



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes




October 10, 2013

**MEMORANDUM**

TO: **Public Schools District Supervisors**  
**Key School Heads in English**  
**Key Teachers in English**  
**English Facilitators**

1. Please find attached Structured Learning Episodes (SLE) and Hand-outs for grades I-II, III-IV and V-VI, to be used for the 2<sup>nd</sup> session this **October** for the **Division English Skills Enhancement Training Program**. The SLEs to underscore is for Public Schools District Supervisors, Key School Heads and Key Teachers' copy **only** and should not be reproduced.
2. It is advised that Key School Heads and Key Teachers in English should meet the Facilitators for the Walk-Through of the SLE before the conduct of the session to the participants.
3. Soft copy of the power point presentation of the topic can be copied to **Mr. Ruel T. Balane** or **Ms. Carol V. Lim** of the Promotional Office. Representatives or Key School Heads who would like to copy should bring their own flashdrive or CDR.
4. Attached is the template for Monthly Accomplishment Report.
5. For immediate information and dissemination.

*By the authority of the OIC – SDS:*

  
**MIGUEL C. OGALINOLA**  
Education Program Supervisor I  
Officer In-Charge *Sen*

**DIVISION ENGLISH SKILLS ENHANCEMENT  
TRAINING PROGRAM  
2<sup>nd</sup> Session (October, 2013)**

**MONTHLY ACCOMPLISHMENT REPORT**

\_\_\_\_\_  
Month

**DISTRICT:** \_\_\_\_\_

**I. ATTENDANCE**

**No. of Teachers Present:** \_\_\_\_\_ **No. of Teachers Absent:** \_\_\_\_\_

Grade I: \_\_\_\_\_

Grade I: \_\_\_\_\_

Grade II: \_\_\_\_\_

Grade II: \_\_\_\_\_

Grade III: \_\_\_\_\_

Grade III: \_\_\_\_\_

Grade IV: \_\_\_\_\_

Grade IV: \_\_\_\_\_

Grade V: \_\_\_\_\_

Grade V: \_\_\_\_\_

Grade VI: \_\_\_\_\_

Grade VI: \_\_\_\_\_

Facilitators: \_\_\_\_\_

Facilitators: \_\_\_\_\_

**II. HIGHLIGHTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. PROBLEMS MET:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. SUGGESTIONS / RECOMMENDATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. PICTORIALS (At least 5)**

**VI. FORM 178 / OBSERVATION GUIDE ( SCHOOL HEADS )**