



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
KAYPIAN ROAD BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY 3023

November 20, 2023

School Memorandum

No. 075 s. 2023

To: Master Teachers
Grade Leaders
Teaching and Non-Teaching Personnel

Capacitating KaypES Teachers About the Art of Questioning for Teaching-Learning Process, Types of Teachers and Codependency in the Workplace for Teachers and Education Leaders

1. This Office announces the conduct of School Learning Action Cell (SLAC) entitled Capacitating KaypES Teachers About the Art of Questioning for Teaching-Learning Process, Types of Teachers and Codependency in the Workplace for Teachers and Education Leaders November 29, 2023, 8:00 a.m-11:30 a.m for morning session and 1:00 p.m-4:30 p.m for afternoon session at Kaypian Elementary School Music Room.
2. The activity aims to:
 - a. update teacher's capacity on questioning methods and strategies.
 - b. understand the different types of teachers; and
 - c. identify and utilize personal professional strengths to uphold the dignity of teaching as a profession and to help build a positive teaching and learning culture within the school.
3. Participants in this activity are the teaching personnel, school head, Administrative Officer of Kaypian Elementary School, and external resource speakers from Bulacan State University (BSU)-Sarmiento Campus.
4. Attached herewith are the activity design and the matrix of the activity.
5. Immediate and wide dissemination of this school memorandum is desired.


DIANALYN A. PALAGANAS PhD
Principal III

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality **Ed**ucation



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





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ACTIVITY DESIGN

I. Activity Title: Capacitating KaypES Teachers About the Art of Questioning for Teaching-Learning Process, Types of Teachers and Codependency in the Workplace for Teachers and Education Leaders

II. Objective: This activity aims to:

- update teacher's capacity on questioning methods and strategies;
- understand the different types of teachers; and
- identify and utilize personal professional strengths to uphold the dignity of teaching as a profession and to help build a positive teaching and learning culture within the school.

III. Proposed Date and Venue: November 29, 2023, KaypES Music Room

AM Session-8:00am-11:30am

PM Session-1:00pm-4:30pm

IV. Participants:

Teaching Personnel	71
Non-Teaching Personnel	3
<u>External Resource Speakers</u>	<u>6</u>
Total:	80

V. Budgetary Requirement:

AM Snack

45 pax x Php 75.00Php 3,375.00

PM Snack

35 pax x Php 75.00Php 2,625.00

TOTAL..... Php 6,000.00

VI. Source of Fund: MOOE Fund

Prepared:


DIANALYN A. PALAGANAS PhD
Principal III

Allotment Available:

BLESILDA G. BENJAMIN
Administrative Officer II



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MATRIX OF ACTIVITIES
 November 29, 2023

AM SESSION			PM SESSION		
TIME	ACTIVITY	PERSON/S INVOLVED	TIME	ACTIVITY	PERSON/S INVOLVED
8:00-8:10	Opening Program	TECHNICAL WORKING COMMITTEE	1:00-1:10	Opening Program	TECHNICAL WORKING COMMITTEE
8:10-8:50	Art of Questioning	MARIEFE I. BALTAZAR, MT I	1:10-1:55	Understanding Positive and Negative Aspects of Codependency in the Workplace	JONA Q. GUEVARRA PhD, BulSU Faculty
8:50-9:30	Types of Teachers	ERLY JOY N. FLORES, MT II			
9:30-10:10	AI as a Transformative Tool on Teaching Across Subjects: Unleashing the Power of Artificial Intelligence in Education	DR. RICARIDO T. TALDE Jr., BulSU Sarmiento Campus Faculty	1:55-2:35	Addressing Low Self-Esteem in the Workplace	MITCHELL L. MAMITES, BulSU Sarmiento Campus Faculty and MAEd Guidance
1:10-10:05	SNACK	TWG	2:35-2:40	SNACK	TWG
10:05-10:45	Building Trust at Work	JOHN HERBERT GULINAO, Assistant Professor and Department Head of General Academics and Teacher Education Department, BulSU Sarmiento Campus	2:40-3:25	Art of Questioning	MARIEFE I. BALTAZAR, MT I
10:45-11:25	Conflict Resolution	ANGELO DAN CABO, BulSU Sarmiento Faculty and Guidance Professional	3:25-4:10	Types of Teachers	ERLY JOY N. FLORES, MT II
11:25-	Boosting Confidence	EMMANUEL			






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12:00	and Dealing with Insecurity and Emotional Challenges at Work	MORATA, Faculty and Student Affairs Coordinator at BulSU Sarmiento Campus	4:10-4:40	STAPP	CATHERINE FRIAS, T I
			4:40-5:00	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal III

Prepared:


SARAH T. SY
SLAC Chairperson

Noted:


DIANALYN A. PALAGANAS PhD
Principal III





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TECHNICAL WORKING GROUP

November 29, 2023

SARAH T. SY

SLAC Chairperson

Members

RONALYN D. EMETERIO
JESSA S. DE LEON
HERSHEY C. SUELLO
MARY JANE P. ESPINA

JENNELYN P. GARBO
MARICRIS G. HERRERA
MA. JESSUSA Z. VILLACETE
TERESITA G. SALVADOR

BEVERLY C. LORENZO
LOIDA F. GREFALDA
ALTHEA C. NETRO
MA. ELENA L. DOCTOR


Resource Speakers/Facilitators

MARIEFE I. BALTAZAR, MT I
ERLY JOY N. FLORES, MT II

EXTERNAL RESOURCE SPEAKERS

JONA Q. GUEVARRA PhD, BulSu Faculty
JOHN HERBERT R. GULINAO, Assistant Professor/Department Head
of General Academics and Teacher Education Department,
EMMANUEL G. MORATA, Faculty and Student Affairs Coordinator
ANGELO DAN L. CABO, BulSU Faculty and Guidance Professional
MITCHELL L. MAMITES, BulSU Faculty and MAEd Guidance
DR. RICARIDO T. TALDE Jr., BulSU Sarmiento Campus Faculty

Approved:


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