



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-0567

To : Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division (CID)
Chief of School Governance & Operations Division (SGOD)
Division Information Officer
Décor and Aesthetic Team,
Exhibitors, 2024 LAMDAG Exhibit
All Concerned Immediate Supervisors and Principals
All Concerned Teachers and Personnel

Subject : **CRAFTING INSPIRING LEARNING ENVIRONMENTS: TRAINING OF THE DECOR AND AESTHETIC TEAM & POST-EVALUATION**

Date : October 22, 2024

This is in reference to the first place winning of DepEd Panabo City Division through its DepEd MATATAG Kiosk during the conduct of the 2024 LAMDAG Exhibit of Government Information and Services organized by the City Information Office in celebration of the 2024 Press Freedom last September 3-5, 2024 at the Panabo City Multi-Purpose, Tourism, Cultural and Sports Center.

As part of planning, enhancing and evaluating this feat, the Decor and Aesthetic Team will be having its **Crafting Inspiring Learning Environments & Post-Evaluation**, on **October 30-31, 2024** at **Kaputian Beach Resort, Island Garden City of Samal, Davao del Norte**, aiming to assess and make necessary plans and blueprints for future participation in the said exhibit so as to sustain DepEd's spot in the Press Freedom celebration of Panabo City.

Attached herewith the List of Participants and the approved Activity Design.

Transportation, board and lodging and other necessary expenses shall be charged to Lamdag Funds and/or other local funds, all subject to the usual accounting and auditing rules and regulations.

Dissemination of this memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

Enclosed. As stated.

OCT 23 2024 ccoo/CID/JEV/AOAJr.



Schools Division of Panabo City RECORDS SECTION SDO PANABO CITY

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SCHOOLS DIVISION OF PANABO CITY

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LIST OF PARTICIPANTS

PROGRAM MANAGEMENT TEAM

NO.	NAME	OFFICE	POSITIONS
1	JINKY B. FIRMAN, CESO VI	SDO-OSDS	Superintendent
2	BASILIO P. MANA-AY JR., CESO VI	SDO-OASDS	Asst. Superintendent
3	JANWARIO E. YAMOTA	SDO-CID	Chief, CID
4	RAMIL JACKY P. FIRMAN	SDO-CID	EPS, CID

EXHIBITORS

NO.	NAME	OFFICE	TASK
5	DIO ARMANDO JR. O. AGUILON	SDO-CID	Chair/Lead Exhibitor
6	ITO TYRON O. DUJALI	SDO-ICTU	Chair/Technical
7	PETER B. MIJARES JR.	SDO-ICTU	Member
8	MARY JOY C. SAGOT	SDO-Accounting	Member
9	JOHN DARWIN M. JADULCO	SDO-Accounting	Member
10	DEARLY MAE CABOTE	SDO-OSDS	Member
11	RODRIGO D. CASONA JR.	SDO-OASDS	TWG
12	JAYNARD M. CUÑADO	SDO-OSDS	TWG

DÉCOR & AESTHETIC TEAM

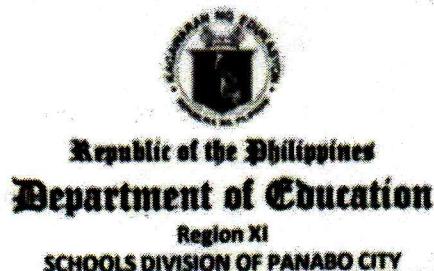
NO.	NAME	OFFICE	TASK
13	JOHANNA P. LINTERNA, P-III	Nanyo CES	Chairperson
14	ROSEMARIE S. PATRIARCA, P-IV	Rizal ES	Co-Chairperson
15	ANA LYN S. NANOL, P-I	Namuag ES	Vice-Chairperson
16	MAC DONAL JABONILLO	San Vicente NHS	Member
17	AILENE CALVO	San Vicente NHS	Member
18	ALDRIN ADRIAN M. APUSAGA	RD Mabitad Sr. ES	Member
19	NERACEL A. DIAZ	RD Mabitad Sr. ES	Member
20	ARMANDO T. CAMA	GL Dondoy CES	Member
21	REX C. ANISCAL	SDO-DPSU	Member
22	EDMAR WARAIN	Sta Cruz ES	Member
23	ELBEN S. OCZON	Nanyo Central ES	Member
24	ELDEN TEMPORADA	Rizal ES	Member
25	RHEINA NORMA P. QUILLA	Rizal ES	Member
26	MARIA EMMELYN F. ALINAS	Malativas ES	Member
27	GEMAR TAYLARAN	MA Javellana ES	Member
28	RYAN TABLADA	NB Galapin ES	Member
29	RONNEL B. VILLANUEVA	MA Javellana ES	Member

Prepared by:

Noted by:

ARMANDO JR. O. AGUILON
Division Information Officer

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent



ACTIVITY DESIGN

PROPOSER OFFICE:

DÉCOR AND AESTHETIC TEAM, DIVISION OF PANABO CITY

PROGRAM NAME:

TRAINING AND WORKSHOP

AMOUNT REQUESTED:

₱20,000.00

FUNDING SOURCE:

LAMDAg EXHIBIT CASH PRIZE

RATIONALE:

The aesthetic and decor of educational spaces play a crucial role in fostering a positive learning environment. A well-designed space can inspire students, create an atmosphere conducive to learning, and enhance the overall educational experience. Recognizing the importance of aesthetics, the Panabo City Division has committed to enhancing its school environments by equipping the Decor and Aesthetic Team with the necessary skills and knowledge to transform ordinary spaces into vibrant, educationally enriching environments.

The two-day training program is designed to:

- Develop the team's understanding of key design principles such as color theory, spatial arrangement, and harmony.
- Provide hands-on experience through collaborative activities that foster creativity and practical application of design concepts.
- Evaluate current decor practices and existing projects, allowing participants to reflect and plan for future improvements.

The Day 2 Post-Evaluation session is particularly important as it ensures that the training's impact is long-lasting. By providing a structured space for participants to reflect on their learnings, share insights, and develop a concrete action plan, the evaluation phase solidifies the training outcomes and motivates participants to implement their new knowledge effectively. This evaluation also enables continuous improvement, as feedback from the session will help shape future decor initiatives, ensuring the Division's aesthetic standards evolve in line with contemporary best practices.

Through this training and post-evaluation process, the Decor and Aesthetic Team will be empowered to make meaningful contributions to the beautification and functional improvement of Panabo City Division's schools, creating inspiring environments for both learners and educators.

II. PROPOSED TP ACTIVITIES FOR FY 2024

*Note: Arrange the order of your activities from most priority to least priority

Title: Crafting Inspiring Learning Environments: Training for the Decor and Aesthetic Team

A.1. Date of Conduct: October 30-31, 2024	A.2. Duration of Activity: 2 days face to face
A.3. Venue/Platform: Kaputian, Island Garden City of Samal	A.4. Target Participants: Décor and Aesthetic Team

A.5. Objective:**1. Enhance Knowledge of Design Principles**

To deepen participants' understanding of fundamental design concepts such as color theory, spatial arrangement, texture, and balance, and their application in educational settings.

2. Develop Practical Skills in Aesthetic Improvement

To provide hands-on experience through collaborative activities that will allow participants to apply design principles and implement creative solutions in various school spaces.

3. Encourage Collaboration and Teamwork

To foster collaboration among participants by engaging them in group projects that encourage shared creativity and problem-solving in designing effective and aesthetically pleasing school environments.

4. Evaluate Current Practices

To review and assess the current decor and aesthetic practices within the Division, identifying areas for improvement and aligning with modern trends in school design.

5. Formulate Actionable Plans for School Decor

To guide participants in creating a 3-month action plan to implement design improvements in their respective schools, including identifying resources, assigning roles, and setting deadlines for project completion.

6. Gather Feedback for Continuous Improvement

To collect participant feedback on the effectiveness of the training through post-evaluation activities, ensuring the continuous enhancement of both the program and future decor initiatives.

7. Build a Sustainable Framework for Aesthetic Upkeep

To provide participants with strategies for continuous decor improvement, ensuring that the enhancements to the school environment are maintained and evolve over time.

A.6. Expected Output:

By the end of the two-day training and post-evaluation, the following outputs are expected:

1. Improved Understanding of Design Concepts
2. Creative Decor Solutions
3. 3-Month Action Plan for Decor Improvement
4. Constructive Feedback on Current School Decor Projects
5. Post-Training Evaluation Results
6. Collaborative Strategies for Continuous Improvement
7. Certificates of Completion

5. Miscellaneous

- **Meals and Snacks:** To keep participants energized and engaged during breaks.
- **Camera:** To document the training, group activities, and finished decor projects.
- **Printed Handouts or Training Manuals:** Summarizing key points from the lectures or workshops.

A.9. Budgetary Requirement

Item of Expenditures	No. of Pax	EXPENSES			
		Meal	Honorarium	Supplies	TOTAL
Healthy Meals, Snacks and Beverages	21	360			7,560.00
Venue	21				11,000.00
Participation Incentives (Gift Cards, Prizes)	17				1,440.00
Total					20,000.00

A.10. Training Matrix and Session Guide

Day 1 October 30, 2024

Time	Session Title	Objective	Method	Materials Needed	Facilitator
1:00PM-2:00PM	Registration & Opening Remarks	To welcome participants and introduce the objectives of the training	Verbal Presentation	Registration Forms, Welcome Materials	Johanna P. Linterma
2:00 PM-2:30 PM	Icebreaker: Aesthetic Vision Board	To get participants to start thinking creatively about decor	Interactive Group Activity	Magazines, Photos, Scissors, Glue, Paper	Ana Lyn S. Nanol
3:00 PM-4:00 PM	Lecture: Design Fundamentals	The design expert presents a slide deck on core principles of design such as balance, contrast, color schemes, and harmony.	Use real-world examples from schools or offices to illustrate key points.		SDS Jinky B. Firman
4:00 PM-5:00 PM	Hands-On Workshop	Each group collaborates on a plan, creates mock layouts or models, and prepares to present their ideas.	Divide participants into small groups.	Provide each group with a design challenge (e.g., redesign a classroom, a hallway, or a	Rosemarie S. Patriarca

				school event venue).	
5:00 PM – 6:00 PM	Group Presentations & Critique	Encourage peer feedback to foster collaboration and learning.	Groups present their work, explaining how they applied design principles.	Provide constructive feedback, emphasizing strengths and areas for improvement.	Johanna P. Linterna
6:00 PM- 7:00PM	DINNER	N/A	N/A	N/A	N/A
8:00 PM- 9:00 PM	Wrap-up & Takeaways	Give tips on how to incorporate design improvements into their actual work environments.	Summarize the session, emphasizing key takeaways.		ASDS Basilio P. Mana-ay Jr.

Day 2 October 31, 2024

Time	Session Title	Objective	Method	Materials Needed	Facilitator
8:00 - 8:15	Registration & Welcome Back	Re-engage participants and set expectations for Day 2	Verbal Presentation	Attendance Sheets	Lead Facilitator
8:15 - 8:45	Review of Day 1 Highlights	Recap key points from the previous day's training	Group Discussion	Whiteboard, Markers	Facilitator 1
8:45 - 9:15	Post-Training Evaluation	Gather feedback on the training experience and content	Written Feedback, Discussion	Evaluation Forms, Pens	Facilitator 2
9:15 - 9:45	Group Reflection: Key Takeaways	Share individual and group learnings from Day 1	Group Sharing	None	Facilitator 2
9:45 - 10:00	Break	Refresh and recharge	N/A	N/A	N/A
10:00 - 11:00	Action Plan Workshop: 3-Month Plan	Develop a clear plan for implementing decor improvements	Group Work, Discussion	Planning Sheets, Laptops (if available)	Facilitator 3

A.7. Methodology:

- **Lectures and Presentations**
 - a) Short, focused presentations will introduce key concepts such as design principles, color theory, and spatial arrangement. These presentations will provide the theoretical foundation for the practical activities.
 - b) Visual aids such as slideshows, images, and videos of well-designed spaces will be used to illustrate examples of effective decor in educational settings.
- **Hands-On Workshops**
 - a) Participants will engage in hands-on activities, including group work to develop aesthetic solutions for specific school spaces. This will encourage the practical application of the design principles discussed during the lectures.
 - b) Groups will work on creating layouts, sketches, or mood boards for various spaces, such as classrooms, hallways, or school entryways, fostering collaboration and creative problem-solving.
- **Group Discussions and Brainstorming**
 - a) Participants will engage in structured discussions to share insights, ideas, and experiences related to school decor and aesthetics.
 - b) Brainstorming sessions will be incorporated to encourage creative thinking and idea generation for improving the decor of school environments.
 - c) Discussions will be facilitated to allow participants to provide feedback on each other's ideas, fostering a collaborative learning atmosphere.
- **Action Plan Development**
 - a) Participants will work in groups to develop a detailed 3-month action plan that outlines their proposed decor and aesthetic improvements in their respective schools.
 - b) The action plan will include specific steps, resource requirements, timelines, and roles for each team member to ensure accountability and feasibility.
- **Peer Review and Evaluation**
 - a) Participants will review existing decor projects in their schools and provide constructive feedback to improve these projects.
 - b) A peer review process will be incorporated where groups present their action plans or decor ideas to the larger group, and participants will offer feedback on the effectiveness and feasibility of the proposals.
- **Reflection and Sharing**
 - a) Individual and group reflection sessions will be incorporated to allow participants to share key takeaways and insights from the training.
 - b) Reflection activities will help participants internalize the lessons learned and identify areas for personal or team improvement.

- **Post-Evaluation and Feedback Collection**

- a) An evaluation form will be used to gather feedback from participants on the training's content, delivery, and applicability.
- b) A group discussion on lessons learned and ways forward will be facilitated to ensure that participants can articulate how they will implement their new knowledge and skills in their schools.

A.8. Resource Requirement

This program will be conducted on November 5-6, 2024, at 1:00 PM within the School Year.

1. Training Materials

- **Projector and Screen:** For presentations and visual aids during lectures.
- **Laptops or Tablets:** For participants to research, design, and create their action plans or visuals (if available).
- **Flipcharts and Whiteboards:** For brainstorming sessions, group discussions, and presenting ideas.
- **Markers, Pens, and Pencils:** For notetaking, brainstorming, and sketching ideas.
- **Paper (A4 size):** For sketches, mood boards, and action plan outlines.
- **Colored Paper/Cartolina:** For creating vision boards or decor ideas.
- **Scissors, Glue, and Tape:** For hands-on workshop activities (e.g., creating mood boards).
- **Magazines, Photos, and Design Samples:** For visual inspiration during the hands-on workshops.

2. Venue Setup

- **Training Room or Hall:** A spacious room to accommodate participants comfortably, allowing for group work and presentations.
- **Tables and Chairs:** Arranged in a way that encourages collaboration (group seating).
- **Sound System and Microphones:** For facilitators to deliver presentations and facilitate group discussions.
- **Extension Cords and Power Strips:** For electronic devices like laptops and projectors.

3. Facilitator Requirements

- **Facilitators/Resource Persons:** Experts in design principles, decor aesthetics, or educational spaces to guide participants through the sessions.
- **Support Staff:** For registration, technical support (projectors, laptops), and distribution of materials.

4. Post-Evaluation Materials

- **Evaluation Forms:** To gather feedback on the effectiveness of the training and individual sessions.
- **Certificates of Completion:** To award participants at the end of the training.
- **Tokens or Prizes (optional):** For group activities or outstanding contributions during the workshop.

11:00 - 11:30	Presentation of Action Plans	Groups present their 3-month decor and aesthetic improvement plans	Group Presentations	Projector, Screen, Planning Sheets	Lead Facilitator
12:00 - 1:00	Lunch Break	N/A	N/A	N/A	N/A
1:00 - 2:00	Peer Review: Current Projects	Review existing decor projects for feedback and improvement	Group Discussions, Visuals	Photos of Current Projects, Flipcharts	Facilitator 3
2:00 - 3:00	Continuous Improvement Strategies	Discuss ways to continuously enhance decor and aesthetic initiatives	Brainstorming	Flipcharts, Markers	Facilitator 1
3:00 - 3:15	Break	Refresh and recharge	N/A	N/A	N/A
3:15 - 4:00	Wrap-up and Final Evaluation	Conclude the training and gather final feedback	Feedback Forms, Discussion	Final Evaluation Forms	Lead Facilitator

Prepared by:

Obrael
ANA LYN S. NANOL

Vice-Chairman

Date: 10/18/2024

Reviewed and Noted:

Johanna P. Linterna
JOHANNA P. LINTERNA
Chairman
Date: 10/18/2024

Rosemarie S. Patriarca
ROSEMARIE S. PATRIARCA

Co-Chairman
Date: 10/18/2024

Recommending Approval:

Basilio P. Mana-Ay Jr.
BASILIO P. MANA-AY JR., CESO VI
Assistant Schools Division Superintendent
Date: 10/18/2024

Approved:

Jinkee B. Firman
JINKEE B. FIRMAN, PhD, CESO VI
Schools Division Superintendent
Date: 10/18/2024