



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig Metro Manila

TANGGAPAN NG KALIHIM
(OFFICE OF THE SECRETARY)

June 15, 1999

DECS MEMORANDUM
No 244, s 1999

**NATIONAL TRAINORS TRAINING ON THE USE OF CONSTEL ENGLISH
INSTRUCTIONAL MATERIALS**

TO Regional Directors
SED Chiefs

1 In line with the DECS thrust of quality education for all, the Department through the **Bureau of Secondary Education (BSE)**, in cooperation with the **People's Television Network, Inc. (PTNI)** shall conduct a six-day National Trainors' Training on the Use of **CONSTEL English** Video Tapes and Teaching Support Materials (TSMs) on July 11-17, 1999 at the Manila Manor Hotel, 1660 J Bocobo St., Malate, Manila

2 This training aims to train 16 regional trainors/lead persons in designing training programs for teachers of English on the use of the **CONSTEL English** materials effectively. The expected outputs of the Training shall be the training design matrix and the accomplished viewing worksheets (VWs). Inclosure No. 1 contains the training matrix.

3 Private school department heads of English Language Education are invited. This invitation is limited and it is on a *fee-paying first come first served basis*. Deadline for reservations shall be on June 25, 1999. For reservations, please contact **Mrs. JOSEFINA B. MARIANO**, Telefax no. 632-7746 and Telephone nos. 632-1360 to 70 local 2062/2177.

4 Each region shall send its **regional supervisor of English** or lead person.

5 Travelling expenses of the regional supervisor of English or lead person shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. Board and lodging shall be borne by BSE.

6 Immediate dissemination of this memorandum is expected.


ANDREW GONZALEZ, FSC
Secretary

Incl

A, stated

Reference

None

Allotment 1- (D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

ENGLISH (CONSTEL)
TEACHING AIDS
TRAINING PROGRAMS

NATIONAL TRAINERS TRAINING ON THE USE OF CONSTEL ENGLISH INSTRUCTIONAL MATERIALS

| Time | July 12 (Mon) Day 1 | July 13 (Tues) Day 2 | July 14 (Wed) Day 3 | July 15 (Thurs) Day 4 | July 16 (Fri) Day 5 | July 17 (Sat) Day 6 | |
|---------------|--|--|--|--|--|---|----------------|
| 7:30 - 8:00 | REGISTRATION | REFLECTION AND WARM-UP | | | | | Cleaning House |
| 8:00 - 9:00 | OPENING CEREMONY | 4 Viewing/Discussion Sessions for Episodes 4, 18, 26 | 8 Viewing/Discussion Sessions for Episodes 8, 22, 30 | 9 Viewing/Discussion Sessions for Episodes 9, 31, 38 | 13 Viewing/Discussion Sessions for Episodes 13, 35, 42 | Closing Ceremony | |
| 9:00 - 10:00 | Teambuilding Activity | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | Submission of Certificate Awarding of Certificate Commitment Contract | |
| 10:00 - 10:30 | MORNING BREAK | | | | | | |
| 10:30 - 11:30 | 1 Viewing/Discussion Sessions for Episodes 1, 15, 23 | 5 Viewing/Discussion Sessions for Episodes 5, 19, 27 | Plenary Session Organizing a Teacher-Training Program on CONSTEL English | 10 Viewing/Discussion Sessions for Episodes 10, 32, 39 | 14 Viewing/Discussion Sessions for Episodes 14, 36, 43 | GOING HOME | |
| 11:30 - 1:00 | LUNCH BREAK | | | | | | |
| 1:00 - 2:00 | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | Workshop I Accomplishing the Budget | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | | |
| 2:00 - 3:00 | 2 Viewing/Discussion Sessions for Episodes 2, 16, 24 | 6 Viewing/Discussion Sessions for Episodes 6, 20, 28 | Presentation and Critiquing of budget plan | 11 Viewing/Discussion Sessions for Episodes 11, 33, 40 | 15 Viewing/Discussion Sessions for Episodes 15, 37, 45 | | |
| 3:00 - 3:30 | AFTERNOON BREAK | | | | | | |
| 3:30 - 4:30 | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | Workshop II Accomplishing the Training Matrix | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | | |
| 4:30 - 5:30 | 3 Viewing/Discussion Sessions for Episodes 3, 17, 25 | 7 Viewing/Discussion Sessions for Episodes 7, 21, 29 | Presentation and Critiquing of Training Matrix | 12 Viewing/Discussion Sessions for Episodes 12, 34, 41 | Wrapping up Activities Feedback from Participants | | |
| 5:30 - 6:30 | TSM Review and Accomplishing VWs | TSM Review and Accomplishing VWs | | TSM Review and Accomplishing VWs | | | |
| 6:30 - 7:30 | DINNER BREAK | | | | | | |
| 7:30 - 9:00 | Free Viewing/ Workshop | Free Viewing | Free Viewing | Free Viewing | Free viewing | | |