



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila



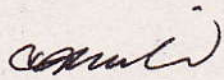
September 19, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Secondary School Principals
Head Teachers/Teachers In – Charge

**SEMINAR WORKSHOP FOR HEAD
TEACHERS/CHAIRPERSONS OF SOCIAL STUDIES
(September 26-27, 2012, Quezon City, Science Interactive Center)**

1. For the information and guidance of those concerned, a Seminar/Workshop for Head Teachers/Chairpersons of Social Studies Department will be conducted on September 26-27, 2012 at Quezon City Science Interactive Center from 8:00 am – 5:00 pm.
2. The objectives of the Seminar/Workshop are the following:
 - 2.1 To strengthen and enhance competencies of Head Teachers/Chairpersons as Instructional leaders in the school.
 - 2.2 To explain the process on how to undertake profiling of teachers.
 - 2.3 To discuss issues/concerns on the K-12 curriculum.
 - 2.4 To discuss assessment and preparations of the Daily Lesson Plans.
3. Attendance to this seminar will be on official business.
4. Each participant shall bring his/her own food provisions during the duration of the seminar
5. Immediate dissemination and compliance to this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

TRAINING MATRIX

TIME	FIRST DAY	SECOND DAY
8:00 – 9:00	Registration and Opening Program	Registration
9:00 – 10:30	Plenary Session I: Department Head as Instructional Leader	Plenary Session 3: Assessment Process/Preparation of Daily Lesson Plans
10:30 – 10:45	BREAK	BREAK
10:45 – 12:00	Plenary Session 2: Profiling of Teachers	Plenary Session 4: Test Construction and Utilization
12:00 – 1:00	LUNCH BREAK	LUNCH BREAK
1:00 – 3:00	Workshop on Profiling of Teachers	1:00 – 4:30 Writeshop on Test items
3:00 – 3:45	BREAK	4:30 – 5:00 Closing Program
3:45 – 5:00	Issues and Concerns on K-12 Curriculum	