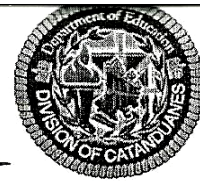




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



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
DIVISION MEMORANDUM
No. 54, s. 2013

DIVISION ENGLISH SKILLS ENHANCEMENT TRAINING PROGRAM (ELEMENTARY LEVEL)

To: Public Schools District Supervisors
Elementary School Heads
District English Key School Heads
District English Key Teachers

1. Corollary with the results of the last year's National Achievement Test (NAT) and the Teacher's English Proficiency Test (TEPT), and in line with the divisions' target in increasing its Mastery Performance Level in English, this Office announces the Division English Skills Enhancement Training Program scheduled every 3rd Fridays of the month, starting September, until December 2013, to be held on designated schools by district.
2. The following are the specific aims of the training program viz ;
 - a. Provide English teachers with additional skills in language learning principles and the communicative teaching strategies.
 - b. Enhance teaching of the five macro skills in English in the Basic Education Program (BEC) and the K to 12 Basic Education Program.
 - c. Enhance teacher's oral and written fluency.
 - d. Prepare a doable school's Remedial Reading Program
3. The Division English Skills Enhancement Training Program shall be chaired by the Public Schools District Supervisors, the District Key School Head and District Key Teacher in English. They shall determine the venue of the training in their respective district. All school heads shall be assigned a specific grade level to closely monitor and to serve as a process observer.
4. Participants are all elementary grade teachers assigned by grade level and all school heads. Each grade level is given 2 to 3 grade facilitator-resource speakers only, depending on the number of teacher-participants, which shall not exceed to 40 per class. Grade facilitators must possess the Knowledge, Skills and Attitude (KSAs) as expected of a trainer, must be screened and selected by the PSDS, Key English school head and the Key English teacher.
5. Uniform topics and sessions will be distributed ahead of the training, thus an orientation on facilitating skills of all key school heads, key English teachers shall be held on **September 6, 2013**, at the Division Office Conference Hall C, at 8: 00 a.m.. Division Critiquing of SLEs shall be held on **August 29, 2013** at the Division Office Conference Hall C. The following are the SLE Writers by grade ;

Grades I and II	-	Mrs. Minnie I. Lopez
Grades III and IV	-	Mrs. Jane C. Tabor
Grades V and VI	-	Mrs. Myla B. Cordial
6. Materials, reproduction of the SLEs and handouts can be charged to the school's MOOE subject to the auditing and accounting rules and regulations.
7. Demonstration teaching maybe part of the enhancement training's application of session in the afternoon, thus it should play an important part of the training. Master Teachers should always be ready to assist and take lead in the Demonstration teaching as part of their technical assistance in case of absence of a demo teacher.
7. For immediate information, dissemination and compliance.


JOSE L. DONCILLO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge 

To be indicated in the Perpetual Index
Under the following subjects:

ELEMENTARY ENGLISH

ENHANCEMENT TRAININGS

TEACHERS