**PHILIPPINE WOMEN’S COLLEGE OF DAVAO**

**Juna Subdivision, Matina, Davao City**

**SENIOR HIGH SCHOOL**

Minutes of the Meeting

Name of Meeting: Communication Arts First Meeting

Date: June 18, 2019

Venue: TL202

Time Started: 1:51PM

Time Ended: 2:27PM

Attendance: c/o attendance sheet

Presided by: Lorrein A. Perez

Communication Arts Coordinator

Agenda

1. Lesson Plan
2. Class Schedule
3. Classroom Observation
4. Activities for Buwan ng Wika
5. Activities for Speech Festival
6. Faculty Workroom
7. Other Matters
8. **LESSON PLAN**

* There should be a guided practice first before giving an independent practice.
* Activities should be connected to the session’s objectives
* There should be an extended classroom activity once a week and it should be done at home.

1. **CLASS SCHEDULE**

* There are 19 English teachers and 8 Filipino teachers but the school will still hire part-time teachers because there are still sections which do not have Filipino or English teachers.

1. **CLASS OBSERVATION**

* Class observation starts at prelim.
* Due to the population of the Communication Arts department, some English teachers will be observed by Ms. Ma. Nancel Lanticse, JHS English Coordinator.

1. **ACTIVITIES FOR BUWAN NG WIKA**

* The culmination for the Buwan ng Wika will be on August 29, 2019.
* The Filipino teachers initially planned/proposed that there will be no competition among the strands. The program will just be a presentation of some activities.
* Ms. Perez also reminded the teachers that everyone in the Communication Arts department should help in the preparation and other tasks related to the event. English teachers should help Filipino teachers.

1. **ACTIVITIES FOR SPEECH FESTIVAL**

* The launching will be on January 6, 2020 and Culmination will be on January 17, 2020.
* Just like the role of the teachers for the Buwan ng Wika, Filipino teachers should also help English teachers for this coming event.
* Ms. Perez also reminded the teachers to think of the possible activities for the two major activities. She also pointed out that activities should not be the same with the activities that we will have in the intramurals.

1. **FACULTY WORKROOM**

* Communication Arts will be divided into two faculty workrooms.
* Filipino teachers will use Faculty 1 (with cubicles) but only five will have cubicles. The other three will use the tables.
* The teachers who will have cubicles are Mr. Retolla, Ms. Angeles, Ms. Aurit, Ms. Fuentes, and Mrs. Susada. They were reminded that they should not yet remove the keys to their assigned cubicle.
* The English teachers will use Faculty 2 (no cubicles yet).

1. **OTHER MATTERS**
2. Attendance

* Do not forget to bring ID for the log in and out.
* If the biometric system is not working, use the log book.
* When going out of the school for some errands, always use the locator slip. Teachers are allowed to be out for 2 hours only. Avoid using the locator slip at 8:00am. Preferably, use it at 10:00am or later than that and make sure the there are no affected classes once you go out of the school.

1. Uniform

* Always wear your ID.
* If you don’t have yet your uniform, wear formal attire (slacks and polo, skirt and polo, formal dress below the knee).
* For girls, wear closed shoes with heels.
* For boys, wear leather shoes and black ankle socks.

1. Gadgets

* Do not bring your gadgets (cellphone, laptop, tab, etc.) inside the classroom unless you will use the LCD projector or if you will check your students’ research outputs.
* Do not use your gadget in replacement of your watch.

1. Treatment with your students

* Do not allow students to call you by your nickname.
* Do not be touchy with your students and do not allow your students to be so close and touchy to you inside the campus.
* If you want to hang out with your students, remember that you will be responsible if something bad happens.

1. Treatment with your co-teachers

* Be careful with the words you say and the way you act especially in you are in front or near the students.
* Learn to be sensitive.
* Extend your help with others, especially with the new teachers.

1. Questions from teachers

* Mr. Vigil asked Ms. Perez if we are not really allowed to eat or drink (except water) anything, even coffee or biscuits, inside the faculty workroom. Ms. Perez said that she will still ask Ms. Licco about it.

Having no other important matters to discuss, the meeting was adjourned at 2:27PM

Prepared by:

LARIZA IRINA G. MANUG

SHS Faculty Secretary