



Project Title: Strengthening Mother-Tongue Based Education of Elementary Teachers in DepEd Cotabato through Instructional Materials Development and Validation

Minutes of Meeting

Date: November 10, 2023

Time: 10:00 AM

Venue: Dean's Office

Attendance

- | | |
|--------------------------|---------------------|
| ○ Philip Lester Benjamin | ○ Anna Jean Garcia |
| ○ Sandra Nanding | ○ Daryl Mae Mamon |
| ○ Arnel Toledo | ○ Roel Valenton |
| ○ Jennifer Pama | ○ Rowel Madio |
| ○ Leorence Tandog | ○ Lawton John Yabes |
| ○ Debbie Marie Verzosa | ○ Jeaneth Licaros |
| ○ Leonard Paleta | ○ Meriam Rubio |
| ○ Jupiter Pilongo | ○ Florie Jane Tamon |

Agenda

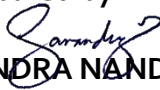
1. Schedule of Field Visit to Nangaan Elementary School
2. Preparation of Materials for the Activity
3. Food and Transportation Arrangement

Discussion

- The team agreed to visit Nangaan Elementary School on November 16, 2023 (morning) to conduct pre-test activities and interviews with teachers.
- Learning materials such as instructional comics and project orientation program will be finalized and printed.
- Pre-test instruments for teachers will also be prepared.
- Arrozcaldo will be served to the pupils during the activity.
- Packed lunch will be provided for participating teachers.
- Two cars will be used for the field visit to accommodate team members and materials.

Meeting end at 12:30PM

Prepared by:


SANDRA NANDING
Project Member



Project Title: *Strengthening Mother-Tongue Based Education of Elementary Teachers in DepEd Cotabato through Instructional Materials Development and Validation*

Minutes of Inception Meeting

Date: November 16, 2023

Time: 9:00 AM

Venue: Nangaan Elementary School

Attendance:

- | | |
|--------------------------|------------------------|
| ○ Philip Lester Benjamin | ○ Florie Jane Tamon |
| ○ Sandra Nanding | ○ Romina Tacuken |
| ○ Arnel Toledo | ○ Bhai Magunto |
| ○ Jennifer Pama | ○ Muhaima Balayman |
| ○ Leorence Tandog | ○ Mona Alon |
| ○ Leonard Paleta | ○ Sarah Lumambas |
| ○ Jupiter Pilongo | ○ Amelaida Kasan |
| ○ Anna Jean Garcia | ○ Roshaida Kamensa |
| ○ Daryl Mae Mamon | ○ Fatima Afdal |
| ○ Jeaneth Licaros | ○ Sarah Jean Sarapudin |
| ○ Meriam Rubio | ○ Mikko Angela Eliyas |

Purpose of Meeting


To formally introduce the extension project to Nangaan Elementary School, establish collaboration, and gather input for the design and implementation of instructional materials in mathematics.

Discussion

- The school principal expressed appreciation and full support, sharing that it was the first time the school received this kind of external support.
- Teachers shared that they experience difficulty understanding and teaching math, particularly fractions.
- They expressed the need for new strategies and techniques for teaching challenging math topics in a way that is easy for students to understand.
- The project team proposed a training session on Instructional Materials (IM) development, which was warmly welcomed by the teachers.
- Teachers agreed to collaborate in refining existing IMs, ensuring that materials are relevant, useful, and aligned with their classroom needs.
- A training session for teachers on how to develop and implement localized IMs will be scheduled soon.
- It was agreed that a group chat (GC) will be created to ensure smooth coordination and faster updates regarding training and other activities.

Meeting end at 11:00 AM

Prepared by:


SANDRA NANDING
Project Member



Minutes of Meeting

Date: March 28, 2025

Time: 10:00 AM

MEETING on Math Dept Extension

INITIAL PLANNING

✓ MOA w/ Deptd [do Main Debate] @ ✓

Schedule

Capacity building [April 4, 2025]

- | | |
|----------------------|---------------------------------|
| GS to join | Summer Institute in Linguistics |
| - to attend | |
| - training design | withdraw |
| - laminate materials | not needed |

i) Needs assessment - interview teachers
do Bryan Flores those topics that
hinder them

ii) Capacity building

2 days

Workshop

Speaker : lecturer online

topics: mathematics teaching
In development

Non-routine problems

Ian Garcia (online) / Flor Francisco

Debbie Verzosa

Leovince Tandang

Jeaneth Liava

} Re-echo IZME@Ateneo

Tentative Date: May 30-31, 2025 [Fri & Sat]

Venue: Graduate School



- Ark m SP Register ID, 12, ARAN
about official receipts

Output of the seminar:

DepEd endorsement - to process @ Koronadal
Apply for CPD units

- Validation during workshop
- Template that they will use to enhance
their IMs
- Action research [Puyos / Dr. Bili]

Topics: [SEMINAR]

- 1.) Development of representation approach -
learning materials [Debbie Verzosa]

May 30, 8:30 - 10am / GS Hall

- 2.) Writing good math problems [Ian Garcia w/ Razel Madrid]

May 30, 10:30am - 12nn / GS Hall ^{based}

- 3.) Workshop
1 - 3 pm

- 4.)
 - a. Action research [Aurea Puyos]

May 30, 3pm / GS Hall

- b. Design-based research [Leovane Tanlos w/ Jeanette Licaros]

May 31, 8:30 am - 10am

- 5.) Workshop
Time: 10:30am



Committee:

Instructional Design / Application form / Eval Form - [Ruel
Anne
Sandra]
Compile CVs in PRC template - Lawton Jupiter
Financial projection - Daryl Mamon
Certificates - Lawton / Jupiter -
Pub Mat - Benjamin
Program of activities - Ruel

Deadline: MONDAY [March 31, 2025]

Registration: PHP 2,000

Registration Form: "I commit to attend"

Conference Chair: Benjamin / Tardog

Title:

Documentation: Manuel Lisonda /
completion DIST and PhD students
report



Planning Meeting for the 2025 Training-Workshop





Minutes of Meeting

Date of Meeting: May 24, 2025

Time: 4:00 PM – 5:00 PM

Platform: Google Meet (Online)

Agenda

1. Final preparations for the May 30–31 training-workshop
2. Distribution of tasks and responsibilities

Attendance:

- | | |
|--------------------------|----------------------------|
| ○ Philip Lester Benjamin | ○ Roel Valenton |
| ○ Sandra Nanding | ○ Rowel Madio |
| ○ Arnel Toledo | ○ Lawton John Yabes |
| ○ Jennifer Pama | ○ Jeaneth Licaros |
| ○ Leorence Tandog | ○ Jead Macalisang |
| ○ Debbie Marie Verzosa | ○ Fitzmee Ann Tamulak |
| ○ Leonard Paleta | ○ Hannah Jane Faith Palmos |
| ○ Jupiter Pilongo | ○ Jaymark Diaya |
| ○ Anna Jean Garcia | ○ Normaila Putong |
| ○ Daryl Mae Mamon | ○ Dominic Carajay |

Discussion

A. Task Checklist and Assigned Persons

1. Venue Setup
 - TV screen at the back
 - White screen for projection
 - Laptop assigned per TV screen
 - In-charge: Jead Macalisang
2. Audio Equipment
 - 5 wireless microphones
 - 2 for speakers
 - 2 for audience
 - 1 for emcee
3. Backup batteries for mics
4. Cooling Equipment
 - 2 electric fans (in case air-conditioning fails)
5. Training Materials
 - Markers
 - Bond paper
 - Manila paper
 - Ballpens
 - In-charge: Fitzmee Ann Tamulak
6. Restroom Check
 - Ensure comfort rooms (CR) are functioning and accessible
 - In-charge: Jay Mark Diaya

B. All team members agreed to finalize preparations by May 29, 2025.

C. A short final coordination briefing will be scheduled prior to the workshop day.



Screenshot

The screenshot shows a Zoom meeting in progress. The main window displays a presentation slide titled "USM EVENT MANAGEMENT CHECKLIST (2).pdf". The slide content includes the University of Southern Mindanao logo and a detailed checklist for event management. The checklist is organized into two main sections: I. Stage and II. Program. The Stage section lists various requirements like flags, mace, podium, monitor, and stage design, with columns for 'Yes', 'Person-in-charge', and 'Remarks'. The Program section lists tasks like sequence, master of ceremonies, program checking, technical rehearsal, and list of invitees, also with columns for 'Yes', 'Person-in-charge', and 'Remarks'. The participant tiles on the right show four participants: Fitzmee Ann, Philip Lester (who is highlighted with a blue border), You (represented by a profile picture of a person in a red shirt), and Lawton J (represented by a blue circle with a white 'L'). A status bar at the top indicates that Philip Lester Benjamin is present.

Requirements	Yes	Person-in-charge	Remarks
I. Stage			
a. Philippine Flag (right side)	/	Jead	
b. University Flag (left side)	/	Jead	
c. University Mace (as required)	n/a		
d. Podium	/	Jead	
e. Monitor	/		
e.1. Wide Screen/LED/Backdrop design	/	Jead	
e.2. Screen Monitor (stage)	n/a		
e.3. Speaker (Stage)	n/a		
f. Microphones	/	Jead	
g. Layout of chairs for VIPs	/	Jead	
II. Program			
a. Sequence (refer to University Template)	/	Hannah	
b. Master of Ceremonies	/	Emcee: Roel Valenton and Hannah	
c. Checked, Edited and Proofread Printed Program by the Management Team	/	Hannah	
d. Technical Rehearsal	/	Hannah	
e. List of Invitees	/	Anna Jean	

Meeting end at 6:00 PM

Prepared by:

Sandra Nanding
SANDRA NANDING
Project Member