



Republic of the Philippines
Department of Education
Region III
Division of City Schools
District of San Jose del Monte East
BAGONG BUHAY A ELEMENTARY SCHOOL
City of San Jose del Monte



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SCHOOL MEMORANDUM

No. ___ s. 2016

Seminar-Workshop on Developing Teacher-Made Instructional Materials In English, Math, Science and Filipino

Seminar-Workshop on Information, Communication and Technology ICT: Objectives and Strategies for Effective Use

TO: BBA Faculty

1. In support to the Department of Education's School to School Partnership Program, Sto.Cristo Elementary School as a Leader and Bagong Buhay A Elementary School as school partner, will be facilitating the first Seminar-Workshop on Developing Teacher-Made Instructional Materials/ ICT, as to give assistance to its partner school in relation to the Training objectives.

2. Participants to this Seminar/Workshop is composed of 2 batches;
first group - teachers of Kinder, grade I, grade 2 ,grade 4 and grade V, while the second group are grade III and grade VI teachers.

Thus, the following is requested:

- a. For Grades 1, 2, 4, and 5 please bring EXTENSION WIRE, POCKET WIFI, LAPTOP with office installed for ICT seminar.
 - a. Word
 - b. Excel
 - c. Grades
 - d. Tarpapel Making
 - e. Others
- b. For (IM) Instructional Materials workshop, Grade 3 and Grade 6 teacher participant is encouraged to bring materials which you think can be useful to you during the workshop period.
- c. Please prepare your classroom to make it more attractive to the participants and make them feel comfortable for the entire seminar/workshop.
- d. Teachers in-charge of the decoration this month please coordinate with the class adviser to make sure that everything is settled before the training/workshop.

3. Attendance of all concerned is enjoined.

Prepared:

DARWIN J. DOMINGO
ICT Coordinator

Noted:

JULIETA Y. BALITA
Principal II



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PROJECT TEAM

JULIETA Y. BALITA
Chairman

MANOLITO J. INOCENCIO
Vice-Chairman

DARWIN J. DOMINGO
Team Coordinator

WORKING COMMITTEE

Attendance

MARICAR L. SAMAR

Documentation

CLARA E. BAGASALA
ROSARIO E. SEPTIMO

Decoration

BEVERLY A. GEMINA
AVELINA N. NILLASCA

Demolition

ALLGRADE 3 TEACHERS

Prepared:

DARWIN J. DOMINGO
ICT Coordinator

Noted:

JULIETA Y. BALITA
Principal II