



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

July 03, 2025

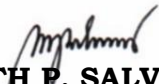
SCHOOL MEMORANDUM
No. 068, s. 2025

CONDUCT OF CLUSTER-BASED TRAINING WORKSHOP FOR SPA TEACHERS

To: All MAPEH and SPA Teachers
Others concerned

1. Pursuant to **DepEd Order No. 46, s. 2012**, titled "*Policy Guidelines on the Implementation of the Special Curricular Programs*," this office announces the conduct of Cluster-based Training Workshop for SPA Teachers (Strengthening Special Program in the Arts Curriculum through Mapping and Walkthrough) on July 04, 2025, from 8:00 a.m. -5:00 p.m. at McDonald's Lancaster- Imus City, Cavite.
2. The objectives of this activity are as follows:
 - revisit the Department of Education's Special Program in the Arts Curriculum;
 - provide teachers' knowledge, skills, and pedagogical strategies specific to the arts, ensuring they can effectively nurture students' talents;
 - develop an action plan, instructional materials/resources and innovative teaching strategies in implementing Special Program in the Arts curriculum; and
 - create a platform for teachers to share their practices in teaching specific discipline.
3. Enclosed herewith are the approved activity Proposal, list of participants, training matrix, TWG and TOR.
4. All the identified participants are requested to wear red polo shirt (City Meet) and maong/jogger pants.
5. Council Heads are advised to monitor classes of the identified participants to ensure smooth flow of teaching-learning process.
6. Expenses to this activity shall be charge against MOOE/Local Fund, subject to usual accounting and auditing rules.
7. This memorandum shall serve as the **TRAVEL ORDER** of all identified participants.
8. Immediate and widest dissemination of this memorandum is earnestly desired.

GVA/SM No.068, s. 2025
07/03/2025


NANETH P. SALVADOR, EdD
Principal II

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DEPARTMENT OF EDUCATION
RECORDS UNIT, DIVISION OF GENERAL TRIAS CITY

RECEIVED
03 JUL 2025

NO. **2025-07-0251**
BY: **JEN** TIME: 09:22AM

ACTIVITY PROPOSAL

TITLE OF THE ACTIVITY	Strengthening Special Program in the Arts Curriculum through Mapping and Walkthrough
TYPE OF ACTIVITY	Training-Workshop for SPA Teachers
LEVEL OF ACTIVITY	Cluster Based
TARGET PARTICIPANTS	The target participants are Special Program in the Arts Teachers of SDO General Trias City Schools within Cluster 9
NUMBER OF PARTICIPANTS	20
PROPOSED DATE AND VENUE	July 4, 2025 08:00 AM – 05:00 PM McDonald's Lancaster
FUNDING SOURCE AND PROPOSED BUDGET	8, 500 php MOOE and ASP Fund
REGISTRATION FEE	None
GUEST SPEAKER	Dr. Chereyna R. Guantia EPS in MAPEH
PARTNERS	McDonalds Lancaster
PROPOSERS AND POSITION OF PROPONENT	Arlene M. Hernandez, PSDS Naneth P. Salvador, EdD / Principal I Erwin A. Asugui – Master Teacher I/ MAPEH Subject Coordinator Ferdinand A. Buenaventura – Teacher III / SPA Head
GENERAL DESCRIPTION OF THE ACTIVITY	
I. RATIONALE In line with the Department of Education's (DepEd) commitment to holistic education, the Special Program on the Arts (SPA) was established to nurture students' artistic talents and abilities. DepEd Order No. 46, s. 2012, "Policy Guidelines on the Implementation of the Special Curricular Programs," provides a framework for the implementation and enhancement of such specialized programs. A workshop focused on the SPA will ensure continuous professional development for teachers, fostering a community of practice that supports the effective delivery of arts education.	
II. OBJECTIVES: The activity aims to: <ol style="list-style-type: none">1. revisit the Department of Education's Special Program in the Arts Curriculum;2. provide teachers' knowledge, skills, and pedagogical strategies specific to the arts, ensuring they can effectively nurture students' talents;3. develop an action plan, instructional materials/resources and innovative teaching strategies in implementing Special Program in the Arts curriculum; and4. create a platform for teachers to share their practices in teaching specific discipline.	
III. EXPECTED OUTPUT OF THE ACTIVITY: <ol style="list-style-type: none">1. SPA – Action Plan2. Enhanced SPA Program and Curriculum3. SPA – Activities	





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IV. ENCLOSURES

- A. List of Participants
- B. Proposed Budgetary Requirements
- C. Program Matrix
- D. List of Management Staff with Corresponding Committee Assignments
- E. Terms of Reference

Enclosure A: List of Participants

PRINCIPAL

Name	School
1. NANETH P. SALVADOR, EdD	LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL
2. FRANCIS VICTOR MEDRANO	GOVERNOR LUIS A. FERRER JR. EAST NATIONAL HIGH SCHOOL

TEACHER PARTICIPANTS

NAME	DESIGNATION
1. ASUGUI, ERWIN A.	MT-1 / MAPEH SUBJECT COORDINATOR, LYFJNNHS
2. BUENAVENTURA, FERDINAND A.	DANCE TEACHER/SPA HEAD, LYFJNNHS
3. ABANDO, EMMANUEL C.	VISUAL ARTS TEACHER, LYFJNNHS
4. DE ASIS, JANET	PERFORMING ARTS TEACHER, LYFJNNHS
5. SANTOS, EDWIN P.	PERFORMING ARTS TEACHER, LYFJNNHS
6. AMBATA, JOYCE ANNE A.	VISUAL ARTS TEACHER, LYFJNNHS
7. AYSON, ZENAIDA A.	PERFORMING ARTS TEACHER, LYFJNNHS
8. DECHAVEZ, CHINKEE	DANCE TEACHER, LYFJNNHS
9. PORTO, VIA FHAYE M.	VISUAL ARTS TEACHER, LYFJNNHS
10. SULIT, JHERLYN	DANCE TEACHER, LYFJNNHS
11. LACANARIA, KAREEN T.	DANCE TEACHER, LYFJNNHS
12. GALOS, MARY JOYCE C.	MUSIC (VOICE) TEACHER, LYFJNNHS
13. CASTOR, ALAIN C.	VISUAL ARTS TEACHER, LYFJNNHS
14. DOLOR, REMEO J.	CREATIVE WRITING TEACHER, LYFJNNHS
15. GLOBIO, LIEZEL D.	CREATIVE WRITING TEACHER, LYFJNNHS
15. BALLESER, LOU ANDREW R.	MEDIA ARTS TEACHER, GLAFJENHS
16. FRANCISCO, JOSHUA RUDOLF G.	DANCE TEACHER, GLAFJENHS





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Enclosure B: Proposed Budgetary Requirements

PARTICULARS	AMOUNT
Venue and Food - 20 pax	P 7, 500.00
Bond Paper and Ink for Certis, Program, Tarp	P 500.00
Token of Gratitude	P 500.00
Total	P 8, 500.00





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Enclosure C. Training Matrix

**Strengthening Special Program in the Arts Curriculum
through Mapping and Walkthrough**

Programme - July 4, 2025 @ 8:00 A. M.- 5:00 P.M.

Time	Activity	Personnel Involved
Part I		
07:00 – 08:00 AM	Registration	Via Fhaye M. Porto – Visual Arts Teacher, LYFJNNHS
Part II		
08:00 – 08:30 AM	Opening Program	
	National Anthem	AVP – Kareen T. Lacanaria – Dance Teacher, LYFJNNHS
	Bagong Pilipinas	
	Prayer	Zenaida A. Ayson – Performing Arts Teacher, LYFJNNHS
	Quality Policy	Joyce Ann A. Ambata, Visual Arts Teacher, LYFJNNHS
	Roll Call	Chinkee Mae A. De Chavez – Dance Teacher, LYFJNNHS
	Welcome Remarks	Francis Victor A. Medrano – School Head, GLAFJENHS
	Inspirational Message	Arlene M. Hernandez – PSDS, Cluster 9
	Statement of Purpose/Mechanics of the Activities	Erwin A. Asugui – Master TeacherI/ MAPEH Subject Coordinator, LYFJNNHS
	Introduction to the Speaker	Ferdinand A. Buenaventura – Dance Teacher, LYFJNNHS
Part III	Training/Workshop Proper	
08:30 – 11:30 AM	Workshop	Dr. Chereyna R. Guantia – EPS-MAPEH, SDO General Trias City
11:30 – 12:30 PM	Lunch Break	
12:30 – 02:30 PM	Cont. of Workshop	Dr. Chereyna R. Guantia – EPS-MAPEH, SDO General Trias City
02:30 – 03:00 PM	Health break	
03:00 – 04:30 PM	Presentation of Outputs	Participants / SPA Teachers
Part IV	Closing Program	
04:30 – 05:00 PM	Awarding of Certificate	Dr. Chereyna R. Guantia – EPS-MAPEH, SDO General Trias City & School Heads
	Impression	Lou Andrew R. Ballester – Media Arts Teacher, GLAFJENHS
	Challenge	Dr. Chereyna R. Guantia – EPS-MAPEH, SDO General Trias City
	Acceptance of challenge	Alain C. Castor – Visual Arts Teacher, LYFJNNHS
	Closing remarks	Dr. Naneth P. Salvador School Head, LYFJNNHS
	Master of Ceremonies	Romeo J. Dolor Jr.





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Enclosure D. List of Management Staff with Corresponding Committee Assignments

Executive Committee:

Chereyna R. Guantia, EdD
 Education Program Supervisor – MAPEH

Ms. Arlene M. Hernandez
 Public Schools District Supervisor – Cluster 9

Naneth P. Salvador, EdD
 School Head – LYFJNNHS

Francis Victor A. Medrano
 School Head – GLAFJENHS

Technical Working Group			
Committee	Chairperson	Co-Chairperson	Member/s
Planning	Erwin A. Asugui	Ferdinand A. Buenaventura	SPA Advisers
Logistics	Ferdinand A. Buenaventura	Kareen T. Lacanaria	Joshua Rudolf G. Francisco
Documentation	Chinkee Mae A. Dechavez	Lou Andrew R. Baleser	Jherlyn S. Sulit
Program, Invitation and Certificate	Joyce Ann A. Ambata	Edwin P. Santos	Janet G. Asis
Accommodation and Refreshments	Emmanuel C. Abando	Alain C. Castor	MAPEH Teachers
QATAME	Mary Joyce C. Galos	Via Fhayre M. Porto	Zenaida A. Ayson

Enclosure E. Terms of Reference

1. Executive Team

- Serves as overall decision and policy making body in coordination with the technical working teams.
- Supports and supervises the implementation of the project
- Monitors the timeline in the conduct of the training program activities.

2. Planning Team

- Prepares Quality Management System process, Project Proposal, & Project Action Plan
- Conducts a meeting or Focus Group Discussion (FGD)
- Guides the team in the process flow
- Leads in the smooth operation and monitoring.
- Ensures reaching the target objectives.

3. Documentation Team

- Prepares and keeps records for documentation.
- Compiles all the documents relative to the program





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- Organizes the documents and submits the same to the executive team
 - Captures important proceedings in pictures and in videos
- 4. QATAME Team**
- Prepares evaluation tool.
 - Collects data as basis to measure achievement against performance indicators.
 - Analyzes and summarizes findings.
- 5. Accommodation**
- In-charge with the transportation (if needed) of the participants during wellness events
 - Prepares food and refreshment during events of the program.

Prepared by:

Ferdinand A. Buenaventura
Teacher III/SPA Head

Erwin A. Asugui
Master Teacher I/MAPEH Subject Coordinator

Naneth P. Salvador, EdD
School Head

Arlene M. Hernandez
*Public Schools District Supervisor
Cluster 9*

Approved by:

Chereyna R. Guantia, EdD
EPS - MAPEH

