



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



RELEASED

DepEd-Division Office of Catanduanes
RECORDS SECTION

October 7, 2013

Date OCT 07 2013

Time 2:20

By [Signature]

To: All School Heads

Attached is a copy of the communication from the Knowledge Channel, inviting your attention to a Training Program on Learning Effectively Through Enhanced Pedagogies.

Schools with Knowledge Channel may participate, subject to the availability of school funds.

For your information and reference.

[Handwritten Signature]

JOSE L. DONCILLO, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge



LETTER OF AGREEMENT

Learning Effectively through Enhanced Pedagogies (LEEP) of Teachers: K + 12 on Knowledge Channel

Regarding the training program on **Learning Effectively through Enhanced Pedagogies (LEEP)** of teachers that the Knowledge Channel Foundation, Inc. (KCFI) will conduct, please note the following roles and responsibilities of the DepEd Division Office and KCFI in relation to said activity:

Responsibilities of the DepEd Division:

1. Assign a point person for the logistical requirements of the project whom KCFI staff will be in close coordination with.
2. Assign each participating school to identify **three (3) participants, i.e. two (2) teachers (preferably master teachers) + one (1) principal**, and ensure their attendance in the training. Participants will be required to conduct a similar training for their colleagues in school.
3. Provide the venue of the training sessions comprised of ES and HS batches.
4. Arrange the grouping of the schools per batch ensuring the proximity of the schools to their designated training venue.
5. Make available one (1) class of Grade 2 pupils in a public school near the training venue for the demo teaching of KCFI trainer for each ES batch for Day 1 of the training and five (5) classes of Grade 2 pupils in a public school near the training venue for the simultaneous demo teaching of five pre-selected teacher-training participants on Day 2 of the training
6. Make available one (1) class of Grade 8 students in a public school near the training venue for the demo teaching of KCFI trainer for each HS batch for Day 1 of the training and five (5) classes of Grade 8 students in a public school near the training venue for the simultaneous demo teaching of five pre-selected teacher-training participants on Day 2
7. Ensure that the classrooms where the demo teaching of teacher-training participants from the ES and HS batches will be conducted will each have a TV set and DVD player since the demo teaching will involve the students' viewing of a Knowledge Channel (KCh) video and how the teacher will operationalize and contextualize K to 12 curriculum concepts in classroom instruction using the KCh video as learning material.

8. Ensure that all participating schools will pay the training fee per school of **Sixteen Thousand Eight Hundred Pesos (Php 16,800.00) inclusive of 12 per cent VAT per school on or before** _____ through bank deposit to:

Name of Bank: Land Bank of the Philippines – DECS Branch, Pasig City
Account Name: Knowledge Channel Foundation, Inc.
Savings Account Number: 334-210-1177

We request you to fax a copy of the deposit slip to (02) 910-2031 or email a scanned copy to marilou.tioseco@knowledgechannel.org or maribeth.baril@knowledgechannel.org

9. Ensure the submission of each participating school's proof of payment/bank deposit slip to KCFI during the registration on Day 1 of the training if the fax copy of the proof of payment/ bank deposit slip has not been submitted.
10. Distribute the individual Letter of Agreement (LOA) drafted by KCFI to each participating school, collect the signed LOA from each school, and turnover all the signed LOAs to KCFI.
- Confirmation of participating schools will be based on the signed LOAs submitted to KCFI.
 - Finalization of training dates is subject to the receipt of individual school LOAs as commitment to participate in the LEEP Training Program on or before _____
11. Provide the meals/snacks of the training participants during the two (2) day training period.

Note: Final logistical details will be coordinated with the assigned point person from the Division.

Responsibilities of Knowledge Channel Foundation, Inc. (KCFI)

1. Provide the trainers/facilitators for the LEEP Training Program.
2. Provide the video learning materials and other reference training materials.
3. Issue an Official Receipt to each school upon receipt of their proof of payment/bank deposit slip.
4. Conduct training evaluation as reference for improvement of the training program.

We hope that you will find the above terms and conditions in order.

Thank you for your continued support of KCFI's mission of bringing quality basic education to our public school learners through the use of educative media.

Conforme:

Printed Name and Signature

Designation: _____

DepED Division of _____

Date: _____