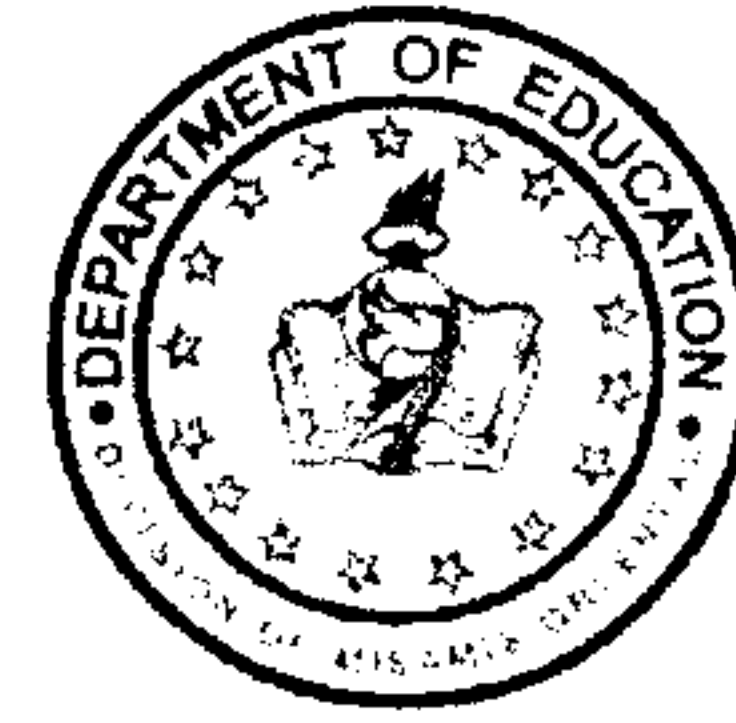


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X – Northern Mindanao  
DIVISION OF MISAMIS ORIENTAL  
A. Velez St., Cagayan de Oro City



**DIVISION ADVISORY**

TO: **Public Schools District Supervisors  
Districts In-charge/Coordinating Principals  
Elementary School Heads  
Secondary School Heads  
This Division**

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent *Cherry Mae L. Limbaco*

RE: **2015 MTAP-DepED Saturday Programs in Mathematics for Regular  
and Talented Pupils/Students**

DATE: October 1, 2015

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Per DepED Advisory No. 157, s. 2015 re: **2015 MTAP-DepED Saturday Programs in Mathematics for Regular and Talented Pupils/Students**, you are hereby informed of the availability of MTAP materials (session/teaching guides and activity sheets) at the office of the Curriculum Implementation Division (CID), this division. Please see/contact Mr. Celieto B. Magsayo, Education Supervisor-Science.

The said programs will be conducted on six Saturdays at four hours each session for Grades 1 to 10 pupils/students.

Attached are the Guidelines for the Center/School Coordinators, Guidelines for Trainers and Parent's Permission.

For wide dissemination.

CMLL/cbm

## Guidelines for the Center Coordinator Enclosure

A Center is a school chosen because it is within one jeep/bus ride from several schools.

The following guidelines apply to the Center Coordinator.

1. Be a model for your trainers on punctuality and discipline. Be at the center at least half an hour before a session starts.
2. Coordinate with your Supervisor/Head of Schools Association in choosing trainers for your Center. Grades 5 & 6 should be taught by Grade 7 teachers though for regular students, a Grade 6 teacher may teach Grade 5.
3. Make sure there is only one trainer per class for all sessions. This is to insure continuity of what is being taught and the students get used to the teacher.
4. Get the training materials early enough to make sure you can give each of your trainers a copy of the materials at least 2 days before the session so that they can prepare properly.
5. Tell teachers in your district they must give you the number of students/pupils attending the training one week before the first session so that you can ask for the correct number of hand-outs. They can ask the parents to sign first the form and indicate when they will pay if this is allowed for the Division.
6. Make sure all students are in uniform with the ID well displayed. This is for the protection of the students. If the uniform is in the laundry, allow the students to use their P.E. uniform or a white T-shirt with black/dark-blue jeans and ID. This is to make sure that non-participants do not enter the school premises.
7. Make sure each student has a copy of the materials for the session. Give them scratch paper [from the over-all coordinator] and allow them the use of a calculator even if the students have to share.
8. Call the attention of any trainer who does not come in time or fails to attend to the discipline of his/her students. Make sure all trainers use cooperative learning.
9. During sessions, go around every now and then to see that the trainers are well prepared. [If you are teaching, make a quick round when your pupils are doing group work.] If you find that any trainer comes to the sessions unprepared, please do not take that teacher as trainer again in future programs. Tell your trainers not to sit down especially in the first part of the session. They may do it briefly while the students are doing seatwork. Tell them never to begin the session by making the pupils study the questions or solve problems. This means the trainers are not prepared.
10. Tell trainers to begin each class actively by a prayer, song and/or a game.
11. Suggested honoraria are as follows or as decided by the Division.
  - a. security guard, if any, ₱50 per session.
  - b. 8 or fewer classes - ₱75 and 9 or more classes - ₱100 for a janitor
  - c. a trainer gets the following:
    - \* 15-17 students - ₱300 per session,
    - \* 18-22 students - ₱350 per session,
    - \* 23-27 students - ₱400 per session
    - \* 28-32 students - ₱450 per session
    - \* 33-37 students - ₱500 per session
    - \* 38 or more - ₱550 per session

Each trainer takes care of his/her own snacks.

The MTAP prefers bigger classes, if possible 36-40 so that the teacher will not have time to pay special attention to any student or group. What is desired is that students develop the ability to learn by themselves through cooperative learning. The more students learn without the help of the teacher, the more successful is the teacher. Smaller classes indicated above are only tolerated when there are too few students' for a given grade.

## Guidelines for Trainers

1. Be at the Center at least 15 minutes before the beginning of sessions to take your class to the classroom. On the first session, come even earlier to help organize the classes. As much as possible, take your class to their room at the beginning of the session and after recess. Take them down for recess, when it is time, and at the end of the session. Do not leave them alone in the room.
2. See to it that the students in the class are all in uniform. In case the uniform is in the laundry, tell your students to wear their P.E. uniform or even a white T-shirt and blue or black pants or jeans and hang their ID around their neck. It is important that only participants in the sessions enter the school premises for the sessions for the protection of the students.
3. Always be thoroughly prepared for classes. For this purpose, always ask your Center coordinator for the materials at least two days, preferably one week, before the session. If necessary, take the trouble to go to your coordinator for the materials. We have had complaints about tutors not prepared for the sessions. Please avoid being too dependent on the material. The pupils must see that you know your material well. The "Hints" which contain solutions of more difficult problems are prepared to help you.
4. Avoid sitting down during sessions especially at the beginning. If you really need to sit down, do it for a few minutes but not for long periods. Go around while the students are doing seatwork.
5. Use cooperative learning. In the first session, tell your students to choose a partner with whom they are to work. During seatwork, partners are to work together but they may discuss with the pair in front of them or the one behind. Allow students to help each other. For Challenge problems, allow two pairs to work together. Tell them to bring a calculator even a borrowed one. Study well the paper on Cooperative Learning.
6. Review well each principle involved before you ask the students to do the exercises or give seatwork. Let them explain to each other. Let them pretend the partner does not know the procedure being learnt and the other will explain to him/her. Then they exchange roles. Ask students to justify/explain answers that depend on principles. Your objective is to help your students to learn by themselves. The less your students need you, the more successful as a teacher you are. For regular students, go more slowly and use more illustrations than for talented ones.
7. Make sure answers to problems are explained. Do not allow the good ones to monopolize the sessions. There have been complaints that answers to problems are not explained because the good students are allowed just to give the answers without explanations. Also, some teachers just give answers without explanation.
8. Show concern for your students. Make them feel that you want to see them always present. Make students from the same school look after each other.
9. For the elementary and First Year, teach them mental computation and estimation, and do a lot of it at the beginning of each session. Review rounding of numbers. Use games and competitions.
10. Use Naming the Baby as a form of drill. Even teachers find this game exciting. This can be for any of the operations and is played as a relay. Groups of 4-6 line up with the first in line holding a piece of chalk. When the teacher says, "The last name of the Baby is...", the one holding the chalk writes the required numbers, gives the chalk to the next in line and goes to the back of the line.

Addition: Give the sum, e.g. 27. Each member of the team writes two numbers whose sum is 27. At first allow the use of 1-digit and 2-digit numbers at the same time.

Subtraction: Give the difference

Multiplication: Give a number like 36 and each member gives two numbers whose product is 36. Chose numbers with many pairs of factors.

Division: Give the quotient. Each member of the team gives the dividend and divisor whose quotient is the given number. This is easier than multiplication but it needs knowledge of multiplication.

ANNOUNCEMENT

The 2015 MTAP-DepEd Saturday Program in Mathematics for Regular Students\* will be conducted on six (6) Saturdays from July 25 to August 29, 2015\*\*. The sessions will be for the 25th to the 85th percentile of the class at each grade level, Grade 1 to Grade 10. A Center may opt to take participants only from Grade 3 for the Regular Program. The classes will be from 8:00 to 12:00 noon. Students are required to attend in **uniform and with their school ID**. In case the uniform is in the wash, students may attend in their P.E. uniform.

There will be a fee of ₱200.00\*\*\* for the whole series of sessions which may be paid at any Center to the contact person indicated on or before July 18, (October 3 for the Talented) Saturday. Strict adherence to the deadline is necessary to prevent any disorder and waste of time in organizing classes on the first day. Drop-ins disrupt classes and often make classes too big for a class. Students may choose any Center convenient for them.

The program aims at providing students the opportunity to do mathematics with some open-problem solving without the threat of tests, giving students an intensive review of the material they covered in the previous year and the first weeks of this school year to cope more readily with lessons this year, and prepare the Grade 6 and Grade 10 students for entrance exams for Grade 7 and College respectively.

[Write the names of the Centers (Schools) with the names of Coordinators here.]

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Parents' Permission

I understand the conditions indicated above and I am allowing my son/daughter, \_\_\_\_\_ who is studying in Grade \_\_\_\_\_ at \_\_\_\_\_ to join the classes for regular students at \_\_\_\_\_.

(Please indicate the Center)

Signed: \_\_\_\_\_ Tel./Cell No. \_\_\_\_\_  
Please sign over printed name. (Guardian)

{ Endorsed: \_\_\_\_\_ School: \_\_\_\_\_ }  
Principal For the Talented Program only

\_\_\_\_\_ Tel./Cell No. \_\_\_\_\_  
Name of person to contact for messages

Please xerox if additional copies are needed.

\*Change to "Mathematically Talented Students" for the\*\* October 10, 17, November 7, 14, 21, 28, to December 5, 2015 Program. \*\*\* ₱250.00 Endorsement of principal is needed only for the talented.