

# GRADE SCHOOL ENGLISH DEPARTMENT PLAN OF ACTION FOR THE SCHOOL GOALS SCHOOL YEAR 2010-2011

Goals	Implementation Steps	Status
1. To implement results of curriculum review and planned innovations	Teaching all English subjects for one hour	Ongoing
	Alternate teaching of Reading and Phonics and Language and Spelling on a weekly basis	
	Addition of periods for English subjects on Saturdays for oral proficiency	
	Longer Computer Education and Physical Education periods	
	Longer Guidance periods	
	Religion lessons/activities focused on the Catechism of the Catholic doctrines	
	Replacement of textbooks with teacher-made modules and hand-outs in Mathematics 6 and Religion 1- 6	
Uniformized grade components of Mathematics, Science , Reading and Phonics, Language and Spelling, Filipino and HeKaSi	Revision of grading system for minor subjects	Accomplished
	Revision of incentives for off-campus competitions	
	Revision of the percentage distribution of the general average closer to BEC requirements	
	Inclusion of Filipino subject in summer remedial classes	Accomplished
	Revision of criteria for students who will be taking summer enhancement and remedial classes	
	Longer snack time and meal time	Ongoing

	Administering CEM Pretests and Posttests	Pretest (Accomplished)
	Administering Teacher-Made Diagnostic and Achievement Tests	Diagnostic Tests (Accomplished)
	Use of table of specifications for quarter examinations	Starting Second Semester
2. To improve partnership between school and parents in character formation	Longer Guidance and Religion periods	Ongoing
	Longer Homeroom periods with more meaningful activities	Ongoing
	Revision of disciplinary procedures for minor and major offenses	Accomplished
	Revision of Guidelines on Cell phone use	Accomplished
	More frequent teacher visibility during free time	Ongoing
	Supervision of canteen boarders during lunch time	Ongoing
	Launching of <i>Operation Smile</i>	Starting Second Quarter
	Conducting committee meetings about disciplinary cases	Ongoing
	Conducting Parents' Orientation	Accomplished
	Grade Six Students' Orientation	Accomplished
3. To prepare for initial visit for accreditation	Students' recitation of the school VMG	Ongoing
	Teachers' recitation of the school VMG, school and department objectives	Ongoing
	Organized filing of documents	Ongoing

	Demonstration teaching per subject area	Starting Second Quarter
	Procurement of instructional materials	Ongoing
4. To further automation	Sending of announcements, information, etc. through SCALIX	Ongoing
	Sending of class journals through email	Starting Second Semester
	Uploading and updating entries in the school website	Ongoing
5. To upgrade administrators-faculty- staff competencies	Promoting GS teachers' professional development through seminars, conferences and work shops	Ongoing
	Procurement of professional readings and other educational journals	
	Encouraging GS teachers to pursue and finish their graduate studies	
	Encouraging GS teachers to join professional organizations	
6. To strengthen SVD identity in mission and spirituality	More student participation in the morning Eucharistic celebration	Ongoing
	Supporting CMO in Biblical Verse Reading before class hours	
	Celebrating class saint's feast day	Starting Second Quarter
7. To race against waste	Encouraging teachers and students to segregate their trash	Ongoing
	Intensifying the Spic-and - Span Campaign	Ongoing
	Using recyclable materials in structuring bulletin boards and decors	Accomplished

	Launching of MS Publisher Poster Making Contest	Third Quarter
	Reusing scratch paper for printing of draft reports	Ongoing
8. To finalize performance instruments	Revision of classroom observation instrument	Accomplished
	Review of duties and responsibilities of GS teachers and administrators	Ongoing
9. To improve strategies for student population growth	Intensifying instruction	Ongoing
	Handling misbehaving students with utmost consideration and closer coordination with guidance counselors and parents	
	Conducting exit interviews with transferring students	March, April and May
	Accepting balik-eskwela students with certain conditions	Ongoing
10. To take initial steps on the <i>Bologna Accord for a 12-year basic education</i>	Recommending 2 years in pre school, 7 years in grade school and 5 years in high school	Accomplished