7:30 AM for the registration. Please see enclosure 2 for the activity matrix.
5. These travelogues, activity sheets, and detailed lesson plans will be field tested and validated on December 6, 2019 at CV Diez Memorial Central Elementary School, Surigao City District IV from 8:00 am to 10:00am. Please see enclosure 3 for the different grade levels to be used during the said field testing.
6. In order to prepare the needed resources for the sessions, a pre-work conference is scheduled on December 3, 2019, 1:00 PM at the SDO Conference Hall. The following persons are expected to attend to wit;
 - 5.1 Myrna Y. Gijapon.....Principal I, Day-asan NHS
 - 5.2 Jerisse J. Parajes.....MT I, CRSHS
 - 5.3 Marino L. Pamogas..... EPS
 - 5.4 HRTD & QATAME Staff.....SDO-SGOD
 - 5.5 CID Chief..... SDO-CID
7. Meals and snacks, tarpaulin, supplies, and other incidental expenses shall be charged to HRTD Funds.
8. Immediate and widest dissemination of this Memorandum is highly desired.

Enclosures: List of Participants, Activity Matrix, and Schedule of Field Testing

Reference: As stated

To be indicated in the PERPETUAL INDEX under the following...