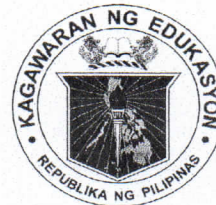




Republic of the Philippines  
Department of Education  
National Capital Region

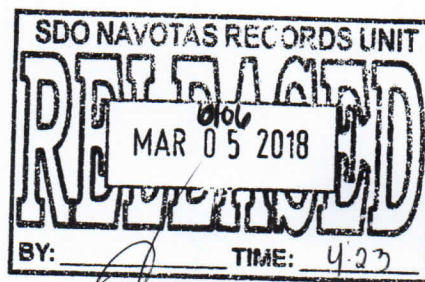
**SCHOOLS DIVISION OFFICE OF NAVOTAS CITY**

Bagumbayan Elementary School Compound  
M. Naval St., Sipac-Almacen, Navotas City  
Email add.: [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph)  
Tel.No.351-57-97, 332-77-64



March 1, 2018

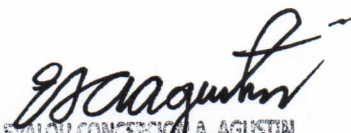
TO: **DR. MARIA CRISTINA A. ROBLES**  
Principal  
Navotas National High School



This Office authorizes your attendance to **Pretesting Workshop on the School Improvement Plan (SIP) Instructional Videos** on March 12, 2018 from 8:00am-5:00pm at the BSA Twin Towers, Ortigas Center Mandaluyong City

Travel expenses shall be charged to SED-BHROD fund.

Please be guided accordingly.

*fr*   
MA. EVALOU CONCEPCION A. AGUSTIN  
OIC Assistant Schools Division Superintendent  
**MELITON P. ZURBANO, CESE** ✓  
OIC-Schools Division Superintendent



Republic of the Philippines  
Department of Education  
National Capital Region

**SCHOOLS DIVISION OFFICE OF NAVOTAS CITY**

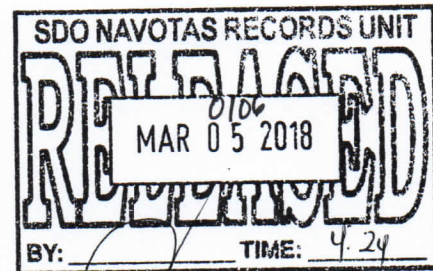
Bagumbayan Elementary School Compound  
M. Naval St., Sipac-Almacen, Navotas City  
Email add.: [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph)  
Tel.No.351-57-97, 332-77-64



March 1, 2018

TO: **Preciosa Cabinbin**  
Principal  
San Roque Elementary School


**Denisa Lorenzo**  
Teacher  
San Roque Elementary School



This Office authorizes your attendance to **Pretesting Workshop on the School Improvement Plan (SIP) Instructional Videos** on March 12, 2018 from 8:00am-5:00pm at the BSA Twin Towers, Ortigas Center Mandaluyong City

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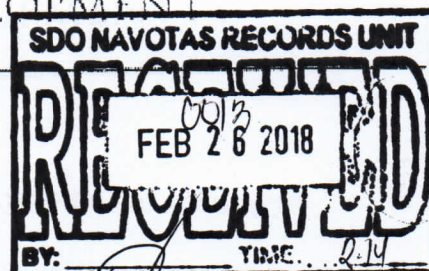
Please be guided accordingly.

  
MIA. EVALON CONCEPCION A. AGUSTIN  
OIC-Assistant Schools Division Superintendent  
**MELITON P. ZURBANO, CESE**  
OIC-Schools Division Superintendent





DEPARTMENT OF EDUCATION  
BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**

FOR : **JESUS L.R. MATEO**, Undersecretary, Planning & Field Operations  
**MALCOLM S. GARMA**, Regional Director, Region 3  
**MARITES A. IBAÑEZ**, SDS, Rizal  
**EDNA F. AGUSTIN**, OIC-SDS, Tanauan City  
**CECILLE G. CARANDANG**, OIC-SDS, Caloocan City  
**NERISSA L. LOSARIA**, OIC-SDS Mandaluyong City  
**JENILYN ROSE B. CORPUZ**, OIC-SDS, Manila  
**MELITON P. ZURBANO**, OIC-SDS, Navotas City ✓  
**ELIZABETH E. QUESADA**, SDS, Quezon City  
**JOSEFINA B. MARIANO**, Publications Division  
**CECILLE ANYAYAHAN**, BHRD-HRDD  
**JOHN ARNOLD S. SIENA**, NEAP

FROM : **MA. LOURDES D. PANTOJA**  
Director IV, BHRD

SUBJECT : **Pretesting Workshop on the School Improvement Plan (SIP) Instructional Videos**

DATE : February 23, 2018

The School Effectiveness Division (SED), in collaboration with the United Nations International Children's Emergency Fund (UNICEF) and CBN Asia, has concluded the production phase of the SIP Instructional Videos. After months of planning, shooting, and editing, the CBN Asia has come up with six (6) instructional videos that explains the SIP process and development. That being said, the SED will conduct a 1-day pre-testing workshop to quality check the videos which will soon be disseminated nationwide.

The workshop will be conducted at **BSA Twin Towers, Ortigas Center Mandaluyong City** on **March 12, 2018** from **8:00am - 5:00pm**. Attached are the list of participants and program of activities for your reference.

The travel expenses of Central Office, Regional, and Division Office staff will be charged to local funds while that of School Heads and Teachers will be charged to SED-BHRD fund. As a requirement for the processing of travel expenses, the following documents must be submitted to the secretariat during the said activity:

1. Travel Authority duly signed by the Schools Division Superintendent
2. Bus ticket/s (if applicable)



DEPARTMENT OF EDUCATION

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BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT

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For clarifications, you may contact **Ms. Bianca Manas** of SED-BHROD at telephone no.: (02)633-5397 or email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)

Looking forward to your cooperation and participation.



**List of Participants for the Pretesting Workshop  
on the SIP Instructional Videos**  
BSA Twin Towers, Ortigas Center, Mandaluyong City  
March 12, 2018

NAME	OFFICE/SCHOOL
1 <i>Representative</i>	OUPFO
2 Kristine Nuyda	BHROD-Office of the Director
3 Earl Ryan Losito	BHROD-HRDD
4 Patricia Galgo	NEAP
5 Angeli Jane Blanco	PAS - Multimedia Unit
6 <i>Representative</i>	PAS - Multimedia Unit
7 Eva Iningan	Region 3 - FTAD
8 Gloria Roque	SDO-Rizal
9 Edgar Marshall Brinas	SDO-Tanauan City
10 Harris Arcigal	SDO-Caloocan
11 Maria Cristina Robles	Navotas National High School
12 Preciosa Cabilbin	San Roque Elementary School - Navotas City
13 Denisa Lorenzo	San Roque Elementary School - Navotas City
14 Henry Sabidong	Andres Bonifacio Integrated School - Mandaluyong City
15 Edna Banaga	QC Science High School
16 Zaida Padullo	Judge Feliciano Belmonte Sr. High School - QC
17 Roland del Rosario	Judge Feliciano Belmonte Sr. High School - QC
18 Sabrina Ongkiko	Culiat Elementary School - QC
19 Geraldine N. Espiritu	Bagong Silangan Elementary School - QC
20 Mc Kenneth M. Baluyot	JP Laurel Sr. High School - QC
21 Teresita Amido	Knights of Columbus Elementary School - Antipolo City
22 John Francis Tiamzon	Gen. Licerio Geronimo Elementary School - Manila
23 Crisanto Umali	Gen. Licerio Geronimo Elementary School - Manila
24 Teresita Felipe	UNICEF
25 Ace Victor Aeron	UNICEF
26 Glaisa Tentative	CBN Asia
27 Alice Labaydan	CBN Asia
28 Grace Panganiban	CBN Asia

**PRE-TESTING WORKSHOP ON THE SIP INSTRUCTIONAL VIDEOS**  
**BSA Twin Towers, Ortigas Center, Mandaluyong City**  
**March 12, 2018**

**Objectives:**

To quality check the six (6) SIP Instructional Videos

START	END	DURATION	ACTIVITY
8:00	8:30	0:30	Registration
8:30	8:45	0:15	National Anthem Prayer Prayer
8:45	9:00	0:15	Introduction of Participants
9:00	9:20	0:20	Opening Remarks
9:20:00 AM	9:30:00 AM	0:10	Statement of Purpose/Objectives Program Overview Guidelines for Video Evaluation
9:30:00 AM	10:00:00 AM	0:30	Viewing of Video 1  Viewing of Video 4
10:00:00 AM	10:30:00 AM	0:30	Processing
			<b>WORKING BREAK</b>
10:30:00 AM	11:00:00 AM	0:30	Viewing of Video 2  Viewing of Video 5
11:00:00 AM	11:30:00 AM	0:30	Processing
11:30:00 AM	1:00:00 PM	1:30	<b>LUNCH</b>
1:00:00 PM	1:30:00 PM	0:30	Viewing of Video 3  Viewing of Video 6
1:30:00 PM	2:00:00 PM	0:30	Processing
2:00:00 PM	4:30:00 PM	2:30	Plenary Presentation on all six (6) videos
4:30:00 PM	4:45:00 PM	0:15	Next Steps Workshop Evaluation
4:45:00 PM	5:00:00 PM	0:15	Closing Ceremonies
5:00:00 PM	6:00:00 PM	1:00	Team debriefing