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LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines

DTI No.: 8258401 | TIN: 771-203-429

September 28, 2026

The Regional Director
Department of Education



DepEd Regional Office No. 02



DOCS ID No.
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Date Created: 09/28/2026

SUBJECT: *Invitation to Join the Training Program "Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation"*

Dear Regional Director:

Greetings of Peace and Prosperity!

The **Cognitio Learning and Development Center**, a professional learning and development institution, respectfully requests your assistance in disseminating our upcoming professional development program:

DESIGNING CLASSROOM INNOVATIONS:

A Training on Proposal Writing, Tool Development, and Implementation

The 24-hour synchronous virtual training will be conducted on **October 30-31 and November 7** via **Google Meet** and is designed for **teachers (Elementary, Junior High, Senior High School)** involved in the development and implementation of classroom innovations, instructional tools, and project proposal. The program focuses on strengthening competencies in proposal writing, instructional tool development, classroom innovation, and effective implementation, aligned with relevant **PPST** and **PPSSH** indicators.

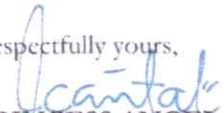
In this regard, we respectfully request your **assistance in disseminating this professional development opportunity to qualified personnel within your jurisdiction** who may benefit from the program.

For your reference, the **complete training details, including the program overview, learning outcomes, and participant entitlements**, are attached to this letter.

We would greatly appreciate your support in **sharing this learning opportunity with interested and qualified educators** within your region.

Thank you for your continued commitment to professional learning and development.

Respectfully yours,


PRINCESS ANGEL CAI
Learning and Development
info@cognitiolearning.com

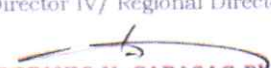
October 21, 2026

To: **ALL SCHOOLS DIVISION SUPERINTENDENTS**

In view of this activity, this Office reiterates that the participation of public and private schools is voluntary and shall be subjected to the non-disruption-of-class policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/ Regional Director

For the Regional Director:


OCTAVIO V. CABASAG PhD
Chief ES, CLMD

Officer-in-Charge of the Regional Office





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TRAINING OVERVIEW

Training Details	Information
Training Title	Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation
Date	October 30-31 and November 7, 2026
Platform	Google Meet
Duration	24 Training Hours
Target Participants	Licensed Professional Teachers (Elementary, Junior High, Senior High School)
Registration Fee	Php 500.00
Registration Form	https://forms.gle/Ga4UfXV1P1SgmN178

WHY JOIN THE TRAINING?

Identify Authentic Classroom Gaps.

Learn how to analyze diagnostic results, learner performance records, and assessment data to identify specific, evidence-based learning gaps that need targeted intervention.

Transform Teaching Ideas into Formal Proposals.

Develop the skills to turn practical classroom ideas into a structured Innovation Project Proposal with a clear rationale, SMART objectives, implementation plan, and resource requirements.

Design Targeted Classroom Innovations.

Learn how to conceptualize practical instructional tools, supplementary materials, games, activities, or teaching strategies specifically designed to address identified learner needs.

Develop Measurable Interventions.

Gain practical skills in designing pre-test and post-test evaluation tools that can help track learner progress and provide evidence of your innovation's implementation and outcomes.

Plan Manageable Project Implementation.

Create a realistic 4–8-week implementation workflow covering activities, timelines, documentation, monitoring, and resource requirements without creating unnecessary administrative burden.

Produce Practical, Ready-to-Refine Outputs.

Apply your learning through guided workshops and leave with a Problem Statement and Target Skill, Draft Innovation Project Proposal, and Prototype Tool Blueprint with an Evaluation Framework that you can further develop for classroom use.

For further details, feel free to contact us:

Email: info@cognitiolearning.com

Facebook Page: *Cognitio LDC*

Organized by:

COGNITIO LEARNING AND DEVELOPMENT CENTER

MEMORANDUM		Date: 10/28/2026	Released (Records):
To:	☒ PSDS/DICs	☒ Elem/Sec School Heads	
	☐ Private Schools	☐ Others:	
For:	☒ Information	☒ Dissemination	
	☒ Guidance	☐ Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V			
Schools Division Superintendent			
By:	☐ ASDS	☐ CID Chief	☐ SGOD Chief
	☐ AO	☐ Atty.	Signature:





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DTI No.: 8258401 | TIN: 771-203-429

TRAINING MATRIX

TRAINING OVERVIEW

Parameter	Details
Training Title	Designing Classroom Innovations: A Training on Proposal Writing, Tool Development, and Implementation
Delivery Mode	3-Day Synchronous Virtual Training via Google Meet
Duration	24 Training Hours
Date	October 30-31 and November 7, 2026
Target Audience	Licensed Professional Teachers (Elementary, Junior High, Senior High School)

DESCRIPTION

Classroom innovations are critical interventions designed to bridge specific learning gaps and improve student performance. However, many teachers face difficulty translating their practical teaching ideas into structured, formal project proposals.

This workshop provides a hands-on, step-by-step approach to help teachers identify authentic learning gaps, write a complete innovation proposal using standard templates, design supplementary learning tools, and execute a manageable classroom pilot with clear pre- and post-test data tracking.

Course Matrix

Session	Specific Objectives	Session Topics & Activities	Terminal Output
Session 1: Spotting the Gap & Conceptualizing the Innovation	Identify data-backed learning gaps from diagnostic data. Differentiate standard lessons from innovations. Write a clear, 1-sentence Problem Statement.	Analyzing diagnostic scores & reading assessments. Narrowing the focus to a single target skill. <i>Activity:</i> "Classroom Gap Audit" Exercise.	Approved Problem Statement & Target Skill
Session 2: Putting Pen to Paper: Writing the Innovation Proposal	Draft core proposal sections (Title, Rationale, Objectives, Work Plan). Write SMART learning objectives.	Anatomy of an Innovation Proposal Template. SMART objective writing for interventions.	Draft Innovation Project Proposal (Parts I-IV)

	Formulate a 4-to-8-week Implementation Matrix.	Work Matrix & low-cost budgeting. <i>Activity:</i> Guided Proposal Draft	
Session 3: From Blueprint to Classroom: Tool Design & Project Execution	Blueprint physical or digital innovation tools. Design Pre-Test & Post-Test evaluation tools. Establish a practical documentation workflow.	Prototype blueprinting (activity cards, games, kits). Pre- and post-test measurement design. Gathering photo documentation & keeping logs. <i>Activity:</i> Tool Blueprinting Workshop.	Prototype Tool Blueprint & Evaluation Framework

GENERAL EXPECTED LEARNING OUTCOMES

By the end of this program, participating teachers will be able to:

1. Analyze Classroom Gaps: Identify authentic, data-backed learning difficulties using diagnostic tests, student performance logs, or reading assessments.
2. Write a Standard Proposal: Draft a complete, structured Innovation Project Proposal (including rationale, SMART objectives, implementation matrix, and resource plan) using standard educational templates.
3. Design Instructional Interventions: Blueprint and conceptualize tailored classroom tools, supplementary materials, or specialized teaching strategies aimed at addressing specific learning gaps.
4. Plan Execution and Data Tracking: Establish a practical implementation workflow that includes pre- and post-testing, photo documentation, and project monitoring without adding excessive administrative burden.



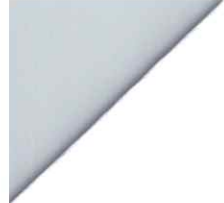
TIMELINE

DAY 1 | October 30, 2026

Time	Activity	Responsible Person
08:00 – 08:30	Registration and Orientation	Training Team
08:30 – 10:15	SESSION 1 [Part 1] Spotting the Gap & Conceptualizing the Innovation	
10:15 – 10:30	Health Break	All
10:30 – 12:00	SESSION 1 [Part 2] Spotting the Gap & Conceptualizing the Innovation	
12:00 – 01:00	Lunch Break	All
01:00 – 04:00	SESSION 1 [Part 3] Spotting the Gap & Conceptualizing the Innovation	
04:00 – 05:00	Plenary Synthesis	

DAY 2 | October 31, 2026

Time	Activity	Responsible Person
08:00 – 08:30	Registration and Orientation	Training Team
08:30 – 10:15	SESSION 2 [Part 1] Putting Pen to Paper: Writing the Innovation Proposal	
10:15 – 10:30	Health Break	All
10:30 – 12:00	SESSION 2 [Part 2] Putting Pen to Paper: Writing the Innovation Proposal	
12:00 – 01:00	Lunch Break	All



01:00 – 04:00	SESSION 2 <i>[Part 3]</i> Putting Pen to Paper: Writing the Innovation Proposal	
04:00 – 05:00	Plenary Synthesis	

DAY 3 | November 7, 2026

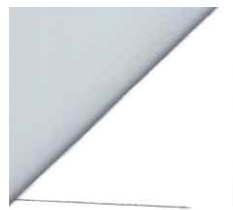
Time	Activity	Responsible Person
08:00 – 08:30	Registration and Orientation	Training Team
08:30 – 10:15	SESSION 3 <i>[Part 1]</i> From Blueprint to Classroom: Tool Design & Project Execution	
10:15 – 10:30	Health Break	All
10:30 – 12:00	SESSION 3 <i>[Part 2]</i> From Blueprint to Classroom: Tool Design & Project Execution	
12:00 – 01:00	Lunch Break	All
01:00 – 04:00	SESSION 3 <i>[Part 3]</i> From Blueprint to Classroom: Tool Design & Project Execution	
04:00 – 05:00	Plenary Synthesis	

PARTICIPANT ENTITLEMENTS AND INCLUSIONS

Upon successful completion of the 16-hour virtual training program, all registered participants will receive a learning package:

1. Official Certifications

- Digital Certificate of Participation:* Awarded to participants who complete all three modules, submit the required outputs, and achieve at least 80% attendance in synchronous Google Meet sessions. Reflects 16 Training Hours in Instructional Supervision.
- Certificate of Appearance and Attendance:* Issued for official documentation.



2. Digital Resource Kit

- a. *Complete Presentation Slides*: Unlocked PDF copy of all presentation slides, lecture notes, and reference guides used across Modules 1 to 3.
- b. *Lecture Recording*: Access to lecture during the entire training.
- c. *Other learning resources*.

3. Post-Training Support and Community

- a. *Cognitio L&D Priority Email Updates*: Subscription to exclusive email notifications regarding upcoming professional development offerings, national training opportunities, webinars, and updated policy guidelines.
- b. *Cognitio Alumni Learning Community*: Admission to Cognitio's exclusive online professional network for continuous peer-mentoring, resource-sharing, and updates.

CONTACT US:

PRINCESS ANGEL CANUTAL

Learning and Development Program Officer

info@cognitiolearning.com