



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
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JUL 12 2004

DepED Memorandum  
No. 298, s. 2004

**FIRST SECONDARY SCHOOL TEACHERS' CARAVAN ON  
CELEBRATING EXCELLENCE IN TEACHING**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public/Private Secondary Schools

1. The Bureau of Secondary Education, this Department, shall conduct the First Secondary School Teachers' Caravan on Celebrating Excellence in Teaching, with the theme "**Modeling for Best Practice.**" The caravan shall be held on a staggered basis in three (3) clusters as follows:

Cluster	Region	Venue	Registration Fee	Date
I	I, II, III, CAR IV-A, IV-B V, NCR	Baguio City	Php 5,000.00	Nov. 8-12, 2004
II	VI, VII, VIII	Cebu City	Php 5,000.00	Nov. 15-19, 2004
III	IX, X, XI, XII, CARAGA, ARMM	Davao City	Php 5,000.00	Nov. 22-26, 2004

2. The Caravan aims to:

- 2.1 showcase various exemplars of best practice in the different subject areas at the secondary level;
- 2.2 provide a venue for the sharing of successful teaching-learning experiences in the implementation of the BEC;
- 2.3 foster synergy between the public and private secondary schools in sustaining the implementation of the BEC;
- 2.4 nurture the culture of excellence among teachers who wish to make a difference.

*"Bawat Graduate, Bayani at Marangal"*

3. The expected output of the caravan is a consolidation in CD format of models of best practice in the implementation of the curriculum.

4. Participants in the caravan are public and private secondary school teachers of the eight subject areas of the curriculum [English, Science, Mathematics, Filipino, Araling Panlipunan (AP), Edukasyon sa Pagpapahalaga (EP), Technology and Livelihood Education (TLE), and Music, Arts, P.E. and Health (MAPEH)]. Participation shall be in any of the following levels:

Level I - As Participant only

Level II - As Participant-presenter, if the teacher will demonstrate an instructional practice or a strategy or as specified in Enclosure 1.

Guidelines for the presentation are in the Enclosure.

5. Advanced registration shall be made for guaranteed reservation. Accommodation shall be limited to two hundred (200) participants per cluster. Those who cannot be accommodated in their respective cluster can join the other area cluster. The registration form in Enclosure 2 may be reproduced for this purpose. The accomplished forms should reach the Bureau of Secondary Education on or before July 30, 2004, Attention: **MS. THELMA M. CRUZ/ MS. ROSALIE B. MASILANG** at telefax nos. 632-7586 or 636-5172.

6. The registration fee charged to each participant shall be used to defray expenses for board and lodging, seminar kits with materials, honoraria of resource persons, facilitators and secretariat and other incidental expenses relative to the conduct of the activity.

7. Registration fees and traveling expenses of the participants shall be charged against local funds, while the traveling expenses of the BSE staff shall be charged against BSE Project funds, subject to the usual accounting and auditing rules and regulations.

8. Participants are expected to check-in on the afternoon of Day 1. Dinner shall be the first meal. Checkout shall be after breakfast of the last day.

9. Immediate and wide dissemination of this Memorandum to all interested parties is desired.



**EDILBERTO C. DE JESUS**  
Secretary

Encls.: As stated

Reference: None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES

CURRICULUM

TEACHERS

**Guidelines for Participant-Presenters of Best Practice**

1. The school heads shall endorse the participation of the teachers in any area of the curriculum. Presentation shall be on:
  - a. Quick, Easy Steps to Managing Time and Task In the Classroom
  - b. Redrawing Subject Boundaries Through Integrative Teaching
  - c. Promoting Collaborative Learning
  - d. Designing Easy to Difficult Test Items
  - e. Assessing Knowledge, Skills and Attitudes of Students
  - f. Making the Curriculum Culture Sensitive
  - g. Developing Social Responsibility Across Subject Areas
  - h. ICT in Education: Harnessing the Power of Technology
2. The participant-presenter shall submit the paper or artefact for presentation (lesson plan, full account of a strategy, etc.) in hard and soft copies for review/preview by BSE not later than July 30, 2004.
3. The teacher-presenters shall be notified by BSE on the results of the review, approval and date of presentation.
4. The presentation shall be between 40 minutes to one-hour in order to make the demonstration lesson realistic and true to the time allotment provided for in the BEC. An open forum shall follow the presentation.
6. The teacher-presenters shall prepare all teaching paraphernalia needed during the presentation except equipment like the overhead projector and LCD, which shall be provided by BSE.
7. Special incentives await the teacher-presenters who can demonstrate exemplary teaching practices.

Enclosure No. 2 to DepED Memorandum No. 298 s, 2004

**1<sup>ST</sup> SECONDARY SCHOOL TEACHERS' CARAVAN ON CELEBRATING EXCELLENCE IN TEACHING**

**REGISTRATION FORM**

\_\_\_\_\_  
(Date)

Attention: Ms. Thelma M. Cruz  
Ms. Rosalie B. Masilang  
Curriculum Development Division  
Bureau of Secondary Education  
Telefax Nos. 632-7586 / 636-5172

Please be informed that the following teachers from Region \_\_\_\_\_ are attending the 1st Secondary School Teachers' Caravan on Celebrating Excellence in Teaching on \_\_\_\_\_ at the \_\_\_\_\_

	NAME	SCHOOL/DIVISION	LEARNING AREA	LEVEL OF PARTICIPATION	
				Level 1	Level II (Pls. indicate area to be presented as listed down in Enclosure 2)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

\_\_\_\_\_  
(Signature Over Printed Name of Endorsing Official)