Division of City Schools



East District, Pasay City

**APELO CRUZ ELEMENTARY SCHOOL**

***INDIVIDUAL WORK PLAN***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_

Grade &Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives | Activities | Time Frame | Expected Outcome |
| **I. INSTRUCTIONAL COMPETENCE**  **🞉 Lesson Planning**  To formulate, adopt objective of lesson planning.  To provide appropriate instructional materials/ teaching aids suited to the content.  Opt fort the best/appropriate teaching methods/strategies to meet the needs of the learners.  Relate a new lesson work/previous knowledge to the present lesson or topic.  **🞉 Delivery of Instruction**  Give proper motivation in presenting and delivering the content of the lesson.  To reach out and make the lesson easy to understand by the learners.  Convey ideas clearly  Utilize the art of questioning to develop higher level of thinking.  Ensure learner’s participation.  Address individual differences among learners.  Show mastery of the subject matter  🞉 **Evaluation**  Diagnose the learner’s need.  Evaluate learning outcomes  Determine the desired outcomes within the allotted time  🞉 **Management of Time and Learning Environment**  Maintain a clean and orderly classroom  Make the classroom conducive to learning  🞉 **Learner’s Achievement**  Improve achievement level in the post-test over pre-test  🞉 **School, Home and Community Involvement**  Organize and maintain Homeroom PTA  Conduct Homeroom PTA meeting to report learner’s progress  Inform the school clientele of the school policies/plans/accomplishments  Participate effectively in community project as chairman/co-chairman, member in community projects and in civic organization  Ensure active participation of parents in school programs and activities  **II. PROFESSIONAL AND PERSONAL CHARACTERISTICS**  Show decisiveness  Show honesty / integrity  Show dedication / commitment  Show initiative / resourcefulness  Show courtesy  Show human relations  Show leadership  Show stress tolerance  Show fairness / justice  Show proper attire / good grooming  **III. PUNCTUALITY AND ATTENDANCE**  Lessen the number of tardy, under time  Lessen the number of absences and AWOL  To develop social, motor and other Readiness skills  To develop phonemic awareness | Formulates/adopts objectives of the lesson plan that are specific, measurable, attainable, realistic and timely.  Selects contents and prepares instructional materials that are adequate, suitable, congruent, appropriate, relevant, and made of indigenous materials.  Select teaching methods that are suitable to the learning abilities of the learners.  Conducts drills, reviews, lessons that will serve as spring board in relation to the new lesson.  Use appropriate instructional materials.  Relates past and present lessons.  Present lessons according to the needs of the class.  Use language within the level of the pupils.  Use varied examples/exercises.  Use clear and simple questions to develop higher level of thinking.  Have an interactive involvement of pupils.  Mobilize group working/learning.  Provide activities/exercises suited to learner’s ability.  Use varied examples/activities.  Supplements knowledge from textbooks.  Use questionnaire on the background of pupils’ anecdotal records.  Evaluates learning outcomes by the use of summative test, formative tests.  Achieves desired outcomes of the lesson when at least 75% passed.  Close monitoring of cleanliness and orderliness of the classroom.  Arranges chairs and tables according to activity.  Display appropriate learning materials.  Keep classroom facilities orderly.  Constructs questions following the criteria:  60% easy  30% average  10% difficult  Organizes and maintains HRPTA.  Hold meetings to report progress of the learner’s periodically.  Disseminates school policies/programs/ accomplishments  Supports community project as in Cleanliness Drive/ Sagip Ilog Project by monitoring and evaluating the project’s progress.  Involves parents in school programs and activities.  Acts immediately on needs/requests in accordance with proper behavior.  Demonstrates uprightness  Renders services dedicatedly and above the regular function.  Performs assigned tasks willingly & other activities without being told.  Exhibits proper conduct  Shows concern for people at work and to those in need of help  Lead the organizational unit to achieve its goal  Does and accomplishes tasks without expecting in return.  Makes decisions fairly  Dresses in accordance with proper decorum and neat in appearance.  Comes to school 15 minutes before the time.  Refrain from making absences as much as possible.  Teach the pupils to recognize, sound and form the 26 letters of the alphabet-upper and lower cases  Teach the four skills of Phonemic Awareness   * Rhyming Sounds * Blending Sounds   e.g. b-a-t  -Matching Sounds  -Segmenting Sounds | All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  Once every Grading Period  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round  All Year Round | 🞉Formulating/Adopting objective of lesson planning shall have been adopted.  🞉Selection of the content and preparation of appropriate instructional materials teaching aids shall have been met.  🞉Holistic learning of the learners and fair judgment on pupil’s performance.  🞉Improved understanding of the lesson and higher achievement on tests and evaluations.  🞉Learners are highly motivated and are interested to learn the lesson/topic presented.  🞉Learners’ achievements grow and nourished.  🞉Learners will have better chance of promotion and can explain themselves well.  🞉Learners are able to answer questions confidently.  🞉Learners will participate, share their thoughts and develop social awareness.  🞉Active participation will increase.  🞉Increase learners’ cognitive learning.  🞉Fair treatment and assurance that every child is given attention.  🞉Teachers can monitor the progress of the child’s learning.  🞉At least 75% of the pupils have passed.  🞉Clean and orderly classroom have been maintained.  🞉Learners will feel at ease and experience peace of mind while inside the classroom.  🞉Achievement level in the post test was increased by 2% over pre test.    🞉Harmonious relationship between the teachers and parents.  🞉Homeroom PTA meetings have been conducted.  🞉90% of the school clientele have been informed of the school policies, plans.  🞉Participated and supported community projects.  🞉Parents were involved in school programs and activities.  🞉Assigned tasks were accomplished satisfactorily.  🞉Observed rules, and regulation affecting public service.  🞉Observes official time and is ready to serve beyond the call of duty when the need arises.  🞉Showed initiative & resourcefulness in work performance.  🞉Exhibits open-mindedness to suggestions and criticisms.  🞉Got along with students, school staff and the community without compromising rules of propriety.  🞉Accepts and performs leadership roles competently in the school and in the community.  🞉Demonstrates stress and frustration tolerance.  🞉Made decisions comparatively and justly.  🞉Observes proper grooming and attire at all times.  🞉Comes to school earlier than expected.  🞉Cease in frequent absenteeism and observe perfect attendance.  pupils can hear and recognize words with the same initial sound and words with the same ending sound  🞉 Pupils can hear a word and clap the number of syllables |
| To develop skills in decoding | * Decode words by word families * short vowel sounds short e, a, i, o, u in CVC pattern * long vowel words with silent e ending in CVCe pattern * words with vowel diphthongs ay, ai, oa * consonant digraphs ch, sh * consonant blends (initial and final) * consonant clusters | 2nd Quarter  June – Aug | 🞉 Pupils can sound, blend and read words in CVC, CVCe , CVCC pattern  🞉Pupils can read phrases, sentences, a 3-5 sentence story and answer questions about the story |
|  | * Decode words * Word sorting and hunting * Reading/writing rhymes * Manipulation of onset/rime * Building words and manipulating their beginning, middle and ending phonemes using finger and blocks | June - July | 🞉 Pupils can sort and hunt words  🞉 Pupils can read and write rhymes  🞉 Pupils can manipulate phonemes to build words |
| To read with correct stress, intonation and phasing | * Read short stories * Shared Reading * Read Aloud * Storytelling * Peer Reading * Choral Reading * Audio Assisted Reading * Read to Me | June - March | 🞉 Pupils can read with proper stress, intonation and phasing |
| To increase pupils’ vocabulary | * Develop listening, speaking, reading, writing and watching vocabularies using * Vocabulary Map * Word Study Map * Contrasting Vocabulary Log * Semantic Web/Bubble Map * Context Clues * Synonyms/Antonyms | June - March | 🞉 Words learned become part of the pupils’ vocabulary |
| To develop the skills in reading in asking and answering low level/high level questions | * Content-Based Integration * Skills-Based Integration * Reciprocal Teaching * DRTA   + Ask and answer on the surface/under the surface question using * Question Tree * Visual Questioning * Story Board * Question Spines * Etc.   Note: \*Administer Phil-IRI Post test (Oral and Silent) | June – March  Feb. to March | 🞉 Pupils can ask and answer on the surface/under the surface questions about the text read  🞉Significant increase/decrease (Independent, Instructional, Frustration) |
|  | * Story Reading * Story Telling * Jazz Chants * Choral Reading * Readers Theater * Dramatization | Once a week / month | 🞉 Pupils enjoy stress-free activities |
|  | * Rehabilitate reading deficiencies Remedial Reading Classes / Periods * Pull-out scheme * Off-season scheme * Teach own pupils needing remediation after classes scheme | June – March (daily) |  |