



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
 No. 422, s. 2022

June 30, 2022

**Division Training on Manipulating Science Equipment  
 and Maintaining Safe Laboratories**

To: Curriculum Implementation Division Chief  
 Public Schools District Supervisor  
 School Principals/Officers-in-Charge  
 Public Elementary and Secondary Schools

- In reference to the implementation of the Division Education Development Plan (DEDP), the Curriculum Implementation Division (CID), through the Science Education Program Supervisor, will conduct a Division Training on Manipulating Science Equipment and Maintaining Safe Laboratories on July 20-22, 2022 at Digos City National High School.
- The training aims to provide participants the opportunity to be enhanced on their skills in manipulating science tools and equipment for making engaging teaching-learning process through hands-on activities, and inquiry-based learning for the development of process skills among learners.
- Participants to the training are teachers handling science classes. Schools shall send participants according to the number of participants indicated in the attached List of Participants.
- In preparation for the training, the training facilitators shall convene at the training venue on July 5 & 6, 2022 for the preparation and setting up of the laboratory equipment to be used during the training and conduct of rehearsals for the different sessions.
- Teacher participants and facilitators are entitled to service credits for the services rendered in the preparation and attendance to the said training. Such privilege is in accordance with DepEd Order No. 53, s. 2003 on "Updated Guidelines on Vacation Service Credits to Teachers."
- Strict adherence to national and local IATF safety protocols must be observed by all participants, members of the Technical Working Group, and the Training Facilitators in the conduct of the activity.
- Traveling expenses incurred for the above-mentioned activity shall be charged against local funds/School MOOE while meals and snacks of participants and facilitators are chargeable against CID-HRTD Fund all subject to the usual accounting and auditing rules and regulations.
- For information, guidance, and compliance.

  
 CRISTY C. EPE  
 Schools Division Superintendent

Encls: List of Participants  
 References: None  
 To be indicated in the Perpetual Index under the following subjects  
 CURRICULUM SCIENCE TRAININGS  
 Ibj; Division Training on Manipulating Science Equipment and Maintaining Safe Laboratories  
 30 June 2022

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**  
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Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Attachment to Division Memorandum No. 422, s. 2022

**List of Participants**

District	School	No. of Participants	District	School	No. of Participants
Mt. Apo District	Apolandia ES	1	Digos Occidental District	Alferez ES	1
	Binaton ES	1		Balabag ES	1
	Marawer ES	1		Damnass ES	1
	Matti ES	1		Digos CES	1
	N. isidro ES	1		Dulangan ES	1
	Reusora ES	1		J. Alberca ES	1
	Rizal CES	1		Mahayayhay ES	1
	Soong ES	1		Ruparan ES	1
Digos South District	Abawag ES	1	Secondary Schools	Kapatagan NHS	1
	Bagumbuhay ES	1		Soong NHS	1
	C. Nonol ES	1		Dawis NHS	1
	Colorado ES	1		Igpit NHS	1
	Igpit ES	1		Goma NHS	1
	Lungag ES	1		SHS in Digos City	1
	Maniapao ES	1		Aplaya DICNHS Annex	1
	San Miguel ES	1		Balabag NHS	1
	Saplala ES	1			
Digos Oriental District	Abalayan ES	1	Facilitators/ Trainers	DICNHS	Jo Ann Cadayona
	Aplaya ES	1		DICNHS	Angelyn Gultiano
	Badiang ES	1		Matti NHS	Daniel Gomez
	Cogon ES	1		P. Garcia ES	Ana Landero
	Dawis ES	1		Ruparan NHS	Alma Alba
	DMMES	1		PVBasalan ES	Jessivir Reyes
	Garcia ES	1		SHS in DC	Sheena Mae Roxas
	Kibanban ES	1		SDO	Luzminda Jasmin
RMCES	1				
<b>TOTAL</b>		<b>26</b>	<b>TOTAL</b>		<b>24</b>





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Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



### PROJECT PROPOSAL

- I. Title:** Division Training on Manipulating Science Equipment and Maintaining Safe Laboratories
- II. Schedule:** July 20-22, 2022
- III. Rationale:**

As prescribed by the Republic Act No. 10533, the K to 12 Basic Education Program shall have a curriculum that is learner-center, inclusive, developmentally relevant and appropriate. It shall be responsive and research-based, anchored on learning theories, principles, sound research, and studies in teaching and learning dynamics. In addition, it shall use pedagogical approaches that are constructivist, inquiry-based, reflective, collaborative, differentiated, and integrative. (DO 21, s. 2019)

Further, the graduate of K to 12 program is a holistically developed Filipino possessing and equipped with learning and innovation skills which include among others creativity, curiosity, critical thinking, problem-solving, adaptability, managing complexity and self-direction, and sound reasoning skills. Acquisition of these skills help them resolve daily issues and challenges be it academic, personal, social, etc. These skills shall be honed in all subject areas and across grade levels. (DO 21, s. 2019)

Teachers are the main instruments for the attainment of the objectives of the K to 12 Curriculum, being the providers of front-line service in schools with the learners as the main client. Thus, they must be equipped with necessary skills and competencies to meet the standards set for the K to 12 Curriculum. To provide teachers with a venue for professional development, to make them better equipped in training the young learners, the Regional Office XI, conducted a training on Manipulation of Science Laboratory Apparatus, Materials, Equipment and Ensuring Safety in the Laboratories. The training was conducted by the Regional Office through the CLMD based on the deemed need in the field as shown in the survey conducted by the Regional Education Program Supervisor in Science.

The curriculum implementation must include inquiry-based pedagogy. This would be best implemented through hands-on-activities such as science investigation- be it directed or open inquiry. This would tend to develop not only the content knowledge but also procedural knowledge. Empirical inquiry is reliant on certain well-established concepts and methods such as the notion of dependent and independent variables, measurements, data organization and presentation and other skills. This can be aided and facilitated by the use of laboratory tools and equipment. This approach could develop other life skills such as collaboration, and reflection. In addition, utilization of inquiry-based and hands-on activities shall address the gap in learning as this tends to make learning process more engaging and will tend to improve interest of learners to help learners at risk of dropping out.

Some teachers in Digos City have attended the said regional training to be enhanced on their skills in the utilization of these science tools and equipment and maintaining safety in the laboratory which in turn they can use in the teaching-learning process. These participants have the responsibility to share their learning to the other teachers of the Division to multiply knowledge and skills among the front-liners in education.

#### IV. Objectives

Terminal Objective:

1. Enhanced teaching-learning process through hands-on-activities, and inquiry-based learning to help in the development of skills among the learners.

Enabling Objective:

1. Learning and Development to provide teacher-participants the opportunity to be enhanced on their skills in manipulating science tools and equipment for making engaging teaching-learning process through hands-on-activities, and enquiry based learning.

#### V. Activity Matrix: Please see attached Training Activity Plan

#### VI. Methodologies:

##### a. L & D Activity: Training-Workshop

##### b. Expected Output:

After the L & D activity, the participants shall have enhanced knowledge, skills and attitude in teaching science by applying hands-on activities and enquiry-based learning.

##### a. Assessment of Activity

The conduct of the activity shall be evaluated through the Google Form evaluation for L & D activities by the MM & E unit.

##### b. References:

Training materials from the Regional Training shall be utilized for this L & D Activity

##### c. Activity Facilitators

The facilitators in this activity are the Education Program Supervisors in Science, the teacher-participants to the Regional Training as training facilitators and the TWG.

##### d. Program Management

###### a. The Management (8)

1. EPS in Science (1)  
(Luzminda B. Jasmin)
2. Facilitators and TWG (7)  
(Ana Landero, Jessivir Reyes, Jo Ann Cadayona, Angelyn Gultiano, Daniel Gomez, Alma Alba, Robelle Ambol)
  - Prepares the logistics for the activity
  - Oversee the proceedings of the activity
  - Manage registration and attendance of participants
  - Facilitate/Act as Resource speakers in the training
  - Take custody of the outputs and documentation materials

b. The Participants

Identified teachers from the schools in Digos City Division

District	School	No. of Participants	District	School	No. of Participants
Mt. Apo District	Apolandia ES	1	Digos Occidental District	Alferez ES	1
	Binaton ES	1		Balabag ES	1
	Marawer ES	1		Damnas ES	1
	Matti ES	1		Digos CES	1
	N. isidro ES	1		Dulangan ES	1
	Reusora ES	1		J. Alberca ES	1
		1		Mahayayhay ES	1
	Rizal CES			Ruparan ES	1
Digos South District	Soong ES	1	Secondary Schools		
	Abawag ES	1		Kapatagan NHS	1
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	C. Nonol ES	1		Dawis NHS	1
	Colorado ES	1		Igpit NHS	1
	Igpit ES	1		Goma NHS	1
	Lungag ES	1		SHS in Digos City	1
		1		Aplaya DICNHS Annex	1
	Maniapao ES			Balabag NHS	1
Digos Oriental District	San Miguel ES				
	Saplala ES	1			
	Abalayan ES	1			
	Aplaya ES	1			
	Badiang ES	1			
	Cogon ES	1			
	Dawis ES	1			
	DMMES	1			
	Garcia ES	1			
Kibanban ES	1				
RMCES	1				
<b>TOTAL</b>		<b>26</b>	<b>TOTAL</b>		<b>16</b>

e. GAD Mainstreaming:

Please see attached HGDG Checklist

f. **Estimated Expenditure:**

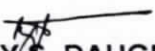
The budgetary details are to wit:

Nature	Quantity	Unit	Unit Cost (Php)	Total Amount (Php)	Source of Fund
Lunch and 2 Snacks (July 20-22, 2022)	50	Heads	Php. 1200.00 (3 days x Php.400.00)	60,000.00	CID-HRTD Fund
Total				60,000.00	CID-HRTD Fund

Prepared by:

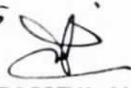
  
**LUZMINDA B. JASMIN**  
EPS -Science

Recommending Approval:

  
**BEVERLY S. DAUGDAUG, EdD**  
Chief Supervisor - CID

Funds Available: ₱ 60,000.00

POP-11-22-0205

  
**NEPTUNE L. TAMBILAWAN**  
AO IV - Budget Officer

APPROVED:

  
**CRISTY C. EPE**  
Schools Division Superintendent