Republic of the Philippines

Department of Education

Region VI – Western Visayas

Division of Roxas City

Roxas City District I

**President Manuel A. Roxas Memorial School—South**

City of Roxas

**Proposal**

One-day orientation & training-workshop on the ALS Mobile community learning center project

**Identifying Information:**

**Who: (Participants)** 4— ALS Implementers

1— EPS II (ALS)

10—PSDSs  
1—Information Technology Officer

1—Librarian  
1—Supply Officer

**(Non-participant Invitees)** 4—Superintendent, Assistant Superintendent, CID Head, SGOD Head

**When? :** February, 2017

**Where? :** Division of Roxas City Office, Brgy. Banica

1. **Rationale**

The one-day orientation and training-workshop on the ALS Community Learning Center Project aims to familiarize the Division of Roxas City Office with the history, goals, and objectives of this innovation. This will ensure long-term community support of the project, give relevant stakeholders the opportunity to provide feedback, and orient the office to the project’s merits and funding sources. The training-workshop will additionally consist of activities that will act as a framework for ALS implementers, the EPS II, and relevant Division officials to productively plan, coordinate, and begin implementation of the testing, advocacy, and full roll-out phases of the project. Lastly, the grant received from World Connect through the Peace Corps requires that the project includes a training- or workshop-component, a requirement that has yet to be fulfilled. This event was envisaged to fulfil this requirement while also providing a needed platform for orientation, levelling of expectations, and action planning.

1. **Description of the Training-Workshop:**

The day will consist of two primary components: (1) an orientation to the project, and (2) a training-workshop. The orientation will consist of a presentation that covers the history, rationale, current achievements, and future outlook of the project. It is hoped that the orientation component, to be conducted in the morning, can garner wider Division Office participation, including PSDSs and other interested administrators. In the afternoon, ALS personnel and relevant Division Office officials (e.g. librarian, ITO, supply officer) will conduct a workshop-training in order action plan, manage logistics, and equip mobile teachers with the knowledge and ideas to productively implement the Mobile Community Learning Center in their everyday fieldwork. The training-workshop will included a guided discussion of logistics in a roundtable format to be followed by the completion of demonstration teaching and action-planning tools. A portion of the training will include workshopping of potential instructional innovations.

1. **Matrix**

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| --- | --- | --- | --- |
| **Activity** | **Description** | **Person(s) Involved** | **Time Allotment and Needed Materials** |
| **Workshop Opening** | Brief opening program (e.g. Philippine National Anthem, prayer, and words of welcome) | **Facilitator(s)**: ALS Mobile Teachers  **Participant(s)**: EPS, CID Head, Peace Corps Volunteer, other interested Division Office Officials | (10 minutes)   * Projector * Speakers/Microphone |
| **Presentation on Project History, Accomplishments, and Remaining Tasks** | Presentation on the history of the project, accomplished tasks, and remaining tasks as a means of orientation. To be followed by a Q&A section and feedback sharing. | **Facilitator(s)**: PCV James & Mobile Teacher Jelyn  **Participant(s)**: EPS, CID Head, Peace Corps Volunteer, other interested Division Office Officials | (45 minutes- 1 hour)   * Projector |
| **Levelling of Expectations** | Short activity to survey expectations and goals for the project, and to allow participants to initially voice their expected outputs and outcomes from the project. | **Facilitator(s) and Participant(s):** Peace Corps Volunteer & ALS Mobile Teachers | (15 minutes)   * Manila Paper * Pentel Pens |
| **Roundtable Discussion** | Structured discussion with small activities, centered around planning for: (1) **logistics** (storage, legal issues, everyday use), (2) **testing** (orientation to barangays, advocacy campaign), and (3) **full implementation** | **Facilitator:** Peace Corps Volunteer  **Participant(s)**: Mobile Teachers, EPS, Supply Officer, librarians, IT specialists | (45 minutes- 1 hour)   * No materials needed |
| **Action Planning** | **Synthesizing activity** to transition from open discussion to concrete action planning. Will include use of matrix to organize tasks, responsible persons, and timeline. | **Facilitator(s)**: PCV James Duke & Mobile Teacher Jelyn  **Participant(s):** Mobile Teachers & EPS | (45 minutes- 1 hour)   * Projector |
| **Workshop Closing** | Short feedback and reflection activity, followed by a closing program. | All participants | (15 minutes)   * Projector |

1. **Budget Proposal**

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| --- | --- | --- | --- |
| **Item** | **Number of Individuals** | **Cost per participant** | **Total cost** |
| Morning Snacks | 22 | P65 | P 1,430 |
| Lunch | 12 | P150 | P 1,800 |
| Fare | -- | -- | P 100 |
| **Total** |  |  | **P 3,330** |

Prepared by:

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Noted:

**MARVIC S. MARTIREZ**CID, Chief

Recommending Approval:

**FERDINAND S. SY, Ph.D., CESO V**

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Approved:

**ROEL F. BERMEJO, CESO V**

Schools Division Superintendent