

Republic of the Philippines

Department of Education REGION XI SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024- 560

To : Assistant Schools Division Superintendent

CID Chief

Education Program Supervisors Public Schools District Supervisors

School Heads

Subject: ADDENDUM TO DM-CID-2024-541 OR DIVISION TRAINING

WORKSHOP ON THE IMPLEMENTATION OF PISA - SCIENCE PROGRAM - PHASE 2 FOR SCIENCE, MATH, AND ENGLISH TEACHERS, SCHOOL HEADS, AND PUBLIC SCHOOLS DISTRICT

SUPERVISORS

Date: November 20, 2024

Relative to Division Memorandum-CID-2024-451 dated November 14, 2024, this office announces the additional information pertaining to the Division Training -Workshop on The Implementation of PISA - Science Program - Phase 2 For Science, Math, And English Teachers, School Heads, And Public Schools District Supervisors on November 25-27, 2024.

The list of participants has been updated to include the following teachers:

 Brandon Ocampo 	Digos City National High School
2. Joana Jane D. Baba	Digos City National High School
3. Myrell P. Dumigsi	Digos City National High School
4. Kremia Katrina C. Thiam	Digos City National High School
5. Jhobelle P. Racho	Digos City National High School
Jayffer S. Sartorio	Digos City National High School
7. Romeo J. Antepuesto	Digos City National High School
8. Josephine T. Lamigo	Digos City National High School
9.Earl John D. Ares	Digos City National High School
10.Glent Ian T. Delima	Digos City National High School
11.Praise P. Parayon	Digos City National High School
12. Michelle Daligdig	Polytechnic College of Davao del Sur
Sharlene Lapena	Polytechnic College of Davao del Sur
Jan Lloyd Serrano	Polytechnic College of Davao del Sur
Erica Lishel Villarta	Polytechnic College of Davao del Sur
Jovy Gisultura	Polytechnic College of Davao del Sur
17. Jylen Apas	Polytechnic College of Davao del Sur
18. Nemia Sanchez	Igpit National High School
19. Alexis Linao	Igpit National High School
20. Denzel Aquino	Igpit National High School
* * *	









Republic of the Philippines

Department of Education REGION XI SCHOOLS DIVISION OF DIGOS CITY

21. Ghia Codero

Igpit National High School

22. Robelle R. Ambol

Ruparan National High School

23. Darell C. Estabaya

Ruparan National High School

Furthermore, to ensure the seamless conduct of the training sessions, it is essential to have access to reliable internet connectivity. Hence, participants are requested to bring Wi-Fi devices and/or sufficient mobile data.

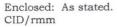
For immediate dissemination and compliance.

For and in the absence of the Schools Division Superintendent

PETER JASON C. SENARILLOS Senior Education Program Specialist V Officer-In-Charge

PepEd Schools Division of Digos City

DATE: NOV 2 2 J24 TIME: 8:28









Republic of the Philippines

Department of Education REGION XI SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT DIVISION MEMORANDUM

CID-2024-5H

To

Assistant Schools Division Superintendent

CID Chief

Public Schools District Supervisors of Secondary Schools District Education Program Supervisors in English, Science, Math and LR

Concerned Public and Private School Heads

Selected Public and Private Secondary School Teachers

Subject:

DIVISION TRAINING-WORKSHOP ON THE IMPLEMENTATION OF PISA - SCIENCE PROGRAM - PHASE 2 FOR SCIENCE, MATH, AND ENGLISH TEACHERS, SCHOOL HEADS, AND PUBLIC SCHOOLS DISTRICT SUPERVISORS

Date :

November 14, 2024

Pursuant to Regional Memorandum CLMD-2024-606 dated September 23, 2024, re: Schedule of Activities in the Implementation of PISA-Science Program, the field is hereby informed that the Division Orientation and Planning Workshop on the Implementation of PISA-Science Program – Phase 2 for Selected Teachers, and Concerned School Heads and Public Schools District Supervisors in secondary schools shall be held on November 25-27, 2024 from 7:30 AM to 5:00 PM, at Ramon Magsaysay Central Elementary School, Digos City.

The training - workshop aims to:

- equip teachers with the skills to utilize Quizalize in making formative assessments to enable them to engage students in PISA-aligned tasks and monitor progress in real-time;
- guide participants in the development of lesson plans integrated with PISAlike questions, as well as the needed learning resources, for the 8-week Phase 2 PISA-Science Program implementation; and
- provide English, Science and Math teachers with the necessary content knowledge and pedagogical skills for the delivery of learning sessions integrated with PISA items

This activity includes all Grades 8 to 9 English, Science, and Mathematics teachers of the following:

- a. Public Schools: Dawis National High School, Digos City National High School, Igpit National High School, Kapatagan National High School, Matti National High School
- Private Schools: Cor Jesu College, Inc., Digos Central Adventist Academy, Inc., and Holy Cross Academy, Inc.







Anent to this, before its conduct, it is expected that concerned public schools have already purchased the one-year subscription of Quizalize application to be utilized during the above-mentioned training. Private schools involved are likewise encouraged to purchase the same.

In addition, the Master Teachers selected as members of the Technical Working Group (TWG) will have a one-day meeting with the Management Team on November 19, 2024 from 8:00AM to 12:00PM. The meeting will take place at the Reading Center of Digos City National High School to prepare for the upcoming activity.

The food of the participants shall be on a BYOB scheme charged to school funds while travel expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.

For immediate dissemination and compliance.

For and in the absence of Schools Division Superintendent

PETER JASON C. SENARILLOS Senior Education Program Specialist Officer-In-Charge

GER Schools Division of Digos City

Enclosed: As stated.

CID/rmm









LIST OF PARTICIPANTS

DIVISION TRAINING-WORKSHOP ON THE IMPLEMENTATION OF PISA -SCIENCE PROGRAM - PHASE 2 FOR SCIENCE, MATH, AND ENGLISH TEACHERS, SCHOOL HEADS, AND PUBLIC SCHOOLS DISTRICT SUPERVISORS

November 25-27, 2024

A. Division Personnel

- 1. Beverly S. Daugdaug, EdD CID Chief
- 2. Jessica G. Lucero PSDS
- 3. Gervasio R. Salinas, Jr., PhD PSDS
- 4. Ivy F. Solano, PhD EPS
- 5. Jem Boy B. Cabrella, PhD EPS
- 6. Rowena M. Magdayao, PhD EPS

B. School Heads and Department Heads of the following public and private schools

- 1. Cor Jesu College, Inc.
- 2. Dawis National High School
- 3. Digos City National High School
- 4. Digos Central Adventist Academy, Inc.
- 5. Holy Cross Academy, Inc.
- 6. Igpit National High School
- 7. Kapatagan National High School
- 8. Matti National High School

C. Selected English Teachers

No.	Name of Teachers	Designation / Position	School	Grade Level Handled
1	Khristine Joie L. Avanica	Teacher	Cor Jesu College, Inc.	8-9
2	Donna Marie L. Adona	Teacher I	Dawis NHS	9, 10
3	Jinky F. Conat	Teacher II	Dawis NHS	8
4	Lorrie Yosorez	Teacher	Digos Central Adventist Academy	8
5	May Ann Sucuaje	Teacher	Digos Central Adventist Academy	9
6	Arnel Gallego	Teacher I	Digos City National High School	9
7	Arteleih E. Mondejar	Master Teacher	Digos City National High School	9
8	Athena Joy Q. Lim	Teacher III	Digos City National High School	9
9	Cristalyn Mia Boqueda	Teacher I	Digos City National High School	8
10	Edna R. Muda	Teacher III	Digos City National High School	8
11	Gina I. Salmorin	Teacher II	Digos City National High School	8
12	Jacille C. Eran	Teacher II	Digos City National High School	8
13	Juanara L. Nudas	Master Teacher I	Digos City National High School	8
14	Jubelle Refuerzo	Teacher I	Digos City National High School	9
15	Leonaphine M. Villarba	Teacher III	Digos City National High School	8
16	Maria Gemma Durano	Master Teacher	Digos City National High School	9
17	Marrian Mae Sedimo	Teacher I	Digos City National High School	8
18	Mary Joy D. Albarate	Master Teacher	Digos City National High School	9
19	Melody Jane Sacare	Teacher I	Digos City National High School	9
20	Merceditas J. Taruc	Master Teacher I	Digos City National High School	8
21	Peter Paul P. Galagate	Teacher III	Digos City National High School	9
22	Pitimini Juanico	Teacher III	Digos City National High School	9
23	Reegee C. Razonable	Teacher I	Digos City National High School	9
24	Romulo A. Pan	Master Teacher I	Digos City National High School	9







25	Samantha Dale Pamat	Teacher I	Digos City National High School	8
26	Serena S. Ibao	Teacher III	Digos City National High School	9
27	Quijano, Jennifer	Teacher	HCAI	8
28	Simborio, Nina Jhaemarielle	Teacher	HCAI	9
29	Henrietta Ignacia O. Dela Cruz	Teacher I	Igpit National High School	8
30	Janet C. Jadraque	Teacher I	Igpit National High School	9
31	Emasula, Joan	Teacher I	Kapatagan NHS	8
32	Floreno, Fegil	Teacher III	Kapatagan NHS	8
33	Medina, Mari Mie C.	Master Teacher I	Kapatagan NHS	9
34	Silayan, Darsyl May	Teacher I	Kapatagan NHS	9
35	Kathleen Mae Margarette Coso	Teacher I	Matti NHS	8-9
36	Kristofer Aian D. Cabila	Master Teacher I	Matti NHS	9

D. Selected Science Teachers

No.	Name of Teachers	Designation / Position	School	Grade Level Handled
1	Jun Rey Dequiña	Teacher	Cor Jesu College, Inc	9-10
2	Reven Jay Revilla	Teacher	Cor Jesu College, Inc	9-10
3	Rubie Mae Maurillo	Teacher	Cor Jesu College, Inc	7,8
4	Darlene D. Pascual	Teacher III	Dawis NHS	9
5	Rose Ann F. Delos Reyes	Teacher II	Dawis NHS	8
6	Jessa May Amoren	Teacher	Digos Central Adventist Academy	9
7	Rosalenda Lauron	Teacher	Digos Central Adventist Academy	7-8
8	Alim, Hazel Jane	Teacher I	Digos City National High School	8
9	Andres, Elaine Joy	Teacher III	Digos City National High School	8
10	Artiaga, Eileen	Teacher III	Digos City National High School	8
11	Biene, Mercedita	Teacher I	Digos City National High School	8
12	Castro, Maria Elena	Teacher I	Digos City National High School	8
13	Coronado, Edemilda	Master Teacher	Digos City National High School	8
14	Diola, Desiree Amor	Teacher I	Digos City National High School	9
15	Encarnacion, Vienna Shiela Jemafe	Master Teacher	Digos City National High School	8
16	Fernandez, Sherly	Teacher III	Digos City National High School	9
17	Gonzales, John Carlo	Teacher I	Digos City National High School	9
18	Gultiano, Angelyn	Master Teacher	Digos City National High School	9
19	Hermosisima, Albert	Teacher I	Digos City National High School	8
20	Hernan, Jean	Master Teacher	Digos City National High School	9
21	Hormiguera, Beverly	Teacher II	Digos City National High School	9
22	Jabido, Merilou	Teacher III	Digos City National High School	8
23	Labuson, Jomel	Teacher II	Digos City National High School	8
24	Manceras, Maricel	Master Teacher	Digos City National High School	9
25	Nacua, Nino	Teacher I	Digos City National High School	8
26	Natar, Spencer	Teacher II	Digos City National High School	9
27	Nerona, Donna	Teacher III	Digos City National High School	9
28	Norab, Elias	Teacher I	Digos City National High School	9
29	Palmero, Warren	Teacher III	Digos City National High School	8
30	Salapa, Glory	Teacher ii	Digos City National High School	8
31	Teves, Reggie	Teacher I	Digos City National High School	9
32	Tortal, Iljeanne	Teacher	Holy Cross Academy, Inc.	7,8&9
33	Charisa V. Montebon	Teacher III	Igpit National High School	9
34	Regine L. Galaraga	Teacher III	Igpit National High School	8
35	Fedriquilan, Letchell	Teacher II	Kapatagan NHS	8
36	Simbajon, Mary Grace A.	Master Teacher	Kapatagan NHS	9
37	Dolly Felias	Teacher I	Matti NHS	9
38	Millenial Abarcar	Teacher I	Matti NHS	8





E. Selected Mathematics Teachers

No.	Name of Teachers	Designation / Position	School	Grade Level Handled
1	Jade Nicole Sentillas	Teacher	Cor Jesu College, Inc	7-8
2	John Razil Andres	Teacher	Cor Jesu College, Inc	9-10
3	Anabelle C. Dano	Teacher II	Dawis National High School	8
4	Ma.Eloisa D. Cajes	Teacher II	Dawis National High School	9
5	Aldrea Fe Durano	Teacher	Digos Central Adventist Academy	8
6	Marie Cris Gacillos	Teacher	Digos Central Adventist Academy	9
7	Alden Rhee Degamo	Teacher III	Digos City National High School	9
8	Aldwin Escalona	Teacher III	Digos City National High School	9
9	Amel Yañez	Teacher III	Digos City National High School	9
10	Cheryll Espinosa	Teacher I	Digos City National High School	8
11	Dorena Criszel Aldaya	Teacher I	Digos City National High School	8
12	Elline Chan	Teacher III	Digos City National High School	8
13	Ferlyn Mae Depacaquibo	Teacher III	Digos City National High School	8
14	Gary Nugas	Master Teacher	Digos City National High School	9
15	Ginie Guy Sanico	Teacher I	Digos City National High School	9
16	Jacquelyne Tenebro	Special Science Teacher 1	Digos City National High School	9, 11
17	Julita Colita	Teacher II	Digos City National High School	8
18	Kristelle Joy Laput	Teacher I	Digos City National High School	8
19	Lanie Carbon	Master Teacher	Digos City National High School	8, 9
20	Marcel Orge	Teacher III	Digos City National High School	8
21	Prince Kenneth Bangay	Special Science Teacher 1	Digos City National High School	9, 11
22	Ralph Llm	Teacher III	Digos City National High School	8
23	Reynaldo Jr. Gonzales	Teacher I	Digos City National High School	9
24	R-Jhon Alag	Master Teacher	Digos City National High School	8
25	Sarah Jovette De los Santos	Teacher III	Digos City National High School	9
26	Sergio Castro	Teacher III	Digos City National High School	8
27	Wellisa Milca	Master Teacher	Digos City National High School	9
28	Abshalom P. Legaspi	Teacher III	Goma National High School	8
29	Phil Mark D. Puludi	Teacher I	Goma National High School	9,10
30	Gabo, Arriane	Teacher	HCAI	7, 8
31	Rojas, Rhennie	Teacher	HCAI	9,10
32	Eve Bernadette P. Tarle	Teacher I	Igpit National High School	7,8
33	Melisa G. Rendora	Teacher I	Igpit National High School	8
34	Rey Angelica G. Tampus	Teacher I	Igpit National High School	8,9
35	Kemberly U. Gama	Teacher	Kapatagan National High School	9
36	Neryl Joy A. Banawan	Master Teacher	Kapatagan NHS	8
37	Dennybie D. Taneza	Teacher III	Matti NHS	7, 9
38	Lecilyn B. Gultiano	Teacher III	Matti NHS	8





F. Technical Working Group (TWG)

No.	Name of Teachers	Designation / Position	School
1	Maria Carmellla E. Gillado	Master Teacher III	Digos City National High School
2	Milagros C. Dela Peña	Master Teacher II	Digos City National High School
3	Maribel D. Solis	Master Teacher I	Digos City National High School
4	Floradel M. Dumadag	Master Teacher I	Digos City National High School
5	Vienna Shiela Jemafe M. Encarnacion	Master Teacher II	Digos City National High School
6	Beth Dedace	Head Teacher III	Digos City National High School
7	Loma Glenda De Jose	Master Teacher I	Digos City National High School
8	Bernardino P. Magno, Jr.	Master Teacher II	Digos City National High School
9	Rosalina B. Ybañez	Master Teacher II	Digos City National High School
10	Arteleih Mondejar	Master Teacher II	Digos City National High School
11	Mary Joy D. Albalate	Master Teacher II	Digos City National High School
12	Maria Basilia G. Flores	Head Teacher VI	Digos City National High School
13	Gary M. Nugas	Master Teacher I	Digos City National High School
14	Wellisa P. Milca	Master Teacher II	Digos City National High School
15	Veronica T. Delima	Master Teacher III	Digos City National High School
16	Lanie A. Carbon	Master Teacher I	Digos City National High School
17	R-Jhon C. Alag	Master Teacher II	Digos City National High School
18	Jernalyn L. Castro	Master Teacher II/OIC- Dept. Head	Digos City National High School







Program of Activities

DIVISION TRAINING-WORKSHOP ON THE IMPLEMENTATION OF PISA - SCIENCE PROGRAM - PHASE 2 FOR SCIENCE, MATH, AND ENGLISH TEACHERS, SCHOOL HEADS, AND PUBLIC SCHOOLS DISTRICT SUPERVISORS

November 25-27, 2024

Day 1

Time	Activity	Description	Facilitator		
7:30 - 8:00	Registration	Register participants	Program Management Team		
	Opening Program				
	National AnthemRegional HymnDepEd Digos	• AVP	Lead Facilitators / Master of Ceremony		
	City Hymn				
3:00 - 9:00	Welcome Remarks		ASDS		
	Rationale of the Event	Overview of the orientation's purpose	CID Chief		
	Acknowledgeme nt of Participants / Setting of expectations	Acknowledging participants or checking of attendance	EPS - Math		
	Message		SDS		
9:00 – 9:15	Pretest	Answer the pre-test to determine the strengths and weaknesses	TWG		
9:00 - 10:00	Quizalize Orientation	Overview of Quizalize	EPS - Science		
10:00 - 10:15	Morning Health Brea	k/Refreshments			
10:15 – 12:00	Getting Deeper with Quizalize	Explore the Quizalize's features	EPS-Science		
12:00 - 12:45	LUNCH BREAK				
12:45 – 1:00	MOL / Ice Breaker				
1:00 -3:00	Workshop on Quizalize	Practice formative assessment with Quizalize	All EPS Concerned		
3:00 - 3:15	Afternoon Health Bre	Afternoon Health Break/Refreshments			
3:15 – 5:00	Presentation of Output	Present output per learning area	All EPS Concerned		







Day 2

Time	Activity	Description	Facilitator
7:30 - 8:00	Checking of attendance		
8:00 - 8:15	MOL / Recap		
8:15 – 9:00	Identify the competencies for quarter 3 in parallel to PISA competency	Competencies for quarter 3 and PISA	Wellisa P. Milca, Bernardino Jr P. Magno, Maria Carmela E. Gillado
9:00 - 10:00	Distribute topic for lesson planning	Distribution of topic for lesson planning	Gary M. Nugas, Arteleih Mondejar, Milagros dela Pena
10:00 - 10:15	Morning Health Break	/Refreshments	
10:15 -12:00	Lesson Plan Writeshop	Crafting of lesson plan	All EPS Concerned and All Learning Facilitators
12:00 - 12:45	Lunch Break		
12:45 - 1:00	MOL / Ice Breaker		
1:00 – 2:00	Present and critique lesson plan with PISA integration (Week 1)	 Presentation and critiquing of lesson plan with PISA integration (Week 1) 	Learning area presenters
2:00 – 3:00	Present and critique lesson plan with PISA integration (Week 2)	Presentation and critiquing of lesson plan with PISA integration (Week 2)	Learning area presenters
3:00 - 3:15	Afternoon Health Bre	ak/Refreshments	
3:15 – 4:00	Present and critique lesson plan with PISA integration (Week 3)	Presentation and critiquing of lesson plan with PISA integration (Week 3)	Learning area presenters
4:00 - 5:00	Present and critique lesson plan with PISA integration (Week 4)	Presentation and critiquing of lesson plan with PISA integration (Week 4)	Learning area presenters

Day 3

Time	Activity	Description	Facilitator
7:30 - 8:00	Checking of attendand	ce	
8:00 - 8:15	MOL / Recap		
8:15 – 9:00	Present and critique lesson plan with PISA integration (Week 5)	 Presentation and critiquing of lesson plan with PISA integration (Week 5) 	Learning area presenters
9:00 – 10:00	Present and critique lesson plan with PISA integration (Week 6)	 Presentation and critiquing of lesson plan with PISA integration (Week 6) 	Learning area presenters
10:00 - 10:15	Morning Health Break/Refreshments		
10:15 -11:00	Present and critique lesson plan with PISA integration (Week 7)	Presentation and critiquing of lesson plan with PISA integration (Week 7)	Learning area presenters







Time	Activity	Description	Facilitator
11:00 – 12:00	Report the summarized and consolidated outputs from the different learning areas (Mathematics, English, Science)	Reporting of the summarized and consolidated outputs from the different learning areas (Mathematics, English, Science)	Learning area presenters
12:00 - 12:45	LUNCH BREAK		
12:45 - 1:00	MOL / Ice Break		
1:00 - 3:00	Present assessment through Quizalize	 Presentation of Assessment through Quizalize 	Learning area presenters
3:00 - 3:15	Afternoon Health Bre	ak/Refreshments	
3:15 – 3:30	Conduct of post test	Conduct of posttest to check if there is a significant increase of scores before and after the training-workshop	TWG
4:00 – 5:00	Closing program	 Acknowledgment and appreciation Awarding of certificates Ways Forward and closing remarks Closing prayer 	Lead facilitators, EPS, Master of ceremony

MASTER OF CEREMONY:

JUBELLE C. REFUERZO

Teacher 1







Enclosure 3 of DM-CID-2024-

TECHNICAL WORKING GROUP AND THEIR TERMS OF REFERENCE

Technical Working Group and Their Terms of Reference

Role	Responsibilities	Persons Involved
Program Management Team	 Plan and schedule the event. Prepare communications, memos and Reports Communicate with participants and facilitators. Ensure all logistical arrangements are in place. 	CID SMM&E
Lead Facilitator / Master of Ceremony	 Creates and leads all of the programs Introduce sessions and speakers. Ensure smooth flow of activities. Address any issues that arise during the sessions. Explain different types of questions used in PISA. Provide examples and practice questions. 	CID, Leaders from 3 Learning Areas and selected Master Teachers
PISA Testing Coordinator	 Provide detailed information on PISA. Explain the assessment criteria and question formats. Present past PISA results and analyze them. Present the Learning in the Digital World Framework. 	Division Testing Coordinator
Mock Test / ICT Facilitator	 Conduct quizzes and interactive discussions. Ensure active participation from all attendees. Simulate the use of LMS and other digital platforms. Assist in the conduct of contextualized mock tests. 	Division IT Officer Division Testing Coordinator
EPS in Science, English and Math	 Prepare and present data on past PISA performances. Highlight areas of improvement and strengths based on mock tests 	EPS in Science, English and Math
Master Teachers / Content Expert	- Explain different types of questions used in PISA Provide examples and practice questions Conduct sessions on critical thinking strategies Provide practical exercises and examples Guide teachers in creating a 6-week preparation plan Provide templates and formats for lesson planning.	Science: 1. Maria Carmela E. Gillado 2. Milagros C. Dela Peña 3. Maribel D. Solis 4. Floradel M. Dumadag 5. Jemafe Encarnacion Leader: Beth Dedace English: 1. Lorna Glenda De Jose 2. Bernardino P. Magno 3. Rosalia B. Yvañez





Role	Responsibilities	Persons Involved
	- Ensure alignment with educational standards and PISA requirements.	4. Arteleih Mondejar 5. Mary Joy Albalate Leader: Maria Basilia Flores Mathematics: 1. Gary M. Nugas 2. Wellisa P. Milca 3. Veronica T. Delima 4. Lanie A. Carbon 5. R-Jhon C. Alag Leader: Jernalyn L. Castro
Support Staff	 Handle registration and attendance. Prepare and distribute materials. Assist in session transitions and breakouts. 	LR Manager with LR Staff

Things to Prepare

Item	Details	Persons Involved
Venue Arrangements	Secure a venue with adequate seating and facilities. Arrange for breakout rooms for learning area sessions.	Ramon Magsaysay Central Elem. School Head and Staff
Materials and Equipment	- Printed and digital copies of session materials.	Ramon Magsaysay Central Elem. School Head and Staff CID Secretary
	- PISA sample test items and practice questions.	
	- Lesson plan templates and Budget of Work formats.	
	- Audio-visual equipment (projectors, microphones, speakers).	
	- Computers and internet access for digital learning simulations.	
Certificates	- Prepare certificates of attendance/recognition for all participants.	Jernalyn L. Castro
Evaluation Forms	- Develop and distribute feedback and evaluation forms for participants to complete at the end of the orientation.	SMM&E





