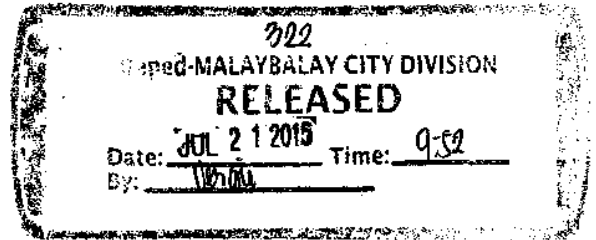





Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway Purok 6, Casisang, Malaybalay City



**DIVISION MEMORANDUM**  
No. 247, s. 2015



**TO:** Chief- CID & SGOD  
Education Program Supervisors/Division Coordinator  
Public Schools District Supervisors  
Public/Private Elementary & Secondary School Heads  
This Division

**FROM:**   
EDILBERTO L. OPLENARIA, CESO VI  
Schools Division Superintendent

**SUBJECT:** 2015 MTAP-DepEd Saturday Mathematics Program

**DATE:** July 15, 2015

1. Pursuant to DepEd Advisory No. 157, s. 2015, the Mathematics Teachers Association of the Philippines (MTAP), announces the conduct of 2015 MTAP-DepEd Saturday Mathematics Program .
2. Interested schools to open Saturday Mathematics Program may submit names of pupils of at least 15 pupils per grade level, endorse by the school principal to the Division Office on or before July 28, 2015, Attention: Imelda S. Bentillo-EPS in Math.
3. Enclosed is the pro-forma of parent's permit allowing their child to attend Saturday Mathematics Program.
4. Immediate and wide dissemination of this memorandum is desired.

DepEd Advisory No. 157, s. 2015

June 3, 2015

In compliance with DepEd Order No. 8, s. 2013  
this Advisory is issued for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.deped.gov.ph](http://www.deped.gov.ph).)

**2015 MTAP-DEPED SATURDAY PROGRAMS IN MATHEMATICS  
FOR REGULAR AND TALENTED PUPILS/STUDENTS**

The Mathematics Teachers Association of the Philippines (MTAP) Inc. will be offering the *2015 MTAP-DepEd Saturday Programs in Mathematics for Regular and Talented Pupils/Students*.

The first program is intended for *regular pupils/students*. This will be conducted on six Saturdays, 8:00 a.m. to 12:00 noon *from July 25 to August 29, 2015*. The sessions will be for pupils/students who belong from the 25<sup>th</sup> to the 85<sup>th</sup> percentile at each grade/year level from Grades 1 to 10. A written permit from the parents is necessary.

The first program aims to:

1. provide the pupils and students the opportunity to explore Mathematics without the threat of tests;
2. review the materials covered last school year to enable them to do well in Mathematics in the present school year; and
3. prepare the Grade 6 pupils and Grade 10 students for entrance examinations for Grade 7 and college levels.

The second program is for mathematically *talented pupils/students*. This will be conducted on seven Saturdays, 8:00 a.m. to 12:00 noon *from October 10, 17, November 7, 14, 21, 28 to December 5, 2015*. The sessions will be for pupils/students who belong to the top 15<sup>th</sup> percentile. The school principal shall endorse the pupils/students who wish to participate, along with a written permit from their parents/guardians.

The second program aims to:

1. prepare the Grades 6 and 10 learners for entrance examinations for Grade 7 and college levels; and
2. prepare them for the Metrobank-MTAP-DepEd Math Challenge Competition.

More information may be inquired from:

The Mathematics Teachers Association of the Philippines (MTAP) Inc.  
039 Oxford St. corner Columbia Street  
Cubao, Quezon City  
Telephone Nos.: (02) 912-5249; (02) 709-0447

ANNOUNCEMENT

The 2015 MTAP-DepEd Saturday Program in Mathematics for Regular Students\* will be conducted on six (6) Saturdays from August to September, 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 31, (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.]

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.

## Guidelines for the Division/Private Schools Association Coordinator

The Division Math Supervisor/Head of Private Schools Association or the one designated by him/her is the over-all coordinator.

The over-all coordinator is the responsible to:

1. Make all necessary arrangements with the MTAP.
2. Receive one set of materials from the MTAP and duplicate the materials for the Centers so that each individual student/pupil will receive a copy. Scratch paper is to be provided with the session materials.
3. Give the necessary orientation to trainers who may be teaching for the first time. Provide each one with a copy of the paper on Cooperative Learning.
4. Decide whether Center Coordinators may allow payment for the fee to be given in installment.
5. Receive the remittances from the different Centers of the Division/Association and give the Center Trainers their honoraria as specified in #11, Enclosure 3.
6. Give each Center coordinator 10% of whatever is turned over; 5% to the principal of the Center. [In general, the Center Coordinator may teach one class.]
7. Remit to the MTAP three percent (3%) of the GROSS PROCEEDS of the Division/Association. This arrangement is for Saturday programs outside the National Capital Region. [MTAP takes the role of the Division for the whole NCR]. The over-all coordinator gets 2% of the GROSS PROCEEDS or ₱3000 for the regular program, and ₱3500 for the talented if this is larger than the 2%.
8. All expenses are taken from the 95% of the gross proceeds, such as the cost of duplicating materials, scratch paper, chalk, etc. the honoraria of trainers, janitors, security guards, etc.
9. The Division is free to decide on how to use the balance of the 95% of the GROSS PROCEEDS. What is given in #6 is only a suggestion.
  - a. There is no need for the over-all coordinator to provide the MTAP how the proceeds are spent. It only asks for the number of students and the GROSS PROCEEDS.
  - b. The MTAP would just like to remind each Division to set aside a portion of the NET PROCEEDS for the 2016 Math Challenge so that there is no need to ask for contributions from participating schools. If several Divisions in a Region implement the Saturday Programs, they could also decide to set aside a portion for the Regional Math Challenge if they so desire.

## 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.