



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

11 December 2023

**SCHOOLS DIVISION MEMORANDUM**

No. ~~437~~, s. 2023

**COMPLETION REQUIREMENTS FOR THE SCHOOLS DIVISION TRAINING-  
WORKSHOP ON UNLOCKING MATH MASTERY: EMPOWERING  
MATHEMATICS TEACHERS TO BRIDGE GAPS  
IN LEAST LEARNED COMPETENCIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Secondary Schoolheads  
All Others Concerned

1. Pursuant to the Schools Division Memorandum No. 357, s. 2023 titled ***Schools Division Training-Workshop on Unlocking Math Mastery: Empowering Mathematics Teachers to Bridge Gaps in Least Learned Competencies***, this Office announces the submission of Job-Embedded Learning (JEL) output report on or before January 22, 2024.
2. To ensure that the teacher- participants will apply the learnings from Phases 1 and 2, the JEL output is required.
3. Certificate of completion will be awarded to those who will be able to satisfactorily comply with all the requirements including the 48 hours attendance from Phase 1 to Phase 3. Otherwise, only a Certificate of Participation equivalent to the actual number of hours of attendance will be provided to teacher-participants.
4. Relative to this, all secondary Math teachers will hold a virtual meeting by year level/group in Grades 7 to 11 every Friday from December 15, 2023 to January 19, 2024 at 4:30 p.m. The identified grade level/group leaders will lead the activity and will ensure that each session is properly documented.
5. In case a teacher-participant will not be able to attend the Phase 3 of this Schools Division Training -Workshop, for some valid reasons, he/she shall submit an explanation letter addressed to the Schools Division Superintendent and to be endorsed by the concerned schoolhead.
6. Enclosed to this memorandum are the following:
  - a. Groupings of Mathematics Teachers
  - b. Timeline of Activities
  - c. Parts of the Job-Embedded Learning (JEL) Output Report



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

7. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, through his Facebook messenger or cellphone number 09171869854.
8. Wide dissemination of this Memorandum is earnestly desired.



  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

JOB-EMBEDED LEARNING

CID/LDT- JEL OUTPUT  
002/ December 11, 2023



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 437, s. 2023

**GROUPINGS OF MATHEMATICS TEACHERS**

No.	Name	Designation	School	Group
1	Mildred M. Umipig	TII	Magtanggol IS	1
2	Marife D. Gagote	T II	PIS Secondary	
3	Jay-Are T. Libed	T-II	SAIS	
4	John Paul V. Gonzales	T III	MNHS ANNEX - SHS	
5	Richard Rosete	T-II	MNHS ANNEX - SHS	
6	Ferlyn M. Mempin	TI	Magtanggol IS	2
7	Zenaida O. Abaya	T III	PIS Secondary	
8	Arlene M Dimacale	Teacher I	Gabaldon IS	
9	Donnabel T. Castellones	T-I	SAIS	3
10	Benjamin A. Mateo Jr.	T II	PIS Secondary	
11	Jackielou H.Nery	T-III	SAIS	
12	Ernesto C. Ravago	T-III	MNHS ANNEX - JHS	
13	Claudia D. Barias	Teacher II	Gabaldon IS	4
14	Marisol Pascua	T-III	MNHS ANNEX - JHS	
15	Arlene C. Castañeda	T-III	MNHS ANNEX – JHS	
16	Judyline R. Gayap	T-I	MNHS ANNEX – JHS	
17	Catherine C. Manzano	T-III	Maragol IS	5
18	Leny DC. Cantor	T-III	MNHS Main JHS	
19	Christine Cruz	T-II	MNHS Main JHS	
20	Elizabeth C. Villacorta	T-III	MNHS Main JHS	
21	Sybelle Clyde B. Fronda	T-III	MNHS Main JHS	
22	Floyd T. Florblanco	T-III	MNHS Main JHS	
23	Samson U. Salibay	T-III	MNHS Main JHS	
24	Rafael Q. Natividad	T-III	MNHS Main JHS	6
25	Liza C. Juganas	T-III	MNHS Main JHS	
26	Menard Q. Fajardo	T-III	MNHS Main JHS	
27	Ma. Teresa P. Palada	T-III	MNHS Main JHS	
28	Francisco M. Pelagio	MT-I	MNHS Main JHS	7
29	Marivic C. Umagat	T-III	MNHS Main JHS	
30	Alberto H. Papalis	T-III	MNHS Main JHS	
31	Jocelyn M. Castillo	T-III	MNHS Main JHS	
32	Roberto C. Abril	MT-I	MNHS Main JHS	8
33	Richard D. Carurucan	T II	MNHS Main SHS	
34	Jereme D. Pangan	T II	MNHS Main SHS	
35	Jammie Danielle P. Asuncion	T II	MNHS Main SHS	
36	Cherry Mae B. Cabrera	T II	MNHS Main SHS	



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

37	Kathlyn Joy M. Manlusoc	T II	MNHS Main SHS	8
38	Jun Francis P. Santiago	T III	MNHS Main SHS	
39	Cynthia C. Monserate	MT II	MNHS Main SHS	
40	Daisy L. Cantor	T-I	SAIS	9
41	Elsa Enriquez	T-III	MNHS ANNEX - JHS	
42	Danielle Mae T. Chuidan	T-I	Maligaya IS	
43	Cherrylyn P. Natividad	T-I	Curva IS	10
44	Jocelyn D. Inigo	T-III	MNHS Main JHS	
45	Jocelyn J. Nicodemus	T-III	MNHS Main JHS	
46	Patrick Harold B. Tadatada	Teacher III	MNHS Main JHS	
47	Alpha Merryl B. Tadatada	Teacher II	MNHS Main JHS	
48	Liyssa S. Dalusong	Sub	MNHS Main JHS	
49	Carlo C. Abaya	T-I	MNHS Main JHS	



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. ~~437~~ s. 2023

**Timeline of Activities**

<b>Date</b>	<b>Activities</b>
December 11-13, 2023	Submission of First Draft of the Lesson Exemplars
December 14 – 15, 2023	Validation of the Lesson Exemplar
January 3-5, 2023	Revision and Modification
January 8- 10,	Implementation of the Lesson Exemplar
January 11 – 15, 2024	Finalization based on the Feedback from Validation and Actual Lesson Implementation.
January 16 – 21, 2024	Preparation of Job-Embedded Learning (JEL) Output
January 22, 2024	Submission of Job-Embedded Learning (JEL) Output Report



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Schools Division Memorandum No. ~~47~~, s. 2023

**Parts of Job-Embedded Learning Output Report**

<b>Parts</b>	<b>Activities</b>
I. Introduction	Make a short background of your lesson exemplar and highlight the main objective for developing the lesson exemplar.
II. Review of Related Literature	A summary and discussion of the draft detailed lesson exemplar
III. Methodology	Focuses on improving the lesson exemplar
IV. The Exemplar Lesson Plan	This is the final lesson exemplar that you have developed that was already improved/modified/finalized
V. Conclusions and Recommendations	This part should contain 2 sub-headings – one is Conclusions and the other is Recommendations. In the Conclusions, create a summary of all the main points of your report's body. This serves as a wrap-up of the main content of your report. In the Recommendations, give your suggested solutions for any of the challenges you have encountered in developing your final JEL output.
VI. References	In this section, make a list of all the materials you used throughout your report. Also include the references you used in step 2. If you have quoted any text, list those references to ensure that your report will not be considered plagiarism. When writing the references, you are acknowledging that you have obtained your content from certain source/s
VII. Appendices	Include here your output in step 1, the initial exemplar lesson plan that you developed, the evaluation tool that you used to validate your lesson exemplar, all other important documents, such as the letter to the Math Teachers, School Heads or Principal, that you used in the entire process.