

July 5, 2017

**DIVISION MEMORANDUM**  
NO. 19 s. 2017

### **DIVISION K TO 12 COLLOQUIUM**

To: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/Officers-In Charge of the District  
Heads of Public and Private Elementary/Secondary/Integrated Schools


1. The Schools Division of Capiz, through the Curriculum Implementation Division, will conduct a **Division K to 12 Colloquium on August 30, 2017**. Venue will be announced later.
2. The Division K to 12 Colloquium aims to:
  - a. provide a venue for sharing best modalities in the implementation of the K to 12 program;
  - b. ensure that K to 12 implementers adhere to the policies set by the Department of Education; and
  - c. celebrate milestones in the implementation of the K to 12 Basic Education Program.
3. The participants to this activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Officers in- Charge of the District, Heads of Public and Private Elementary, Secondary Schools, Integrated Schools, Assistant School Principals, and selected elementary and secondary school teachers.

Enclosed are the following:

Enclosure No. 1 – Number of Participants  
Enclosure No. 2 – Matrix of Activities

4. A registration fee of Five Hundred pesos (Pph500.00) shall be charged from each public and private elementary and secondary school head and teacher participant to defray food and other incidental expenses relative to the conduct of the activity chargeable against school MOOE while that of the Education Program Supervisors, Public Schools District Supervisor and facilitators shall be charged against the division INSET/ MOOE fund both subject to the usual accounting and auditing rules and regulations.
5. A planning activity involving all Education Program Supervisors, presenters, reactors and facilitators will be held on August 15, 2017, 9:00 am, at the Division Multipurpose Hall. Expenses for this activity shall be charged against the Division INSET/MOOE funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

Reference: Regional Memo No. 18, s. 2017

  
**MIGUEL MAC D. APOSIN, Ed.D. CESO V**  
Schools Division Superintendent

**A. NUMBER OF PARTICIPANT PER DISTRICT**

DISTRICT	NUMBER OF PARTICIPANTS			TOTAL
	PSDS/OIC	SCHOOL HEADS	TEACHERS	
Cuartero	1	5	5	11
Dao	1	5	5	11
Dumalag	1	5	5	11
Dumarao	1	5	5	11
Ivisan	1	5	5	11
Jamindan	1	5	5	11
Maayon	1	5	5	11
Mambusao East	1	5	5	11
Mambusao West	1	5	5	11
Panay	1	5	5	11
Panitan	1	5	5	11
Pilar	1	5	5	11
Pontevedra	1	5	5	11
Pres. Roxas	1	5	5	11
Sapian	1	5	5	11
Sigma	1	5	5	11
Tapaz East	1	5	5	11
Tapaz West	1	5	5	11
<b>TOTAL</b>				<b>198</b>

**B. NUMBER OF PARTICIPANTS PER SECONDARY SCHOOL**

SECONDARY SCHOOL	NUMBER OF PARTICIPANTS			
	SCHOOL HEAD	ASST. PRINCIPAL/ SCHOOL HEAD	TEACHER	TOTAL
1. Arturo Jugo NHS	1	0	1	2
2. Bagong Barrio NHS	1	0	1	2
3. Basiao NHS	1	0	1	2
4. Bunguan NHS	1	0	1	2
5 CabugCabug NHS	1	1	3	4
6 Camburanan NHS	1	0	1	2
7 Candelaria NHS	1	0	1	2
8. Candelaria NHS – Roxas Ext	1	0	1	2
9. Capiz NHS	1	1	8	10
10. Casanayan NHS	1	1	2	4
11. Col. Patrocinio Artuz NHS	1	1	2	4
12. Comsr. Luis R. Asis NHS	1	1	2	4
13. Concepcion Castro Garcia NHS	1	1	2	4
14. Cuartero NHS	1	1	2	4
15. Dao NHS	1	1	2	4
16. David Moises NHS	1	1	2	4
17. Dulangan NHS	1	1	2	4
18. Dumalag Central NHS	1	1	2	4
19. East Villaflores NHS	1	0	1	2
20. Estefania Montemayor NHS	1	1	2	4
21. Felix Balgos NHS	1	1	2	4
22. Florentina Degala NHS	1	1	2	4
23. Hipona NHS	1	1	2	4
24. Ivisan NHS	1	1	2	4
25. Jagnaya NHS	1	1	2	4
26. Jamindan NHS	1	1	2	4
27. Leodegario D. Deocampo Sr. NHS	1	0	1	2
28. Lonoy NHS	1	0	1	2
29. Lucero NHS	1	1	2	4
30. Luis Escutin National High School	1	0	1	2
31. Maayon NHS	1	1	2	4
32. Macario Delfin Bermejo NHS	1	1	2	4
33. Maindang NHS	1	1	2	4
34. Malonoy NHS	1	1	2	4
35. Mambusao East NHS	1	1	2	4
36. Mambusao NHS	1	1	2	4
37. Manuel F. Onato MNHS	1	0	1	2
38. Marciano Patricio NHS	1	1	2	4
39. Mianay NHS	1	0	1	2
40. Panitan NHS	1	1	2	4
41. Pawa NHS	1	0	1	2
42. Pontevedra NHS	1	1	2	4
43. Presentation Diez	1	0	1	2
44. Putian NHS	1	0	1	2
45. Ramon A. Benjamin Sr. NHS	1	1	2	4

46. Rev. Tomas Conejar NHS	1	0	1	2
47. San Antonio NHS	1	0	1	2
48. San Nicolas NHS ( Pilar )	1	1	2	4
49. San Nicolas NHS ( Tapaz )	1	1	2	4
50. Sapián NHS	1	1	2	4
51. Tapaz NHS	1	1	2	4
52. Tuburan NHS	1	1	2	4
53. Vicente Andaya NHS	1	1	2	4
54. Yating NHS	1	0	1	2
<b>TOTAL</b>				<b>184</b>

**C. NUMBER OF PARTICIPANTS PER INTEGRATED SCHOOL**

SCHOOL	NUMBER OF PARTICIPANTS
1. Aglalana IS	2
2. Guinbialan NHS	2
3. Duluan NHS	2
4. Agkawayan NHS	2
5. Eleodoro J. Ponsaran IS	2
<b>TOTAL</b>	<b>10</b>

**D. NUMBER OF PARTICIPANTS PER PRIVATE SCHOOL (ELEMENTARY/SECONDARY)**

School Head	1
Teacher	1
<b>TOTAL</b>	<b>2 per Private School</b>

**K TO 12 COLLOQUIUM – Parallel Session**  
**BLOCK A - K TO 6 BEST PRACTICES IN THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Morning Sessions)**

	<b>Term of Reference</b>	<b>8:00 – 9:00</b>	<b>9:00 – 10:00</b>	<b>10:00 – 11:00</b>	<b>11:00 – 12:00</b>
		In what ways have you been successful in implementing <b>MTB-MLE/Kindergarten Program</b> in your school?	In what ways have you been successful in implementing <b>IPED/LRMDS</b> in your school?	In what ways have you been successful in implementing <b>SPED Program/ Multigrade</b> in your school?	In what ways have you been successful in implementing <b>Special Science in Elem. School/SPA program</b> in your school?
<b>Moderator</b>	a. Introduces presenters and topics b. Facilitates open forum c. Ensures program starts and ends on time d. Closes the session	<b>Dr. Heidelyn Geromiano</b> Division Coordinator in Kinder and Multigrade	<b>Dr. Ruth C. Gervero</b> Education Program Supervisor ALS	<b>Dr. Heidelyn P. Geromiano</b> P3/Division Coordinator Kinder and Multigrade	<b>Dr. Ruth C. Gervero</b> Education Program Supervisor ALS
<b>Presenter 1</b>	Presents topic based on guide questions.	<b>Dr. Myra F. Nerecena</b> Principal 1 Agbay-ang E/S	<b>Mr. Junjun Concepcion</b> Teacher In Charge Daan Norte E/S	<b>Ms. Maricel Macatangay</b> Special Education Teacher I Pontevedra E/S	<b>Mr. Eddie Arcenas</b> Principal III/OIC Pres. Roxas District
<b>Presenter 2</b>		<b>Ms. Juvy Baranda</b> Principal II Don Juan Jarencio E/S	<b>Ms. Mercy Barroa</b> Principal II Panay C/S	<b>Dr. Ronilo Berondo</b> Master Teacher II/TIC Tabon E/S	<b>Ms. Stephanie Palacios</b> Teacher I Mambusao E/S
<b>Reactor 1</b>	Gives feedback on presentation based on experience following the provided guide questions.	<b>Dr. Eva Fabraquel</b> Principal IV/ OIC Sigma E/S	<b>Mr. Napoleon Protacio</b> Head Teacher II Aglalana Integrated School	<b>Ms. Abadesa Sabordo</b> Principal III Dumarao E/S	<b>Mr. Freddie Asis</b> Principal III Dumalag E/S
<b>Reactor 2</b>		<b>Mr. Marilyn Fortaleza</b> Principal III Consolacion E/S	<b>Ms. Judith Tu</b> Principal III/OIC Dao E/S	<b>Dr. Fe Banez</b> Principal III Maayon E/S	<b>Dr. Luz Mayo</b> Principal II Cuartero Central School
<b>CAPDIV MANCOM Member</b>	a. Provides the inputs during Open Forum b. Synthesizes agreements at the end of the session	<b>Dr. Ma. Theresa Villagracia</b> PSDS Mambusao East District	<b>Ms. Shirley A. De Juan</b> Education Program Supervisor LRMDS	<b>Mr. Celso Flamiano</b> PSDS Panay/Pilar District	<b>Ms. Laine Fundal</b> PSDS Cuartero District
<b>Documenters</b>	<ul style="list-style-type: none"> <li>Ensures that all necessary personnel and equipment are ready for the session</li> <li>Provides input assistance to the MM</li> <li>Prepare all related data to be used for session</li> </ul>			<b>Mr. Ronald Dile</b> Education Program Specialist - ALS	

	<ul style="list-style-type: none"> <li>Prepares all related data to be used for session</li> <li>Provide notes to MM for synthesis</li> </ul>										
Session Managers	<ul style="list-style-type: none"> <li>Ensures all necessary personnel and equipment are ready for the session</li> <li>Responsible in proper management of the parallel session</li> <li>Account the total no. of pax inside the breakout session</li> <li>Incharge of time monitoring</li> <li>Set-up the presentation of the presenters and ensuring the audio video are properly set-up</li> <li>Assists the documenter in documentation proceedings and safekeeping of files</li> </ul>										
<b>Time allotment</b>	<b>1 hour per topic</b>										
30 minutes	<b>Presentations 1 and 2 (15 minutes per presenters)</b>										
10 minutes	<b>Reactions 1 and 2 (5 minutes per reactor)</b> <b>Guide Questions:</b> <ol style="list-style-type: none"> <li>How were the presenters' experiences similar/different from yours?</li> <li>How were the strategies presented similar/different from yours?</li> <li>What have you learned and how will you apply this to your school?</li> <li>What other concern you have on the theme?</li> </ol>										
5 minutes	<b>Small Group Sharing</b> <b>Mechanics:</b> <ol style="list-style-type: none"> <li>Small groups will have maximum of four members.</li> <li>Each group must designate a rapporteur.</li> <li>All the members will answer each question and share their answer to the group before the group moves on to the next question.</li> <li>The moderator will keep the time.</li> </ol>										
5 minutes	<b>Big Group Sharing</b> <b>Mechanics:</b> <ol style="list-style-type: none"> <li>A presenter from the small groups may volunteer or may be called on to present.</li> <li>Chosen participants will be given maximum of five minutes to share to the plenary.</li> </ol>										
5 minutes	<b>Open Forum (ManCom Member)</b> <b>Mechanics:</b> <ol style="list-style-type: none"> <li>Questions should be related to the theme and not covered by the previous presenters.</li> <li>The moderator may open the floor for answers from other participants.</li> </ol>										
5 minutes	<b>Synthesis</b> <b>Mechanics:</b> The MANCOM Member will close the session by giving a synthesis on the topics covered. Part of the synthesis will highlight the issues and concerns raised and the resolutions and agreements arrived at using the matrix below. <b>Topic Issues Resolutions/Agreements</b>										
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Topic	Issues	Resolutions/Agreements									
		Conference documenter will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.									

**K TO 12 COLLOQUIUM – Parallel Session**

**BLOCK B – K TO 6 BEST PRACTICES IN THE IMPLEMENTATION OF ELEMENTARY CURRICULUM (Morning Sessions)**

	<b>8:00 – 9:00</b>	<b>9:00 – 10:00</b>	<b>10:00 – 11:00</b>	<b>11:00 – 12:00</b>
<b>Term of Reference</b>	In what ways have you been successful in the implementation of the <b>ALS Program?</b>	In what ways have you been successful in the implementation of <b>Learning Action Cell SLAC/DLAC?</b>	In what ways have you been successful in the implementation of <b>Early Language Literacy and Numeracy ( ELLN) programs in your school?</b>	In what ways have you been successful in <b>contextualizing the curriculum as to:</b> <b>a. Learning Resources?</b> <b>b. Strategies?</b> <b>c. Assessment?</b>
<b>Guide Questions for Presenters</b>				
<b>Moderator</b>	a. Introduces presenters and topics b. Facilitates open forum c. Ensures program starts and ends on time d. Closes the session	<b>Ms. Elenia Baranda</b> Education Program Supervisor Mathematics	<b>Dr. Merlie Rubio</b> Education Program Supervisor Filipino	<b>Ms. Elenia Baranda</b> Education Program Supervisor Mathematics
<b>Presenter 1</b>	<b>Ms. Arlyn D. Gabata</b> Mobile Teacher Mambusao West District	<b>Dr. Lalain Delos Santos</b> Principal III Ivisan E/S	<b>Ms. Maricris Venus</b> Teacher I Pontevedra E/S	<b>Dr. Igmejo Esmolo</b> P1-Tabun-acan ES
<b>Presenter 2</b>	<b>Mr. Kenneth Klint Ortiz</b> Mobile Teacher- Panitan District	<b>Ms. Rochie Villalba</b> P1-Astorga ES	<b>Ms. Quima Villa</b> P3-Lucero ES	<b>Dr. Randolph Reyes</b> P2-Jamindan ES
<b>Reactor 1</b>	<b>Ms. Lorna Bonilla</b> P3-Pilar ES	<b>Dr. Connie Gallupar</b> P2-Tapaz East Dist	<b>Ms. Jessica Lapena</b> Mambusao West Dist	<b>Ms. Francisca Pinos</b> P2-Cabugcabung ES
<b>Reactor 2</b>	<b>Mr. Lester Oiliang</b> Principal I Lonoy E/S	<b>Ms. Rosalina Villeza</b> Principal II Jagnaya E/S	<b>Mr. Rogelio Satunero</b> Principal III Tapaz West E/S	<b>Mr. Benny Blancaver</b> P3-Dulangan ES

MANCOM Member	a. Provides the inputs during Open Forum b. Synthesis agreements at the end of the session	Mr. Jonifer Alejandra PSDS Dumarao District	Dr. Linda Villasis PSDS Panitan District	Mr. Vicente Lumaque PSDS Tapaz West District	Ms. Wilhelmina Ucag PSDS Jamindan District
Documenters	<ul style="list-style-type: none"> <li>Ensures all necessary personnel and equipment are ready for the session</li> <li>Responsible in proper management of the parallel session</li> <li>Account the total no. of pax inside the breakout session</li> <li>Incharge of time monitoring</li> <li>Set-up the presentation of the presenters and ensuring the audio video are properly set-up</li> <li>Assists the documenter in documentation proceedings and safekeeping of files</li> </ul>	Glenn Dollete PDO			
Session Managers					
<b>Time allotment</b>	<b>1 hour per topic</b>				
30 minutes	<b>Presentations 1 and 2 (15 minutes per presenters)</b>				
10 minutes	<b>Reactions 1 and 2 (5 minutes per reactor)</b> Guide Questions: <ol style="list-style-type: none"> <li>How were the presenters' experiences similar/different from yours?</li> <li>How were the strategies presented similar/different from yours?</li> <li>What have you learned and how will you apply this to your school?</li> <li>What other concern you have on the theme?</li> </ol>				
5 minutes	<b>Small Group Sharing</b> Mechanics: <ol style="list-style-type: none"> <li>Small groups will have maximum of four members.</li> <li>Each group must designate a rapporteur.</li> <li>All the members will answer each question and share their answer to the group before the group moves on to the next question.</li> <li>The moderator will keep the time.</li> </ol>				
5 minutes	<b>Big Group Sharing</b> Mechanics: <ol style="list-style-type: none"> <li>A presenter from the small groups may volunteer or may be called on to present.</li> <li>Chosen participants will be given maximum of five minutes to share to the plenary.</li> </ol>				
5 minutes	<b>Open Forum (ManCom Member)</b> Mechanics: <ol style="list-style-type: none"> <li>Questions should be related to the theme and not covered by the previous presenters.</li> <li>The moderator may open the floor for answers from other participants.</li> </ol>				
5 minutes	<b>Synthesis</b> Mechanics: The MANCOM Member will close the session by giving a synthesis on the topics covered. Part of the synthesis will highlight the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.				



**Topic Issues Resolutions/Agreements**

Topic	Issues	Resolutions/Agreements

Conference documenter will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.

**K TO 12 COLLOQUIUM – Parallel Session**

**BLOCK C - JUNIOR HIGH SCHOOL - BEST PRACTICES IN THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Morning Sessions)**

	<b>Term of Reference</b>	<b>8:00 – 9:00</b>	<b>9:00 – 10:00</b>	<b>10:00 – 11:00</b>	<b>11:00 – 12:00</b>
	<b>Guide Questions for Presenters</b>	In what ways have you been successful in minimizing number of students at risk of dropping out (SARDO) in your school?	In what ways have been successful in implementing STESTVEP in your school?	In what ways have you been successful in implementing Special Education Program/ (SPED)/Open High School (OHP) in your school?	In what ways have you been successful in implementing Special Programs in Journalism Arts (SPA) in your school?
<b>Moderator</b>	a. Introduces presenters and topics b. Facilitates open forum c. Ensures program starts and ends on time d. Closes the session	<b>Mr. Ronie Reteracion</b> Education Program Supervisor MAPEH	<b>Mr. Andres Quiachon</b> Education Program Supervisor Science and Technology	<b>Mr. Ronie Reteracion</b> Education Program Supervisor MAPEH	<b>Mr. Andres Quiachon</b> Education Program Supervisor Science and Technology
<b>Presenter 1</b>	Presents topic based on guide questions.	<b>Ms. Expectacion Lachanes</b> Principal III Sapian NHS	<b>Ms. Annabelle Baltazar</b> PRINCIPAL	<b>Ms. Marie Paz Almalbis</b> HT4-Capiz NHS	<b>Mr. Francis Russel Varon</b> T-3 CNHS
<b>Presenter 2</b>		<b>Mr. Charlie Begas</b> P3-Hipona NHS	<b>Ms. Gelyn Facto</b> P1-Dumalag CNHS	<b>Ms. Merlie Distura</b> HT-3 Estefania Montemayor NHS	<b>Ms. Selfa Mae Toledo</b> HT3 – Capiz NHS
<b>Reactor 1</b>	Gives feedback on presentation based on experience following the provided guide questions.	<b>Mr. Nicolas Devila</b> P4-Cabugcabung NHS	<b>Mr. Rolando Ricardo</b> P3-Lucero NHS	<b>Ms. Florence Legaspina</b> P3-CLANHS	<b>Dr. Queenie Bachoco</b> P1-Dao NHS
<b>Reactor 2</b>		<b>Mr. Enrique Barinos</b> P3-Jamindan NHS	<b>Mr. Ernie Pimentel</b> P4-Concepcion Castro NHS	<b>Mr. Larry Castillo</b> P3-Maloney NHS	<b>Ms. Rizalina Barruela</b> P2-David Moises NHS
<b>MANCOM Member</b>	a. Provides the inputs during Open Forum b. Synthesis agreements at the end of the session	<b>Mr. Warlito Potato</b> PSDS – Ivisan District	<b>Mr. Zaldy Caalam</b> PSDS – Maayon District	<b>Dr. Angel Payo</b> PSDS – Tapaz Est/Dumalag District	<b>Mr. Rosemarie Basas</b> PSDS – Sapian District
<b>Documenters</b>				<b>Merry Joy P. Estialbo</b> Asst. Principal – Hipona NHS	
<b>Session Managers</b>	a. Ensures all necessary personnel and equipment are ready for the session b. Responsible in proper management of the parallel session				

- c. Account the total no. of pax inside the breakout session
- d. Incharge of time monitoring
- e. Set-up the presentation of the presenters and ensuring the audio video are properly set-up
- f. Assists the documenter in documentation proceedings and safekeeping of files

Time allotment	1 hour per topic									
30 minutes	<b>Presentations 1 and 2 (15 minutes per presenters)</b>									
10 minutes	<b>Reactions 1 and 2 (5 minutes per reactor)</b> Guide Questions: <ol style="list-style-type: none"> <li>1. How were the presenters' experiences similar/different from yours?</li> <li>2. How were the strategies presented similar/different from yours?</li> <li>3. What have you learned and how will you apply this to your school?</li> <li>4. What other concern you have on the theme?</li> </ol>									
5 minutes	<b>Small Group Sharing</b> Mechanics: <ol style="list-style-type: none"> <li>1. Small groups will have maximum of four members.</li> <li>2. Each group must designate a rapporteur.</li> <li>3. All the members will answer each question and share their answer to the group before the group moves on to the next question.</li> <li>4. The moderator will keep the time.</li> </ol>									
5 minutes	<b>Big Group Sharing</b> Mechanics: <ol style="list-style-type: none"> <li>1. A presenter from the small groups may volunteer or may be called on to present.</li> <li>2. Chosen participants will be given maximum of five minutes to share to the plenary.</li> </ol>									
5 minutes	<b>Open Forum (Mancom Member)</b> Mechanics: <ol style="list-style-type: none"> <li>1. Questions should be related to the theme and not covered by the previous presenters.</li> <li>2. The moderator may open the floor for answers from other participants.</li> </ol>									
5 minutes	<b>Synthesis</b> Mechanics: <p>The MANCOM Member will close the session by giving a synthesis on the topics covered. Part of the synthesis will highlight the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.</p>									
<b>Topic Issues Resolutions/Agreements</b>										
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Topic	Issues	Resolutions/Agreements								
<p>Conference documenter will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.</p>										

## K TO 12 COLLOQUIUM – Parallel Session

### BLOCK D – SENIOR HIGH SCHOOL CURRICULUM IMPLEMENTATION (Morning Sessions)

Term of Reference		8:00 – 9:00	9:00 – 10:00	10:00 – 11:00	11:00 – 12:00
<b>Guide Questions for Presenters</b>		In what ways have you been successful in conducting <b>advocacy, and career guidance for SHS</b> Students in your school?	In what ways have you been successful in establishing the specific <b>SHS track offerings (Academic, TVL, Sports, Arts and Design)?</b>	In what ways have you been successful in establishing <b>partnership</b> ( for curriculum implementation, training and certification of teachers, immersion, etc.) <b>with, national/ local industries, NGOs, foundations, private companies, SUCs, LUCs, TVIs and other stakeholders?</b>	In what ways have you been successful in establishing your <b>support instructional materials (SIM)?</b>
Moderator	<ul style="list-style-type: none"> <li>a. Introduces presenters and topics</li> <li>b. Facilitates open forum</li> <li>c. Ensures program starts and ends on time</li> <li>d. Closes the session</li> </ul>	<b>Ms. Concepcion Dela Cruz</b> EPS - English	<b>Ms. Sephora Roldan</b> EPS – Aral. Pan	<b>Ms. Concepcion Dela Cruz</b> EPS - English	<b>Ms. Sephora Roldan</b> EPS – Aral. Pan
Presenter 1	Presents topic based on guide questions.	<b>Ms. Raydelyn Lacquina</b> Mambusao NHS	<b>Dr. Leowel Batuigas</b> P3-Pontevedra NHS	<b>Ms. Ma. Rita Villareal</b> P4-CNHS	<b>Mr. Jason Duenas</b> MT2-Maayon NHS
Presenter 2		<b>Mr. Richel Fancubila</b> San Nicolas NHS Tapaz	<b>Ms. Bambie Billanes</b> P1-Tuburan NHS	<b>Ms. Ma. Lea Dals</b> P4-Maayon NHS	<b>Mr. Ernesto Fulgencio</b> Asst Prin –Vicente Andaya Sr. NHS
Reactor 1	Gives feedback on presentation based on experience following the provided guide questions.	<b>Ms. Maria Salvacion Castro</b> Ivisan NHS	<b>Mr. Ernie Pimentel</b> P4-Concepcion Castro Garcia NHS	<b>Dr. Rolando Jamora</b> P2-Florentina Degala NHS	<b>Ms. Myrthyl Coching</b> P3-Felix Balgos NHS
Reactor 2		<b>Mr. John Mark Dariagan</b> Cabugcabung NHS	<b>Mr. Lucille Oxino</b> P4-Cuartero NHS	<b>Mr. Geroy Odicla</b> P2-San Nicolas NHS (Pilar)	<b>Ms. Estella Fano</b> P1-Mambusao East NHS
MANCOM Member	<ul style="list-style-type: none"> <li>a. Provides the inputs during Open Forum</li> <li>b. Synthesis agreements at the end of the session</li> </ul>	<b>Mr. Alan Vincent Altamia</b> EPS - Esp	<b>Dr. Martin Fabraquel</b> P- III/ OIC – Mambusao West District	<b>Mr. Nicasio S. Frio</b> Acting Asst. Schools Division Superintendent	<b>Dr. Rey Azcaraga</b> P-3/ OIC –Pontevedra District
Documenters	<ul style="list-style-type: none"> <li>a. Ensures that all necessary personnel and equipment are ready for the session</li> <li>b. Provides input assistance to the MM</li> </ul>	<b>Jepnie Jan Barrido</b> Education Program Specialist - ALS			

	<ul style="list-style-type: none"> <li>c. Prepares all related data to be used for session</li> <li>d. Provide notes to MM for synthesis</li> </ul>	
Session Managers	<ul style="list-style-type: none"> <li>a. Ensures all necessary personnel and equipment are ready for the session</li> <li>b. Responsible in proper management of the parallel session</li> <li>c. Account the total no. of pax inside the breakout session</li> <li>d. Incharge of time monitoring</li> <li>e. Set-up the presentation of the presenters and ensuring the audio video are properly set-up</li> <li>f. Assists the documenter in documentation proceedings and safekeeping of files</li> </ul>	
<b>Time allotment</b>	<b>1 hour per topic</b>	
30 minutes	<b>Presentations 1 and 2 (15 minutes per presenters)</b>	
10 minutes	<b>Reactions 1 and 2 (5 minutes per reactor)</b> Guide Questions: <ul style="list-style-type: none"> <li>1. How were the presenters' experiences similar/different from yours?</li> <li>2. How were the strategies presented similar/different from yours?</li> <li>3. What have you learned and how will you apply this to your school?</li> <li>4. What other concern you have on the theme?</li> </ul>	
5 minutes	<b>Small Group Sharing</b> Mechanics: <ul style="list-style-type: none"> <li>1. Small groups will have maximum of four members.</li> <li>2. Each group must designate a rapporteur.</li> <li>3. All the members will answer each question and share their answer to the group before the group moves on to the next question.</li> <li>4. The moderator will keep the time.</li> </ul>	
5 minutes	<b>Big Group Sharing</b> Mechanics: <ul style="list-style-type: none"> <li>1. A presenter from the small groups may volunteer or may be called on to present.</li> <li>2. Chosen participants will be given maximum of five minutes to share to the plenary.</li> </ul>	
5 minutes	<b>Open Forum (ManCom Member)</b> Mechanics: <ul style="list-style-type: none"> <li>1. Questions should be related to the theme and not covered by the previous presenters.</li> <li>2. The moderator may open the floor for answers from other participants.</li> </ul>	
5 minutes	<b>Synthesis</b> Mechanics: The MANCOM Member will close the session by giving a synthesis on the topics covered. Part of the synthesis will highlight the issues and concerns raised and the resolutions and agreements arrived at using the matrix below.	

**Topic Issues Resolutions/Agreements**

Topic	Issues	Resolutions/Agreements

Conference documenter will provide assistance by accomplishing the matrix during the sessions. However, pre-work will be done using the same matrix.