



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024-509

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 22, 2024

Relative to Division Memorandum-CID-2024-541 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, division nurses, and M&E personnel.

- | | |
|-----------------------------|--------------------------------------|
| 1. Aileen Sanchez | Digos City National High School |
| 2. Jaime Crispino | Digos City National High School |
| 3. Robelle R. Ambol | Ruparan National High School |
| 4. Darell C. Estabaya | Ruparan National High School |
| 5. Desale Grace C. Parantar | Ruparan National High School |
| 6. Beverly M. Samoranos | Ruparan National High School |
| 7. Ricky Jay M. Bucar | Ruparan National High School |
| 8. Joel B. Gomito, RN | Schools Division Office – Digos City |
| 9. Kristin Marie Y. Bejarin | Schools Division Office – Digos City |
| 10. Reyzen Monserate | Schools Division Office – Digos City |

For immediate dissemination and compliance.

For and in the absence of the
 Schools Division Superintendent

RECORDS SECTION
RELEASED
 DATE: NOV 25 2024 TIME: 2:04P
 BY: [Signature]

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

Enclosed: As stated.
 CID/rmm



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
CID-2024-94

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:

1. 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;
2. guide participants in the development of lesson plans integrated with PISA-like questions, as well as the needed learning resources, for the 8-week Phase 2 PISA-Science Program implementation; and
3. 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
- b. **Private Schools:** Cor Jesu College, Inc., Digos Central Adventist Academy, Inc., and Holy Cross Academy, Inc.



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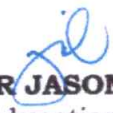

Anent to this, before its conduct, it is expected that concerned public schools have already purchased the one-year subscription of Quizalize application to be utilized during the above-mentioned training. Private schools involved are likewise encouraged to purchase the same.

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 

Enclosed: As stated.

CID/rmm

Schools Division of Digos City
RECORDS SECTION
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BY: 

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 II	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 II	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 II	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. Galagata	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. Ibaó	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. Jadráque	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 I	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 I	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 I	Digos City National High School	9
19	Hermosisima, Albert	Teacher I	Digos City National High School	8
20	Hernan, Jean	Master Teacher II	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 I	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	Saiapa, 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 I	Kapatagan NHS	9
37	Dolly Felias	Teacher I	Matti NHS	9
38	Millennial 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	Aiden Rhee Degamo	Teacher III	Digos City National High School	9
8	Aldwin Escalona	Teacher III	Digos City National High School	9
9	Arnel Yañez	Teacher III	Digos City National High School	9
10	Cheryll Espinosa	Teacher I	Digos City National High School	8
11	Dorena Crizsel 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 I	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 I	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 II	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 II	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 I	Kapatagan National High School	9
36	Neryl Joy A. Banawan	Master Teacher I	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 Carmella 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	Lorna 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
8:00 - 9:00	Opening Program		
	<ul style="list-style-type: none"> National Anthem Regional Hymn DepEd Digos City Hymn 	<ul style="list-style-type: none"> AVP 	Lead Facilitators / Master of Ceremony
	<ul style="list-style-type: none"> Welcome Remarks 		ASDS
	<ul style="list-style-type: none"> Rationale of the Event 	<ul style="list-style-type: none"> Overview of the orientation's purpose 	CID Chief
	<ul style="list-style-type: none"> Acknowledgement of Participants / Setting of expectations 	<ul style="list-style-type: none"> Acknowledging participants or checking of attendance 	EPS - Math
	<ul style="list-style-type: none"> 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 Break/Refreshments		
10:15 - 12:00	Getting Deeper with Quizalize	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Practice formative assessment with Quizalize 	All EPS Concerned
3:00 - 3:15	Afternoon Health Break/Refreshments		
3:15 - 5:00	Presentation of Output	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Presentation and critiquing of lesson plan with PISA integration (Week 2) 	Learning area presenters
3:00 – 3:15	Afternoon Health Break/Refreshments		
3:15 – 4:00	Present and critique lesson plan with PISA integration (Week 3)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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 attendance		
8:00 – 8:15	MOL / Recap		
8:15 – 9:00	Present and critique lesson plan with PISA integration (Week 5)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Presentation of Assessment through Quizalize 	Learning area presenters
3:00 – 3:15	Afternoon Health Break/Refreshments		
3:15 – 3:30	Conduct of post test	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

TECHNICAL WORKING GROUP AND THEIR TERMS OF REFERENCE

Technical Working Group and Their Terms of Reference

Role	Responsibilities	Persons Involved
Program Management Team	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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. - 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.	Ramon Magsaysay Central Elem. School Head and Staff CID Secretary
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