



Region VI- Western Visayas

**SCHOOLS DIVISION OFFICE OF LA CARLOTA CITY  
BALABAG ELEMENTARY SCHOOL**

Barangay Balabag, La Carlota City, Negros Occidental



October 9, 2019

To: Master Teacher I  
All Teachers Concerned

From: RONALD C. VALDEVIESO  
Principal I

Subject: Mid-Year School-Based In-Service Training

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1. We will be having our Mid-Year School-Based In-Service Training Program on October 21-25, 2019. Venue will be at our ICT Room.
2. Participants to this training are the fourteen (14) teachers of Balabag Elementary School.
3. Participants are advised to bring laptops, internet dongle, extension cords, curriculum guides, used clothes and sewing materials e.g. needles, threads.
4. Training matrix and committees are attached on Enclosure 1 and 2.
5. No registration fee. Expenses in the conduct of the said training will be charged against School MOOE.
6. For information and guidance of all concerned.

*Enclosure 1*

Over-all-Chairman: RONALD C. VALDEVIESO  
Principal I

Co-Chairman: JOSEPHINE C. FERIA  
Master Teacher I

WORKING COMMITTEES

Registration: Carlet May T. Leganada, T-I  
Angelica A. Tuala, T-I

Program/ Invitation: Carissa T. Sedero, T-I

Sound/ Projector: Mailyn M. Miguel, T-I

Venue/ Decoration: Geros L. Bedlan, T-I  
Aprilyn A. Tubal, T-I  
Eyonisa J. Solis, T-I

Food: Phebe D. Tadlan, T-I  
Wibleyn Y. Loriezo, T-I  
Sarah D. Adenix, T-III

Documentation: Geros L. Bedlan, T-I  
Carissa T. Sedero, T-I  
Mailyn M. Miguel, T-I

M & E: Josephine C. Feria, MT-I  
Mike T. Pabalate, T-I  
Roselyn D. Pabalate, T-I

Training Paraphernalia  
and Supplies: Jose Erwin C. Navio, T-I

Enclosure 2 TRAINING MATRIX Mid-Year School-Based In-Service Training Program for Teacher October 21-25, 2019

Time	October 21, 2019 Day 1	October 22, 2019 Day 2	October 23, 2019 Day 3	October 24, 2019 Day 4	October 25, 2019 Day 5
7:30-8:00	Opening Program Grade I	MOL Grade 2	MOL Grade 3	MOL Grade 4	MOL Grade 5
8:00-12:00	Revisit RPMS, KRAs, Objectives and MOVs Mr. Ronald C. Valdevieso Principal I	Manage Learners' Behavior constructively by applying positive and non-violent discipline Mrs. Josephine C. Feria Master Teacher I	Soap and Pasador Making as part of SBM WinS Mrs. Roselyn D. Pabalate, T-I Ms. Sarah D. Adenix, T-I	ICT Literacy (Workplace and HubHuman account creation) Ms. Carissa T. Sedero, T-I Workshop	Civil Service Code for Teachers Mr. Ronald C. Valdevieso Principal I
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-5:00	Workshop	Workshop	Workshop	Guidelines and standards on the development of story  Social Guidelines in writing a story  Workshop  Carissa T. Sedero, T-I	Workshop Closing Program