



Republic of the Philippines
Department of Education
Region VII - Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

February 13, 2023

DIVISION MEMORANDUM

No. 051, s. 2023

**SY 2022-2023 MASTER TEACHERS' SUMMIT: TEACHING DEMONSTRATION
FESTIVAL AND EXHIBIT OF CONTEXTUALIZED
GAD-COMPLIANT LEARNING MATERIALS**

**To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads**

1. This Office announces the conduct of the **SY 2022-2023 Master Teachers' Summit: Teaching Demonstration Festival and Exhibit of Contextualized GAD-Compliant Learning Materials** on the following dates at designated venues:

Dates	Venues	Participants
March 2-4, 2023	Municipality of Balamban	Master Teachers of the following Sub-Offices: Balamban & Badian Sub-Offices
March 9-11, 2023	Carmen NHS	Liloan & Medellin Sub-Offices
March 16-18, 2023	Taloot IS, Argao 2	San Fernando & Dalaguete Sub-Offices

2. This activity aims to:

- review relevant DepEd issuances as basis of the duties and responsibilities of the Master Teachers in promoting gender equity in schools;
- familiarize Gender and Development and its importance in classroom management, development of instructional materials and use of instructional language;
- demonstrate strategies in utilizing developmentally-appropriate contextualized GAD-compliant teaching- learning materials;
- benchmark and share best practices through the exhibit of GAD-compliant learning materials; and
- appreciate one's job as Master Teachers in adherence to DepEd's organizational rules and guidelines.

3. Participants in this activity are all elementary and secondary school Master Teachers, Education Program Specialists II-ALS, Public Schools District Supervisors and Education Program Supervisors/Coordinators with the Division Chiefs and Assistant Schools Division Superintendents.



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4. Master Teachers are requested to bring copy/ies of the Quality Assured contextualized Learning Materials, such as big books, story books, skill books, eSIMs, Learning Activity Sheets, Self-Learning Modules, Self-Learning Home Tasks and other Teacher-Made Learning Materials designed by the teachers in their respective districts. These materials will be exhibited during the entire duration of the summit.
5. Likewise, all Master Teachers are advised to prepare themselves for the demonstration festival. They are expected to bring all instructional materials needed for the teaching-demonstration which shall be conducted in an actual classroom situation. The names of Master Teacher-demonstrators and those who will serve as instructional supervisors/observers during the demonstration shall be drawn by lots on the first day of the summit. Please refer to the Enclosure for the **Program of Activities**.
6. Concerned school heads are advised to make necessary preparations to ensure that the learners are taken care of while Master Teachers are attending this activity.
7. Participants are still encouraged to follow IATF guidelines and protocols. The Medical Section (c/o Dr. Virgilio C. Tantuico/Dr. Asterterrie A. Bernales) is requested to assign two (2) nurses at each venue during the entire duration of the activity.
8. Members of the Program Management Team are required to be at the venue in the morning of day 1, to prepare the function rooms and materials for the summit. Their first meal is breakfast of day 1, while first meal of the rest of the participants shall be lunch of day 1, and last meal of all personnel involved shall be dinner of day 3.
9. Teaching personnel who render services on Saturday, a non-working day, shall be entitled to service credits per DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers), while PSDSs and Division Office personnel can avail of Compensatory Time Off (CTO) in accordance with the provisions of CSC & DBM Joint Circular No. 2, s. 2004 (Non-Monetary Remuneration for Overtime Services Rendered).
10. Traveling and other related expenses of school-based personnel shall be chargeable against **school MOOE Funds**, while those of Division Office personnel shall be chargeable against **Division MOOE Funds**. Expenses for meals and snacks, honoraria of the members of the board of judges, prizes, summit materials, and other related expenses shall be chargeable against **Division HRD/INSET Funds**, subject to the usual accounting and auditing rules and regulations.
11. This Memorandum serves as Authority to Travel.
12. Immediate and wide dissemination of this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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PROGRAM OF ACTIVITIES

DAY	Time	Topic/Content	Suggested Activity	FACILITATORS
Day 1 March 2, 2023 (Balamban & Badian Sub-Offices) March 9, 2023 (Liloan & Medellin Sub-Offices) March 16, 2023 (Dalaguete & San Fernando Sub-Offices)	8:00-11:00 am	Travel Time		
	11:01-12:00 pm	Registration		EPSAs
	12:01-1:00 pm	Lunch		
	1:01 – 1:30 pm	Opening Program/Preliminaries Prayer Philippine National Anthem Sugbo Hymn Attendance Check Welcome Remarks & Rationale-ASDS Fay C. Luarez CESO VI Activity Mechanics- CES Mary Ann P. Flores Message- SDS Marilyn S. Andales CESO V Criteria for Judging the Best Exhibit & Best Teaching Demo - EPSVR Isaiash T. Wagas House Rules Energizer EMCEE		
	1:31-2:30 pm	Breakout by District Preparation for the Exhibit of GAD-compliant LMs and teaching demo festival (Drawing of Lots)		EPSVRs, EPSAs & PSDSs
	2:31-5:00 pm	Group A. Preparation for Teaching Demonstration Festival by District Group B. Preparation for the Exhibit of GAD-compliant LMs		EPSVRs & PSDSs EPSAs & PSDSs
Day 2 March 3, 2023 (Balamban & Badian Sub-Offices) March 10, 2023 (Liloan &	8:00-8:30 am	MOL	Plenary	
	8:31-10:00 pm	Organizational Structure: The Master Teachers	Lecture/Discussion/ Cooperative Learning	J Montolo N Jaralve
	10:01-11:00 nn	Basic GAD Concepts GAD Mainstreaming	Lecture/Discussion	M Flores G Mantos



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Medellin Sub-Offices) March 17, 2023 (Dalaguete & San Fernando Sub-Offices)	11:01-12:00	Pre-Teaching Demo Conference	Pre-Conference/Briefing	F Luarez
	12:01-1:00	Lunch Break		
	1:01-1:15pm	Energizers		
	1:16-4:30 pm	Teaching Demonstrations	Demonstration/Observation	EPSVRs PSDSs
	4:31-5:30 pm	Post-Teaching Demo Conference for Teaching Demonstrations	Post Conference/Debriefing	EPSVRs PSDSs
	5:31-7:00 pm	Dinner		
Day 3 March 3, 2023 (Balamban & Badian Sub-Offices) March 11, 2023 (Liloan & Medellin Sub-Offices) March 18, 2023 (Dalaguete & San Fernando Sub-Offices)	8:00-8:30 am	MOL		
	8:31-11:00 am	Teaching Demonstrations	Demonstration/Observation	EPSVRs PSDSs
	11:01-12:00 nn	Post-Teaching Demo Conference for Demonstrations	Post Conference/Debriefing	EPSVRs PSDSs
	12:01-1:00 pm	Lunch		
	1:01-1:15 pm	Energizers		
	1:16-2:30 pm	Gallery Walk Judging of Sub-Office Booths	Exhibit/Gallery Walk	All participants and judges
	2:31-5:00 pm	Evaluation Wrap Up Proclamation & Awarding of Winners Submission of Outputs Closure		

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