



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 11, 2025

DIVISION MEMORANDUM
No. 238, s. 2025

**EDUCATORS' SUMMIT ORIENTATION-WORKSHOP ON THE
IMPLEMENTATION OF PROJECT SHARE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. Attached is Regional Memorandum No. 319, s. 2025 titled, **Educators' Summit Orientation Workshop on the Implementation of Project SHARE**, contents of which are self-explanatory".
2. For information and dissemination.


FAY C. LUAREZ EdD, PhD TM, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

FCL/CID/CMR/



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0319**, s. 2025

08 APR 2025

**EDUCATOR'S SUMMIT: ORIENTATION-WORKSHOP ON THE
IMPLEMENTATION OF PROJECT SHARE**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. In line with the Department of Education Regional Office's commitment to fostering a more collaborative environment between the Regional and Schools Division Offices, the Curriculum and Learning Management Division (CLMD) will conduct the Educator's Summit: Orientation-Workshop on the Implementation of Project SHARE (Selecting, Harvesting, Acknowledging and Rewarding Excellent Varied Instructional Learning Resources) on May 25-30, 2025 (Day 0-5), 2025, at the DepEd Applied Nutrition Center (ANC), Banilad, Cebu City.
2. The objectives of the activity are to:
 - 2.1 *formally launch the Project SHARE;*
 - 2.2 *orient the participants on the following:*
 - 2.2.1 *Mechanics of Project SHARE;*
 - 2.2.2 *iPlan Format;*
 - 2.2.3 *iPEC Evaluation Checklist and Quality Assurance Guidelines;*
 - 2.2.4 *Integration of AI in iPlan Development; and*
 - 2.3 *engage participants in an iPlan writeshop and demonstration session.*
3. Participants in this activity include the 17 CLMD Personnel from the Regional Office VII, 4 resource persons from Lesson Planner's Ph, and from the Schools Division Offices, the CID Chiefs along with two (2) designated EPS who will serve as Project SHARE Focals. Preferably, these supervisors should be adept in the use of technology and in monitoring and evaluating instructional outputs.
4. Schools Division Superintendents/Assistant Schools Division Superintendents are invited to attend the formal launch of Project SHARE on May 26, 2025 (Day 1).
5. Board and lodging of the participants shall be charged to the Regional Fund, while travel expenses shall be charged to the Division Fund, subject to the usual accounting and auditing rules and regulations. The first meal to be served is dinner on Day 0 (May 25, 2025), and the last meal is lunch on Day 5 (May 30, 2025).



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



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6. Participants are advised to bring their laptops for the writeshop sessions.
7. For inquiries, you may contact the CLMD Chief, Dr. Emiliano B. Elnar Jr. at emiliano.elnar@deped.gov.ph or via mobile at +639773295904, local 717 or 718.
8. Immediate dissemination of and compliance with this Memorandum is hereby directed.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/CLMD/EBEJ/bca



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Enclosure

EDUCATOR'S SUMMIT: ORIENTATION-WORKSHOP ON THE IMPLEMENTATION OF PROJECT SHARE

May 25-30, 2025
8:00-5:00 pm

Program Matrix

Day and Date	Time	Event	In Charge	Designation
Day 0 (May 25, 2025) Sunday	4:00 pm	Arrival	Secretariat	Secretariat
Day 1 (May 26, 2025) Monday	6:30-7:30 am	Breakfast	ANC	ANC
	8:00-8:45 am	Preliminary: Nationalistic Song Prayer Bagong Pilipinas DepEd Quality Policy Statement	AVP	AVP
		Roll Call of the Participants	Officers of the Day: Dr. Eduardo F. Omana Maam Rosalie Pepito	EPS English Librarian
		Energizer		
		Welcome Remarks	Dr. Emiliano B. Elnar Jr.	CLMD Chief
	8:45-10:00 am	Session 1: Instructional Design Framework and its Role in iPlan development	Dr. Gilda G. Bancog	EPS Kindergarten
	10:00-10:15 am	Health Break	ANC	ANC
	10:15-11:00 am	Launching of Project SHARE	Dr. Salustiano T. Jimenez	Regional Director
			Dr. Emiliano B. Elnar Jr. SDS/ASDS	CLMD Chief
	11:00-12:00 nn	Session 2: Mechanics of Project SHARE	Dr. Bryant C. Acar	EPS Science
Day 2 (May 27, 2025) Tuesday	12:00-1:00 pm	Lunch Break	ANC	ANC
	1:00-5:00 pm	Session 3: Mastering the iPlan Format	Dr. Emiliano B. Elnar Jr.	CLMD Chief
	6:30-7:30 am	Breakfast	ANC	ANC
	8:00-8:30 am	Preliminary	Officers of the Day: Dr. Melona A. Lumanatao Dr. Judith B. Abellaneda	EPS ALS EPS VE
	8:30-10:00 am	Session 4: iPlan Quality Assurance Guidelines	Ms. Maurita Ponce	EPS LRMS
	10:15-11:00 am	Health Break	ANC	ANC
	11:00-12:00 nn			
		Session 5: iPEC Checklist; Reflection and	Dr. Emiliano B. Elnar Jr.	CLMD Chief



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		Continuous Improvement		
	12:00-1:00 pm	Lunch Break	ANC	ANC
	1:00 -5:00 pm	Session 6: Judicious Use of AI in Instructional Planning	Lesson Planner's PH	IT Technical Experts
Day 3	6:30-7:30 am	Breakfast	ANC	ANC
(May 28, 2025) Wednesday	8:00-8:30 am	Preliminary	Officers of the Day: Dr. Quirico Sumampong Dr. Roland Villegas	EPS AP EPS TLE
	8:30-10:00 am	Session 7: Effective Formative and Summative Assessments for iPlans	Mr. Cesar Restauro Jr.	EPS Math
	10:00-10:15 am	Health Break	ANC	ANC
	10:15-12:00 nn	Workshop 1: Hands-On Lesson Planning Using the iPlan template	Dr. Emiliano B. Elnar Jr EPS Facilitators	CLMD Chief Learning Area Supervisors
	12:00-1:00 pm	Lunch Break	ANC	ANC
	1:00-5:00 pm	Continuation of Workshop 1	Dr. Emiliano B. Elnar Jr EPS Facilitators	CLMD Chief Learning Area Supervisors
Day 4	6:30-7:30 am	Breakfast	ANC	ANC
(May 29, 2025) Thursday	8:00-8:30 am	Preliminary	Officers of the Day: Dr. Juvelyn P. Otero Dr. Elaine F. Perfecio	EPS MAPEH EPS Filipino
	8:30-10:00 nn	Workshop 2: Review and refinement of lesson plans with peer-feedback using iPEC	Dr. Emiliano B. Elnar Jr EPS Facilitators	CLMD Chief Learning Area Supervisors
	10:00-10:15 am	Health Break		
	10:15-12:00 nn	Continuation of Workshop 2: Review and refinement of lesson plans with peer-feedback using iPEC	Dr. Emiliano B. Elnar Jr EPS Facilitators	CLMD Chief Learning Area Supervisors
	12:00-1:00 pm	Lunch Break	ANC	ANC
	1:00-3:00 pm	Teaching Demonstration 1: Grade 1	OD: Random Selection from the Participants	OD
	3:00-5:00 pm	Teaching Demo 2: Grade 4		
	6:30-7:30 am	Breakfast	ANC	ANC

Day 5 (May 30, 2025) Friday	8:00-8:30 am	Preliminary	Officer of the Day: Dr. Bryant C. Acar	EPS Science
	8:30-10:00 am	Teaching Demo 3: Grade 7	Random Selection from the Participants	
	10:00-11:00 am	SDO Action Planning, Timeline, Expected Output and Progress Monitoring	SDO CID Chiefs and Project SHARE Focals	SDO
	11:00-12:00 nn	Closing Program	Officer of the Day	
	12:00-1:00 pm	Lunch Break	ANC	ANC

Prepared by:

DR. BRYANT C. ACAR
EPS Science

Noted by:

DR. EMILIANO B. ELNAR JR.
CLMIL Chief