



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
- Sandra Nanding
- Arnel Toledo
- Jennifer Pama
- Leorence Tandog
- Debbie Marie Verzosa
- Leonard Paleta
- Jupiter Pilongo
- Anna Jean Garcia
- Daryl Mae Mamon
- Roel Valenton
- Rowel Madio
- Lawton John Yabes
- Jeaneth Licaros
- Meriam Rubio
- 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
- Sandra Nanding
- Arnel Toledo
- Jennifer Pama
- Leorence Tandog
- Leonard Paleta
- Jupiter Pilongo
- Anna Jean Garcia
- Daryl Mae Mamon
- Jeaneth Licaros
- Meriam Rubio
- Florie Jane Tamon
- Romina Tacuken
- Bhai Magunto
- Muhaima Balayman
- Mona Alon
- Sarah Lumambas
- Amelaida Kasan
- Roshaida Kamensa
- Fatima Afdal
- Sarah Jean Sarapudin
- 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] @ 2 ✓

Schedule

Capacity building [April 4, 2025]

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

i) **Needs assessment** - interview teachers
 do Bryan Flores those topics that hindi natuto

ii) **Capacity building**
 2 days
 Workshop
 speaker: lecturer online
 topics: mathematics teaching
 Im development
 Non-routine problems
 Ian Garcia (online) / Flor Francisco
 Delaine Verzosa
 Leovince Tandog } Ro-echo ICME@Ateneo
 Jeaneth Liava }

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





- Ask MSP Reg. No. 10, 12, 13, 14, 15 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. Bitt]

Topics: [SEMINAR]

- 1) Development of representation approach -
learning materials [Debbie Verzosa]
May 30, 8:30 - 10am / GS Hall
- 2) Writing good math problems [Ivan Garcia w/ Razel Madrid]
based
May 30, 10:30am - 12pm / GS Hall
- 3) Workshop
1 - 3 pm
- 4)
 - a. Action research [Aurea Puyos]
May 30, 3pm / GS Hall
 - b. Design-based research [Lorenus Tanlos w/ Jeanette Licaros]
May 31, 8:30 am - 10am
- 5) Workshop
Time: 10:30am



Committee:

Institutional Design / Application form / Eval Form - [Ruel
Anne
Sandara]
Compile CVs in PRC template - Lawton Nupton
Financial projection - Daryl Mamon
Certificates - Lawton / Nupton -
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 Lisondra /
completion
report
MST and PhD students



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

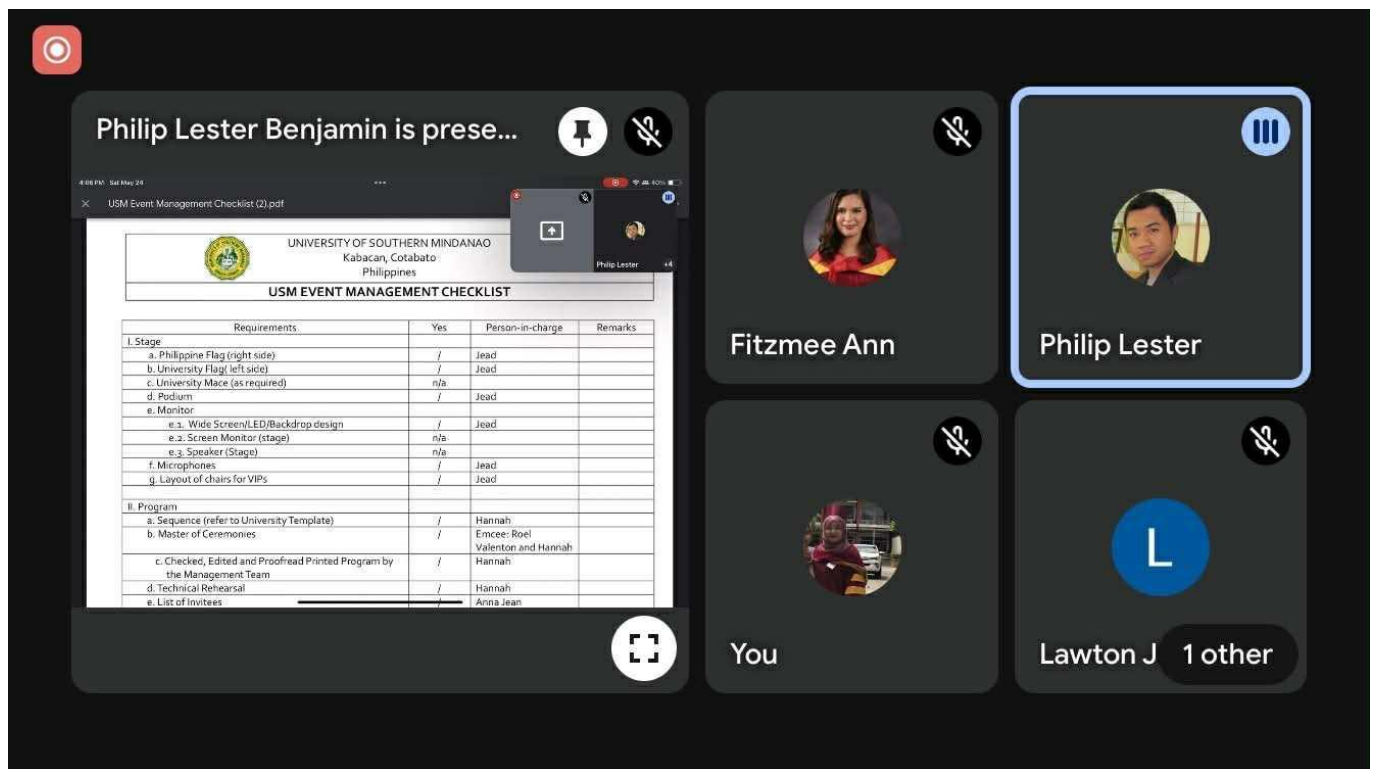
Ensure comfort rooms (CR) are functioning and accessible

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



Meeting end at 6:00 PM

Prepared by:

Sandra Nanding
SANDRA NANDING
 Project Member

