



Republic of the Philippines  
Department of Education  
Region XI  
Division of Digos City  
Digos City



Division Memorandum  
No. 479, s. 2017


To : Chief ES, SGOD-Designate  
Chief ES- CID  
EPS/PSDS/Elementary School Principals/HTs concerned

Attention:

**AILYN JOY S. ALMACIN, Bagumbuhay ES, Digos Oriental Dist.**  
**MARYCHELL S. MARIANO, F. Alferez ES, Digos Occidental Dist.**  
**ALMA T. CAPUNO, A. Maniapao ES, Digos Occidental Dist.**  
**GEOFFREY S. ANDRADE, Ruparan ES, Digos Occidental Dist.**

**INDA D. NACUA, Principal, Binaton ES, Mt. Apo District**  
**WILSON CATINGUB, Head Teacher, F. Alferez ES, Digos Occidental Dist.**  
**JOEL CARTAJENA, Head Teacher, Balabag ES, Digos Occidental Dist.**  
**CELEDONIA ALABADO, SIC, Damnnias ES, Digos Occidental Dist.**

**ZENAIDA G. GUYA, PSDS, Digos Occidental**  
**ROSALINA C. ADLAON, PSDS, Digos Occidental District**  
**PATRIOTISO O. PENAS, Digos Oriental District**  
**ARLENE P. BARBA, PSDS, Mt. Apo District**  
**Mary Glor D. Tabanao, EPS, Kindergarten**  
**SOLLIE B. OLIVER, EPS/Division IPEd Focal Person**

From :   
**WINNIE E. BATOON, Ed.D.**  
**Officer-In-Charge**  
**Office of the Schools Division Superintendent**

Subject : **CONDUCT OF VARIOUS ACTIVITIES FOR THE FINAL  
PREPARATION OF THE SPELLING GUIDE FOR THE  
ORTHOGRAPHY AND PRIMER OF THE BAGOBO-TAGABAWA  
TRIBE**

Date : July 29, 2017


1. To effectively respond to the basic learning needs of the Indigenous Peoples and to properly implement the Indigenous Peoples Education Program, especially in the development of Learning Materials for the IP learners, the Department of Education, Digos City Division through the IPEd Program, lays down the matrix in the conduct of the various activities for the final preparation of the Spelling Guide for the Orthography and Primer of the Bagobo-Tagabawa tribe.

2. To this end, the above-named teachers with the Division IPEd Focal Person are required to carry out the timelines to the five (5) implementing schools, three (3) barangays and one (1) sitio in this division, as scheduled to wit;

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Activities	Date/Time/School/s	Persons Concerned	Expected Outcomes
<b>A.</b> <b>Conduct of Field-test/Try-out of the Alphabet Chart</b>	<b>August 3, 2017;</b> 8:00am to 12:00nn – Matti ES; 1:00pm to 5:00pm – Binaton ES  <b>August 4, 2017;</b> 8:00am to 5:00pm- Balabag ES, Damnias ES, and F. Alferez ES	Identified IP learners, Ailyn Joy Almacin, Alma Capuno, Mary Chell Mariano, Geoffrey S. Andrade, Sollie B. Oliver, Arlene D. Barba, Mary Glor Tabanao) (For Aug.4,2017, the 3 PSDSs of the two remaining districts will go with the Field-test team: Ms. Z.Guya, Ms. R. Adlaon, and Mr. P. Penas) (per school, maximum of 5 Kinder and 5 Grade 1 IP learners, aging 5- 7y.o.)  <i>Note: Class Advisers            are to identify IP            learners for the Field-            test with the assistance            of the Field-test team</i>	Per school, 5 Kinder and 5 Grade 1 IP learners (language speakers) field-tested on the Alphabet Chart  Total: 50 Kinder and 50 Grade 1IP learners field-tested with the material in all identified 5 schools
<b>B.</b> <b>Completion of Bagobo-Tagabawa Stories (Home-based)</b>	<b>July 31, 2017 to            August 11, 2017</b>	Ailyn Joy S. Almacin (lead writer), Alma Capuno, and Mary Chell Mariano (as language support assists)	21 stories of the Bagobo-Tagabawa tribe completed, following all rules agreed by the community elders in attendance to the activity on July 25-29, 2017 with the Summer Institute of Linguistics
<b>C.</b> <b>Conduct of Field –test of the Bagobo-Tagabawa stories for Adults/Elders in Barangays Binaton, Balabag, and Sitio Matti</b>	<b>August 12, 2017;</b> 8:00am to 5:00p (Sitio Matti-am, Barangay Binaton-pm)  <b>August 19, 2017 Brgy.</b> Balabag, Goma- am; and Damnias -pm)	Ailyn Joy Almacin, Alma Capuno, Mary Chell Mariano, Geoffrey S. Andrade, Sollie B. Oliver, and 1 PSDS to be identified later by the PSDS-focal of Digos Occidental District)  <i>Note: 5 Adults/Elders            are to be identified by            the community</i>	25 Adults/Elders for the 5 identified schools, field tested with the Bagobo-Tagabawa stories
<b>D.</b> <b>Consolidation of all Results of the Field-tests conducted</b>	<b>August 25, 2017 –            9:00am to 4:30pm            (venue: F. Alferez ES            Multi-purpose            building)</b>	Field-test team with the 4 PSDSs involved: Miss A. Barba, Mr. P. Penas, and 2 PSDSs from Digos Occidental District: Ms. Z. Guya and Ms. R. Adlaon	Alphabet Chart and Stories Field-test results consolidated with the use of the templates provided by the Summer Institute of Linguistics

3. The Field-test team is advised to bring their own field-test and tryout tools and hard copies of the Bagobo-Tagabawa Alphabet Chart of the Spelling Guides as bases/materials of the try-out, **images prepared in the laptops are strictly prohibited during the field-test activity.**

4. Authority to Travel shall be prepared and submitted to the Schools Division Office for signatures of the Budget Officer and of the Schools Division Superintendent-OIC.

5. The attendance of said teachers should not hamper/adversely affect classroom instruction thus, a Certification of "No Disruption of Classes" shall be prepared and submitted with the Authority to Travel by the School Head to the same office.

6. Travel, meals, snacks and other expenses relative to the activities are chargeable to the IPED- Program Support Fund-2017 (Division downloaded), subject to the usual accounting and auditing rules and regulations.

**7. All activities related to the Field-tests/Try-outs with and in the community (schools and barangays involved) are in compliance with the FPIC requirement under RA 8371 (IPRA) and of the Protocol in the Department of Education.**

8. For information, dissemination, and compliance.