



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

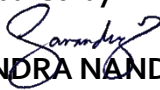
1. Schedule of Field Visit to Nangaan Elementary School
2. Preparation of Materials for the Activity
3. Food and Transportation Arrangement

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

Attachments

Inception meeting and conduct of needs assessment



This photo was captured during our visit to Nangaan, Kabacan, Cotabato, where we conducted a needs assessment and held an inception meeting. Prior to our activities, we sought permission from the Barangay Captain as a courtesy. Our visit aimed to understand the community's needs and gather insights.



Training session on instructional material development led by Dr. Verzosa, held at the GS Hall, USM.



Group photo with Teachers of Nangaan Elementary School and USM - Math & Stat Faculty





Attendance



University of Southern Mindanao
EXTENSION SERVICES CENTER
Kabacan, Cotabato
ATTENDANCE SHEET



ACTIVITY: strengthening mother-tongue based education of elementary teachers in DepEd Cotabato through instructional materials development and validation

VENUE: GS Hall, USM

DATE: APRIL 23, 2024

SPONSORS: _____

No.	Name	Gender	Designation/ Affiliation	Office/ Unit/ Organization	Mobile Number/ Email Address	Signature
1.	Jennifer R. PAMA	F	Asso Prof. V/DMS	Dept of Math/CSM	USM 0957234100	Jenifer
2.	Sandra A. Nanding	F		Dept of Math/CSM	09206992397	Sandra
3.	Robert N. Ferran	M	BSDM - student	Dept. of CBDEM/ESO	09631648666	Robert
4.	Jeriel C. Dorego	F	BSDM student	Dept. of CBDEM/ESO	0970 33 4388	Jeriel
5.	Sagira M. Abdullah	F	BSDM student	CBDEM/ESO	09663113144	Sagira
6.	Langdon, Dincian M.	F	BSDM student	Dept. of CBDEM/ESO	09891015655	Langdon
7.	PAVETA, LEONARDO M.	M	MATH-CSM-USM			Leopoldo
8.	RUEL S. VALENTON	M	Math - CSM-USM	Math & Stat Dept	09497750905	Ruel
9.	DART Mar Namon	F	Math	Math	09504463259	DART
10.	Fahim M. Afzal	F	Teacher-I	MBHTE - BARMM	09050884949	Fahim
11.	Romina P. Tacumpen	F	Teacher-I	MBHTE - BARMM	0975210803	Romina
12.	Bhai P. Maguanto	F	Teacher - I	MBHTE - BARMM	0916121019	Bhai
13.	BHIVHNE G. SULAIMAN	F	Teacher - I	MBHTE - BARMM	09044857978	Bhivhne
14.	Muhaima M. Balanaran	F	T-III	MBHTE - BARMM	09858411398	Muhaima
15.	MONA L. AVON	F	T-I	MBHTE - BARMM	09461513516	Mona

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University of Southern Mindanao
EXTENSION SERVICES CENTER
Kabacan, Cotabato
ATTENDANCE SHEET



ACTIVITY: _____

VENUE: _____

DATE: _____

SPONSORS: _____

No.	Name	Gender	Designation/ Affiliation	Office/ Unit/ Organization	Mobile Number/ Email Address	Signature
16.	MIRKO ANGELA M. ELIAS	F	T-I	MBHTE - BARMM	09855114547	Mirko
17.	JOHANNA P. TORRES	F	T-I	MBHTE - BARMM	0952840797	Johanna
18.	RASHAIDA W. KAMARA	F	T-I	MBHTE - BARMM	0926610783	Rasha
19.	SARAHJEN A. SAMPANAN	F	T-III/PC	MBHTE - BARMM	09120411599	Sarahjen
20.	AMELIAIDA B. KASAN	F	T-I	MBHTE - BARMM	0905040514	Ameliaida
21.	JEAN'ETH R. LICAROS	F	Assoc Prof	Math & Stat Dept./CSM	09120821356	Jean'eth
22.	ANNA JEAN S. GARCIA	F	Assoc Prof	Math & Stat Dept/CSM	09728812468	Anna Jean
23.	JEROME WAB M. GANI	F	DU	CBDEM/ESO	09977823420	Jerome
24.	Lawrence Tancog	F	Prof VI	GS/CSM		Lawrence
25.	Jonald L. Pimentel	M	Prof VI	Math & Stat		Jonald
26.	NATURALIS J. MURACION JR	M	Assoc I	Math & Stat		Naturalis
27.	Sarah B. Lumban					Sarah
28.	ARMER D. PLORE			Math & Stat		Armer
29.	ROGER MARU	M	Assoc Prof 4	Math & Stat		Roger
30.	PAUL LESTER MONTANAN	M	Assoc Prof 5	Math & Stat		Paul

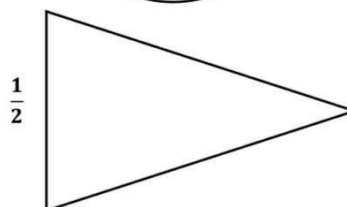
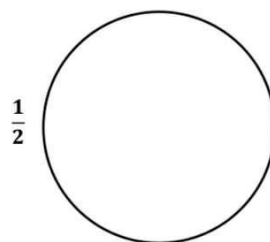
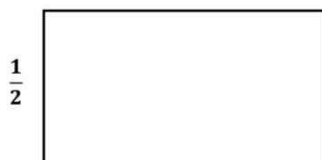
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Output

Ngala: _____
Umol: _____
Eskwela: _____
Grade: _____



Kulisi ka endo guling-gulingi ka so $\frac{1}{2}$ (sabad) na buntal na nan sa baba:



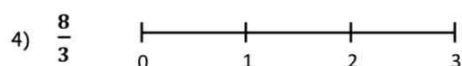
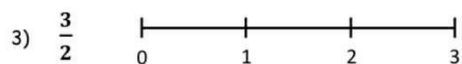
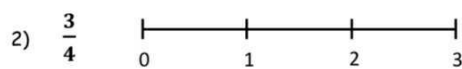
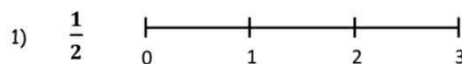
Ikulis nengka i fraction na $\frac{4}{8}$.

Niyaba a fraction na makalagid sa _____.

1) Ikulis nengka i fraction na $\frac{5}{3}$.

Niyaba a fraction na makalagid sa _____.

Tanday ka sa ekis (X) so endaw sa linya (number line) mailay so nakasulat a fraction





Minutes of Meeting

Date: March 28, 2025

Time: 10:00 AM

MEETING on Math Dept Extension

INITIAL PLANNING

✓ MOA w/ Deptd [do Main Debitre] @✓

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
Im 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



- Ask MSP Region 10, 12, ARMM 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: May 24, 2025

Time: 4:00 PM – 5:00 PM

Venue: Google Meet (Online)

Agenda

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

Attendance:

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

Discussion

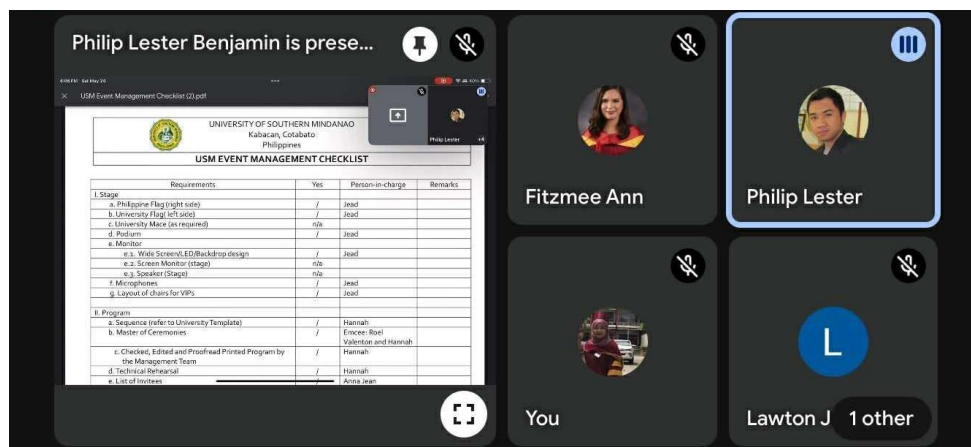
A. Task Checklist and Assigned Persons

- | | |
|---|--|
| 1. Venue Setup <ul style="list-style-type: none"> ✓ TV screen at the back ✓ White screen for projection ✓ Laptop assigned per TV screen In-charge: Jead Macalisang | 4. 2 electric fans (in case air-conditioning fails) |
| 2. Audio Equipment <ul style="list-style-type: none"> ✓ wireless microphones(2 for speakers, 2 for audience, 1 for emcee) | 5. Training Materials <ul style="list-style-type: none"> ✓ Markers, Bond paper, Manila paper, Ballpens In-charge: Fitzmee Ann Tamulak |
| 3. Backup batteries for mics | 6. Restroom Check <ul style="list-style-type: none"> ✓ 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 of online meeting



Additional Attachment



<p>Picture 1.</p> 	<p>Picture 2.</p> 
<p>Lecture on instructional design using representation approach by Dr. Verzosa</p>	<p>Participants collaborate actively during the hands-on workshop session</p>
<p>Picture 3.</p> 	<p>Picture 4.</p> 
<p>Workshop participants present their collaborative output to the group</p>	<p>Group photo with participants and training facilitators from USM</p>

Outputs:

[https://drive.google.com/drive/folders/1npmQs6IB3KsQPJ_GFZuwP3HJ1SYbmT7pel-ZtYFJ4i3lepFPE8_KQn16c2MFIJt2P1xRjRWw?usp=drive link](https://drive.google.com/drive/folders/1npmQs6IB3KsQPJ_GFZuwP3HJ1SYbmT7pel-ZtYFJ4i3lepFPE8_KQn16c2MFIJt2P1xRjRWw?usp=drive_link)



Attendance

 UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines					
ATTENDANCE SHEET					
Date:	May 30, 2023				
Venue:	GS Hall, USM				
Unit:					
[] Training [] Meeting					
Participants:					
Coordinator:					
Resource Speaker/s:					

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21.	Paul John B. Ongcan	CEO		
22.	AMBIL, NORMITA B	CPCSE		
23.	AMBIL, NORMITA E.	CP		
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Kabacan, Cotabato
Philippines



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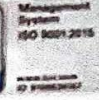
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Participants:	
Coordinator:	
Resource Speaker/s:	

No.	Name	Office	Email Address/Contact No. (optional)	Signature
79.	PILONO, Jupiter G.	USM	jgpilongo@usm.edu.ph	JP
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UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines



ATTENDANCE SHEET

Date:	
Venue:	
Unit:	
[] Training [] Meeting	
Participants:	
Coordinator:	
Resource Speaker/s:	

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58.	PHANUA, DANIEL	"		Daniel Phanua
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74.	Tamilak Fitence Ann	USM - Math		Tamilak Fitence Ann
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76.	AMBIL, NORAH P.	DEPED		Norah P. Ambil
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Participants:	
Coordinator:	
Resource Speaker/s:	

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37.	ADTO, ELAINE GRACE H.	STUDENT		<i>[Signature]</i>
38.	BERNARDINO, RHEA CATINE	STUDENT		<i>[Signature]</i>
39.	SAMSIDAH R. HABIB	DEPED		<i>[Signature]</i>
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43.	Puccion, Jerald D.	DEPED		<i>[Signature]</i>
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