



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



January 19, 2018

DIVISION MEMORANDUM

No. 063, s. 2018

PRESENTATION SKILLS TRAINING OF RAFI SEED TOP 5 SCHOOLS

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is a memorandum from the Regional Director, regarding the Presentation Skills Training of RAFI SEED TOP 5 SCHOOLS on the January 25-26, 2018 at St. Mark's Hotel, Queens Road, Redemptorist Plaza, Camputhaw, Cebu City.
2. School Head of the Top 5 Schools are invited to attend in the said training.
3. For the details of the said activity, please refer to the attached memorandum.
4. Immediate dissemination of this memorandum is enjoined.


RHEA MARIA A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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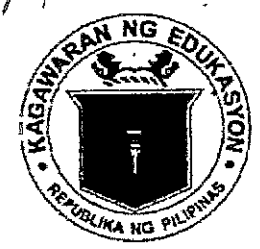
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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

TO : **DR. NIMFA D. BONGO**
SDS, Division of Bogo City

DR. RHEA MAR A. ANGTUD
SDS, Division of Cebu Province

MR. BIANITO A. DAGATAN
SDS, Division of Cebu City

DR. ARDEN D. MONISIT
SDS, Division of Mandaue City

MR. GREGORIO CYRUS R. ELEJORDE
SDS, Division of Carcar City

FROM: *Juliet A. Jeruta*
JULIET A. JERUTA, Ph.D., CESO IV
OIC-Regional Director

SUBJECT: **PRESENTATION SKILLS TRAINING OF RAFI SEED 2017 TOP 5 SCHOOLS**

DATE : January 16, 2018

The Ramon Aboitiz Foundation, Inc. has released the RAFI SEED 2017 Top 5 Schools for the Elementary and the Secondary Category. Below are the shortlisted schools:

Elementary Schools

- | | |
|----------------------------|----------------------------|
| Bogo City | La Paz Elementary School |
| Boljoon Boljoon | Central Elementary School |
| Carcar City | Napo Elementary School |
| Cebu City | Mabolo Elementary School |
| Mandaue City | Maguikay Elementary School |

Secondary Schools

- | | |
|-------------------------|---|
| Bogo City | Jovencio N. Masong National High School |
| Carcar City | Gelacio Babao Memorial National High School |
| Cebu City | Adlaon Integrated School |
| Dalaguete 1 | Mantalongon National High School |
| Mandaue City | Jagobiao National High School |

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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 234-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kapatayan ng Lahat, Pananagutan ng Lahat"

Relative to this, 5 School Governing Council representatives (attendance of the School Head is highly encouraged) from each schools abovementioned are invited to attend the Presentation Skills Training on January 25 –26, 2018 in St. Mark's Hotel, Queens Road, Redemptorist Plaza (across Redemptorist Church), Camputhaw, Cebu City. Attached is the Presentation Skills Training Activity Info for more details.

Traveling and other incidental expenses of the participants shall be charged to local funds subject to approval of the Schools Division Superintendent concerned also subject to the usual accounting and auditing rules and regulations.

This Memorandum shall also serve as Travel Order of the participants.

Immediate dissemination and compliance to this Memorandum is desired.

DATE: 12 January, 2018
TO: JULIET JERUTA, Ph.D., CESO V Director III
Regional Director
DepEd Region VII
SUBJECT: SEED 2017 Top 5



Dear Dr. Jeruta:

Greetings from RAFI!

The SEED 2017 Site Validation that happened December last year was quite a success. The activity allowed us to see the valuable best practices of the Top 10 schools as well as lessons learned in terms of their school governance. Our sincerest appreciation to your office and to your dedicated and expert staff who joined us in the entire site validation period.

It is with great honor also that we present to your office the following schools who are included in the SEED 2017 Top 5.

Elementary Schools

Bogo City	La Paz Elementary School
Boljoon	Boljoon Central Elementary School
Carcar City	Napo Elementary School
Cebu City	Mabo'o Elementary School
Mandaue City	Maguikay Elementary School

Secondary Schools

Bogo City	Jovencio N. Masong National High School
Carcar City	Gelacio Babao Memorial National High School
Cebu City	Adlaon Integrated School
Dalaguete 1	Mantaiongon National High School
Mandaue City	Jagobiao National High School


We extend our warmest congratulations to these top schools, their stakeholders and their respective districts and divisions for qualifying to the next level of assessment in the SEED Provincial Level.

On this regard, we are inviting them to send 5 School Governing Council representatives (*attendance of the School Head is highly encouraged*) for the Presentation Skills Training on January 25 – 26, 2018 in St. Mark's Hotel, Queens Road, Redemptorist Plaza (across Redemptorist Church), Camputhaw, Cebu City. Attached on this letter is the Activity Info.

Furthermore, we would like to request for the issuance of the memorandum and travel orders for the participants of this activity.

Thank you very much for your unwavering support. God bless.

Sincerely yours,


ERNESTO ALIX
Executive Director
RAFI – Education Development Unit

RAFI SEED: Presentation Skills Training

About the Activity

The Presentation Skills Training is for the school community (i.e. School Head, PTA Officer, Barangay Official, Faculty Representative and Student Representative) whose schools have been shortlisted from the Site Validation and have been identified as qualified for the final round of RAFI SEED Assessment which is the Panel Interview.

In the training, the school community is expected to prepare themselves through series of topics that will equipped them in presenting effectively their best practices.

Goals and Objectives

By the end of this activity:

- 10 school communities (expected 50 participants) are trained on presentation skills
- 10 school communities have identified their material for their presentation in the Panel Interview
- 10 school communities are prepared for their presentation and report in the Panel Interview
- 8 representative from the schools are identified to present the schools best practices for the EdX (SEED Conference)

Activity Details

Expected Attendees	Participants: 50 pax (5 reps x 10 schools) 5 pax (mentors, organizers)
Date of the Activity	January 25 – 26, 2018
Venue	To be identified

Program Flow

Date and Time	Activity/Topic	Person Responsible
First Day – January 25, 2018		
09:00 am – 10:00 am	Registration and Morning Snacks	EDU
10:00 am – 10:30 am	Preliminaries: <ul style="list-style-type: none"> - Invocation - Welcome Remarks - Acknowledgement of Participants - Rationale and House Rules - Energizer - Introduction of First Speaker 	EDU
10:30 am – 11:30 pm	Topic 1: Importance and Characteristics of High Impact Presentations <ul style="list-style-type: none"> - Panel Presentation - Conference 	c/o Carol Ballesteros

RAFI SEED: Presentation Skills Training

	- Press Conference	
11:30 pm – 12:00 pm	Designation of Room Assignments and Settling Down	
12:00 pm – 01:00 pm	LUNCH TIME	
01:00 pm – 02:30 pm	Topic 2: Preparing for the Presentation	c/o Carol Ballesteros
02:30 pm – 02:45 pm	Afternoon Snacks	
02:45 pm – 03:45 pm	Topic 3: Choosing Good Content	c/o Elisabeth Baumgart
03:45 pm – 04:45 pm	Topic 4: Organizing the Content	c/o Elisabeth Baumgart
04:45 pm – 05:00 pm	Final Briefing <ul style="list-style-type: none"> - Review of day's learnings - Instructions for the activities for the night and next day - Closing Ceremony 	
04:45 pm – 06:00 pm	* Participants can either rest or they can work on their assignment which is to prepare for their presentation materials for the next day.	
06:00 pm – 07:00 pm	DINNER TIME	
07:00 pm onwards	Free Time	
Second Day – January 26, 2018		
06:00 am – 08:00 pm	BREAKFAST TIME	
08:00 am – 08:30 pm	Call time for Registration	
08:30 am – 09:00 pm	Preliminaries <ul style="list-style-type: none"> - Prayer - Rationale - Review of the Learnings the other day - Introduction of Speaker 	
09:00 am – 10:00 pm	Topic 5: Preparing for a Compelling Visual Presentation	c/o Ramonchito Jaca
10:00 am – 12:00 pm	Topic 6: Effective Delivery of the Presentation	c/o Daphne Dia
12:00 pm – 01:00 pm	LUNCH TIME	
01:00 pm – 03:00 pm	Simulation of the Panel Presentation *Working Snacks	
03:00 pm – 03:30 pm	Evaluation of the Panel	
03:30 pm – 04:30 pm	Concluding Rites <ul style="list-style-type: none"> - Open Forum - Announcements - Giving of Certificates and Tokens - Closing Remarks 	