

December 21, 2020

Dear School Head:

Warm greetings from the PEAC!

The Private Education Assistance Committee is pleased to announce its new training program for school leaders and administrators in the Junior High School in 2021.

The program is titled *Instructional Supervision Across the Teaching and Learning Modalities in Junior High School: Look For, Learn Why, Lead To*. The training for JHS administrators is a two-day webinar-workshop for school heads focusing on the work of instructional supervision as part of their instructional leadership function.

Due to the ongoing pandemic crisis, instruction of the K-12 program is currently delivered in non-traditional modalities involving distance education with online or printed materials, blended learning or home-based schooling. Since teaching and learning is not conducted in the traditional face-to-face classroom setting, new questions of instructional supervision arise and need to be addressed, particularly in relation to quality assurance. This webinar-workshop aims to address such questions by providing school heads with a framework for supervision across the different learning modalities in the areas of instructional design, teaching and learning and assessment of student learning. The webinar-workshop is structured in three parts consisting of Look For, Learn Why, and Lead To.

I would like to invite your institution to participate in the *Instructional Supervision Across the Teaching and Learning Modalities in Junior High School: Look For, Learn Why, Lead To* which PEAC shall conduct via an online delivery mode. The training program is open to subject and academic coordinators, assistant principals, principals, directors/directresses and other JHS academic administrators in private schools.

Licensed professional teachers who are able to complete the two-day training can earn CPD credit units.

The training will be done via the Zoom video conferencing platform so all registrants are required to have a Zoom account (one account per participant). Participants are advised to meet the following technical requirements for the training:

1. a device (desktop, laptop or tablet) that can support the latest Zoom application and has a working camera/webcam and microphone; and
2. an Internet connection with a bandwidth of at least 2 Mbps; use of mobile data is not advised because the training will run for several hours.

All those interested to attend the training must register online at register.peac.org.ph. Online registration starts on January 4, 2021. Each school may register at most three (3) participants on a first come first served basis. Please refer to Annex A attached to this letter for the registration reminders.

The registration fee is **Php1,500 per participant** and is **non-refundable**. PEAC shall only send the Zoom registration link to and shall approve registration in Zoom of paid participants.

Also attached to this letter are the schedules of the training in Annex B. **Online registration for each run will close two weeks before the scheduled training or as soon as slots have been filled.** Slots are limited for this program.

For inquiries, please contact the Training and Development Unit at 0917.700.9410 or 0917.599.1103 or you may send an email to training@peac.org.ph. We recommend sending an email for proper documentation.

Sincerely yours,


RHODORA ANGELA FERNANDEZ-FERRER
Executive Director

Annex A

Registration Reminders

1. Each participant must provide his/her **own** Zoom account (valid email address used for the Zoom account) and mobile number upon registration at register.peac.org.ph. **The participant should have access to his/her own email as communications from PEAC and the Zoom link for the webinar-workshop will be sent to the participant's registered email.**
2. If the participant has no Zoom account yet, he/she must create his/her own free Zoom account using his/her registered email at <https://zoom.us/freesignup/>.
3. The school's encoder is requested to TYPE CAREFULLY the CORRECT EMAIL ADDRESS of each participant as this can lead to bounced emails which may delay the processing of the participant's registration. The participant will not receive the Zoom link if his/her email address was encoded incorrectly by the school.
4. Each school may register at most three (3) participants on a first come first served basis in its own region.
5. Slots are reserved to participants who registered online and paid promptly. Payment of registration fee must be made **on or before** the closing of online registration. Refer to Annex B for the schedule. The registration fee is Php1,500 per participant and is **non-refundable**.
6. PEAC shall only send the Zoom registration link to and shall approve registration in Zoom of PAID participants. PEAC shall send the Zoom link approximately 3-5 days before the scheduled training.
7. Replacement of participants may only be allowed when the online registration is still open for the specified run and the school should email training@peac.org.ph for JHS administrators. **Replacement of participants is not allowed once the online registration has closed for the specified run.** Online registration for each run will close two weeks before the scheduled training or as soon as slots have been filled.
8. Always check your Spam or Junk folder for emails that may not have reached your inbox.
9. The participant must download and install the free Zoom app at <https://zoom.us/download> in his/her device before the scheduled training.
10. Participants must use their full name which should match their registered name in PEAC when they register and log in to Zoom for the webinar-workshop, otherwise, they will not be admitted.

Annex B

Instructional Supervision Across the Teaching and Learning Modalities in Junior High School: Look For, Learn Why, Lead To

2021 Training for JHS Administrators
Schedules via Zoom

No. of Runs	Regions	Dates	Closing of Online Registration (or as soon as slots have been filled)
1	I and II	Feb 15-16	Feb 1
2	III and VIII	Feb 22-23	Feb 8
3	IV-A	March 1-2	Feb 15
4	V, IX, XIII	March 8-9	Feb 22
5	IV-B and VI	March 15-16	March 1
6	CAR, X, BARMM	March 22-23	March 8
7	VII and XI	March 29-30	March 15
8	NCR, XII, BARMM	April 5-6	March 22