



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

January 19, 2021

DIVISION MEMORANDUM
NO. 036, Series 2021

COURSE FOR MANAGERS OF LEARNING (CML)

TO: Assistant Schools Division Superintendents
Chiefs, School Governance and Operations (SGOD) and Curriculum
Implementation Divisions (CID)
Education Program Supervisors (EPS) and Public Schools Dist. Supervisors (PSDS's)
Elementary and Secondary School Principals

1. This Division subscribes to the Boy Scouts of the Philippines (BSP), Bohol Council's Adult Training Program particularly on the conduct of this year's **Course for Managers of Learning (CML)** in three (3) consecutive weekends, namely; **January 22 & 23, 29 & 30 and February 5 & 6, 2021 at Reynas the Haven and Gardens, Calceta Street, this City.**
2. Highlights of this live-in training-workshop include the individual assessments of teaching and learning styles of teaching facilitators, pedagogical and andragogical principles, training methods, strategies and techniques. A practicum on facilitating learning sessions will be conducted towards the end of the face to face professional development delivery.
2. Participants and trainers to this capability building are identified adult leaders, (see attached list) who have complied with the prescribed requirements set by BSP National Office. Completion of the training shall entitle them of the CPD units set by the Professional Regulations Board. They too are eligible to claim Service Credits/Compensatory Overtime Credits in accordance with DepEd's existing guidelines.
3. The registration fee of Six Thousand Pesos (Php 6,000.00) per participant is chargeable against the Division HRTD Continuing Funds while transportation and other incidental expenses can be taken from their respective school MOOE, subject to the usual accounting and auditing rules and regulations.
4. For more details of the training particularly on the uniform and things to bring to the venue, please refer to BSP, Bohol Council.
5. Wide and immediate dissemination of this Memorandum is highly appreciated.


BIANITO A. DAGATAN Ed.D. CESO V
Schools Division Superintendent



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Boy Scouts of the Philippines
BOHOL COUNCIL
 City of Tagbilaran

Course for Managers of Learning

Participants and Staff from DepEd Bohol Division

Name	District	ATC No.	Date Conducted	Parchment No.	Date Issued
1 Abing, Kurt Russel M	Pandanon ES, Getafe	18-469	04/16-22/18	19-07-02-0510	7/30/19
2 Amba, Virginia	Canmangao ES, C P Garcia	18-289	04/17-22/18	19-07-02-0765	9/12/19
3 Autentico, Fidel V.	San Isidro High School, Talibon I	18-049	04/23-30/18	19-07-02-0493	7/30/19
4 Bajao, Pedrito	Bangwalog ES, Duero	18-469	04/16-22/18	19-07-02-0512	7/30/19
5 Balili, Carol C.	Central ES, Pilar	14-247	04/25-05/1/14	18-07-02-1614	11/13/18
6 Blasco, Kenneth Regene B.	Tubigon West NHS	17-034	05/20-27/17	19-07-02-0497	7/30/19
7 Boc, Joseph	Cawayan ES, Inabanga South	18-469	04/16-22/18	19-07-02-0503	7/30/19
8 Bongato, Fritzie C.	Baclayon NHS	16-020	04/10-17/16	19-07-02-0498	7/30/19
9 Cabrera, Junevir	Cabilao ES Loon North	11-133	04/28-05/05/11	15-302	4/17/15
10 Cagas, Naty	Antipolo ES Garcia Hernandez	15-256	04/06-13/15	19-07-02-0492	7/30/19
11 Camacho, Peter	Nasingin ES, Getafe	18-469	04/16-22/18	19-07-02-0504	7/30/19
12 Cañete, Lorraine Morgia	Sto. Niño ES, Getafe	18-289	04/17-22/18	19-07-02-0754	9/12/19
13 Cañete, Robert	Saguise ES, Getafe	18-469	04/16-22/18	19-07-02-0517	7/30/19
14 Celmar, Nora M.	Southern Inabanga NHS	16-020	04/10-17/16	18-07-02-1601	11/13/18
15 Cenabre, Mary Ann	Cawayan ES Inab South	18-289	04/17-22/18	19-07-02-0762	9/12/19
16 Ceño, Ma. Adoracion S.	San Isidro ES Sierra Bullones	13-099	01/07-12/13	17-1289	8/22/17
17 Claros, Carolina	Quezon ES, Bilar	18-289	04/17-22/18	19-07-02-0750	9/12/19
18 Cutanda, Michelle	San Vicente ES, CP Garcia	18-289	04/17-22/18	19-07-02-0767	9/12/19
19 Eyas, Saranie	Central ES, Danao	18-289	04/17-22/18	19-07-02-0769	9/12/19
20 Flor, Jeaneth B.	Biabas Trade HS Ubay II	15-123	05/8-13/15	17-1278	8/22/17
21 Flor, Remegio Jr.	Ubay National Science HS, Ubay I	15-123	05/8-13/15	17-1285	8/22/17
22 Fuentes, Alfredo II G.	Sto. Niño ES, Getafe	18-469	04/16-22/18	19-07-02-0520	7/30/19
23 Garan, Celedonia	Owac ES, Bilar	18-469	04/16-22/18	19-07-02-0523	7/30/19
24 Garcia, Cristopher	Cawayan ES Inab South	18-469	04/16-22/18	19-07-02-0522	7/30/19
25 Genosas, Pedro H. Jr.	Tubigon West NHS	18-049	04/23-30/18	19-07-02-0499	7/30/19
26 Lagapa, Nelson A.	Bagumbayan ES Pilar	18-469	04/16-22/18	19-07-02-0505	7/30/19
27 Lamanilao, Floreto	Pinayagan Norte Tubigon West	12-346	04/11-18/12	18-07-02-1606	11/13/18

28 Lamoste, Susana	Sagbayan CES	10-225	04/18-24/10	13-046	1/29/13
29 Lasta, Kenneth Isaac	Bahi ES Albuquerque	15-403	04/07-14/15	17-1304	8/22/17
30 Lofranco, Francisco O.	San Agustin ES, Talibon I	05-271	4/12-18/05	07-137	2/28/07
31 Logroño, Gliezal N.	Soom Integrated Sch Trinidad	15-403	04/07-14/15	17-1301	8/22/17
32 Mapute, Pamela Mae	Cayam ES Garcia Hernandez	15-256	04/06-13/15	17-1305	8/22/17
33 Mercado, Julius Amoy	San Vicente ES, CP Garcia	13-358	04/02-09/13	17-1300	8/22/17
34 Ocio, Nimfa G.	Mayuga NHS Guindulman	18-049	04/23-30/18	19-07-02-0500	7/30/19
35 Omac, Rogelio P.	Bilar National High School	17-034	05/20-27/17	19-07-02-0501	7/30/19
36 Oracion, Mylene	Panglao CES	18-469	04/16-22/18	19-07-02-0502	7/30/19
37 Orang, Agapito	Imelda ES, Duero	18-469	04/16-22/18	19-07-02-0528	7/30/19
38 Orapa, Josefina	Del Pilar ES Pilar	15-123	05/8-13/15	17-1287	8/22/17
39 Orilla, Antonia	Dorol ES Balilihan	18-289	04/17-22/18	19-07-02-0758	9/12/19
40 Panutso, Virginia	Catigbian NHS	16-020	04/10-17/16	18-07-02-1599	11/13/18
41 Pocot, Rosarie Ann S.	Pilar CES	10-225	04/18-24/10	12-340	10/9/12
42 Polo, Jasmin	Cagting NHS	16-020	04/10-17/16	18-07-02-1597	11/13/18
43 Quimson, Ma. Janet M.	Salvador ES, Sierra Bullones	15-034	04/06-13/15	18-07-02-1603	11/13/18
44 Rejas, Ronald	Lundag ES Pilar	18-469	04/16-22/18	19-07-02-0529	7/30/19
45 Ruiz, Madelene O.	Tanod ES Anda	18-469	04/16-22/18	19-07-02-0532	7/30/19
46 Salise, Gemela	Sampong ES Garcia Hernandez	18-289	04/17-22/18	19-07-02-0761	9/12/19
47 Sangarios, Jason	Nagtubo ES Loon South	18-469	04/16-22/18	19-07-02-0533	7/30/19

Course Staff:

- 1 Marina S. Salamanca
- 2 Paul Roselito M. Nuera
- 3 Cesar C. Jamero

Division Office
Baclayon National High School
Sampong ES, Garcia-Hernandez

**Boy Scouts of the Philippines
ADULT RESOURCES DEVELOPMENT DIVISION**

COURSE FOR MANAGERS OF LEARNING SYLLABUS (V.8)

Day 0 _____

Date _____

<u>TIME</u>	<u>Min.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
1600-1800	120	Arrival and Registration Groupings – distributed according to: <ul style="list-style-type: none"> • Council • Age • Sex • Section 	<u>Host Region</u>

Day 1 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>MIN.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0800	90	Breakfast	_____
0900-1000	60	Flag Ceremony Opening Ceremony (Session Hall) Photo Session	ACL-Program
1000-1100	60	1. CAMP AND COURSE ROUTINE Working Snacks	<u>ACL-ADMIN</u>
1100-1200	90	2. DEFINING COURSE OBJECTIVES a. Objectives in attending the course b. Objectives & Framework of the CML c. Relate personal objectives with Course Objectives d. Roles of the trainer as a Manager of Learning	<u>MARINA S. SALAMANCA</u>
1200-1330	90	<i>L U N C H</i>	_____
1300-1400	60	3. PRINCIPLES OF ADULT LEARNING AND LEARNING STYLES a. Principles of Adult Learning b. Learning Style	<u>MA. ANTONETTE P. DUGANG</u>
1400-1500	60	4. TEACHING STYLES Teaching Style – Learning Styles	<u>PAUL ROSELITO M. NUERA</u>

Working Snacks

Day 1, contd./page 2

<u>TIME</u>	<u>MIN.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
1500-1600	60	5. STRUCTURED LEARNING EXPERIENCE (SLE) b. SLE & Principles of Adult Learning c. 4 A's of SLE d. Processing skills Flag Down (1700H)	<u>MARINA S. SALAMANCA</u> _____
1600-1700	60	6. CONTENT OF FORMAL TRAINING COURSES (SECTIONAL) a. Content of Scouting Orientation b. Scope & sequence of the Basic and Advanced Unit Leader Courses c. Content of Basic and Advanced Unit Leader Courses d. Selecting Sessions for Practicum	<u>CESAR C. JAMERO</u> _____
1700-1800	60	STAFF MEETING/DINNER	_____
1800-2000	60	Social Mixers	_____

Day 2 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>MIN.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0730	60	Morning Routine – Breakfast	_____
0730-0830	60	Flag Ceremony Announcements (Change to Type C) KAB Games Traditional Song (Makiling You're For Me)	<u>OD</u>
0830-0930	60	7. FORMULATING INSTRUCTIONAL OBJECTIVES Working Snacks	<u>MARINA S. SALAMANCA</u>
0930-1100	90	8. TRAINING METHODS AND TECHNIQUES (TMT): LECTURE (PRESENTATION & COMMUNICATION SKILLS) a. Guidelines for giving an interesting presentation/lecture b. Presentation/demonstration of an interesting lecture	_____
1100-1230	90	9. TMT: PANEL METHOD 9.a. PANEL DISCUSSION 9.b. PANEL PRESENTATION 9.c. PANEL INTERVIEW	<u>CESAR C. JAMERO</u>
1230-1330	90	<i>L U N C H</i> <i>(Turn-over of Responsibilities/Change of GL /</i> <i>Change of seating arrangement)</i>	_____
1330-1500	90	10. TMT: DEMONSTRATION AND BASE METHOD a. Steps in Demonstration b. Base Method c. Use of Demonstration & Base Method Working Snacks	<u>PAUL ROSELITO M. NUERA</u>
1500-1600	60	11. TMT: BRAINSTORMING a. Steps in Brainstorming b. Topics where Brainstorming can be used d. Advantages & Limitations	<u>DANIEL FERIOL</u>
1600-1700	60	12. TMT: BUZZ GROUP a. Differentiate Buss Group from Small Discussion b. Use of a Buzz Group	<u>REUM SESPEÑE</u>
1700-1800	60	<i>STAFF MEETING</i>	_____

Day 3 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>MIN.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0730	60	Morning Routine – Breakfast	_____
0730-0830	60	Flag Ceremony Announcements (Change to Type C) Troop Games Traditional Song (Ode to B.P.)	<u>OD</u>
0830-0930	60	13. TMT: ROLE PLAYING a. Steps in Role Playing b. Topics in training courses where Role Play ca be used Working Snacks	<u>CESAR C. JAMERO</u>
0930-1100	90	14. TMT: SMALL GROUP DISCUSSION AND FACILITATION SKILLS a. Steps in Small Group Discussion b. Group Discussion as a method of teaching c. Different facilitation styles and skills	<u>DANIEL FERIOL</u>
1100-1200	60	15. TMT: PROJECT METHOD a. What Project Work Group Is b. Guidelines as a teaching method b. Planning and construction of a group project c. Topics where Project Work Group can be used	<u>MA. ANTONETTE P. DUGANG</u>
1200-1300	90	<i>L U N C H</i> (Turn-over of Responsibilities/Change of GL/ Change of seating arrangement)	_____
1300-1400	60	(continuation) TMT: PROJECT METHOD a. What Project Work Group Is b. Guidelines as a teaching method b. Planning and construction of a group project c. Topics where Project Work Group can be used	<u>MA. ANTONETTE P. DUGANG</u>
1400-1515	90	16. COOPERATIVE LEARNING a. Theory b. Strategies c. Topics where Cooperative Learning method can be used Working Snacks	<u>PAUL ROSELITO M. NUERA</u>
1515-1600	45	17. SELECTING TEACHING STRATEGIES a. Factors in selecting appropriate teaching strategies b. Selecting teaching strategies for the topic in the practicum	<u>MARINA S. SALAMANCA</u>
1600-1700	60	18. OPENERS AND ENDERS	<u>DANIEL FERIOL</u>

(SET INDUCTION AND CLOSURE)

- a. Importance
- b. Guidelines in choosing
- c. Openers and enders in handling sessions

1700-1800 60 *STAFF MEETING /DINNER* _____

Day 3, contd./page 2

1800-1900 60 **19. EVALUATION OF INSTRUCTION** **MA. ANTONETTE P. DUGANG**

- a. Importance
- b. Methods
- c. Portfolio Assessment in training
- d. Rubrics for performance assessment
- e. Evaluation method appropriate for the practicum topic

1900 ***Reflection/Closing Prayer/Election of Permanent Group Leader*** _____

Day 4 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>MIN.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0730	90	Morning Routine – Breakfast	_____
0730-0830	60	Flag Ceremony Announcements (Change to Type C) Wide Games-Senior (capture the Lion's Tail) Traditional Song (Commitment Song)	<u>OD</u>
0830-0930	60	20. THE MANAGERS OF LEARNING AS A COUNSELOR a. Responsibilities of the manager of learning as a Counselor b. Counseling a member in a group c. Giving feedback to a participant/group d. Evaluate members in a group Working Snacks	<u>CESAR C. JAMERO</u>
0930-1100	90	21. Training Aids a. Exhibit various training aids b. Guidelines on the use of training aids c. Use of audio visual equipment d. Training aids for the practicum	<u>REUM SUSPEÑE</u>
1100-1200	60	22. LEARNERS' MARKET (SKILLS PRACTICUM) a. Demonstrate two different skills b. Acquire various skills	_____
1200-1300	90	<i>L U N C H</i> (Turn-over of Responsibilities/Change of GL/ Change of seating arrangement)	_____
1300-1400	60	(continuation) LEARNERS' MARKET (SKILLS PRACTICUM)	_____
1400-1600	60	23. PREPARATION OF SESSION PLAN a. Parts of a session plan b. Session plan for the topic during the practicum	<u>MARINA S. SALAMANCA/PAUL</u>
1600-1700	60	STAFF MEETING	_____
1700		Announcements – End of Day Prayer	

Day 5 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>Min.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0730	60	Morning Routine – Breakfast	_____
0730-0830	60	Flag Ceremony	OD
0830-1200	210	P R A C T I C U M (Working Snacks)	All course staff Members
1200-1300	90	<i>L U N C H</i>	_____
1300-1500	120	P R A C T I C U M (continuaion)	_____
		Working Snacks	
1500-1700	120	<i>P l e n a r y</i>	_____
1700-1800	60	<i>STAFF MEETING/DINNER</i>	_____
1800-2000	120	COMMITMENT CEREMONY	_____
2100		Announcements – End of day Prayer	

Day 6 _____

Date _____

Officer of the Day _____

<u>TIME</u>	<u>Min.</u>	<u>SESSION / ACTIVITY</u>	<u>IN-CHARGE</u>
0630-0800	90	Morning Routine – Breakfast	_____
0800-0900	60	Flag Ceremony	OD
0900-1000	60	24. REVIEW OF TRAINING POLICIES a. Training Policies b. Training Scheme c. Training Opportunities	
1000-1030	30	S N A C K S	_____
1030-1200	90	Summing Up Clearing House Course Evaluation	<u>MARINA S. SALAMANCA</u> _____ _____
1200-1330	90	L U N C H	_____
1330-1430	60	Closing Ceremony Part 1 – Closing at Session Hall Part 2 – Flag down	_____

HOME SWEET HOME