Lourdes School of Mandaluyong
Shaw Boulevard, Greenhills Subdivision
Mandaluyong City

HIGH SCHOOL DEPARTMENT
TECHNOLOGY AND LIVELIHOOD EDUCATION AREA

FIVE – YEAR LABORATORY DEVELOPMENT PLAN

Rationale:

Technology and Livelihood Education brings forth the true meaning of practice environment where learners can transform instructional contents and concepts into meaningful and relevant life context. It is focused on the development of technical and practical knowledge, information and skills, values and attitude in line with the vocational inclination and career orientation of the learners. It is anchored on the principles of learning by doing where learners are provided with opportunities to demonstrate higher level of psychomotor skills through varied shop work activities. Project making being the core of the curriculum allows the students to translate cognitive skills into innovative finished output with practical and functional value.

As one of the areas offered to high school students Technology and Livelihood Education shares with the school its vision – mission to provide quality Catholic Education thus the priority of the area is focused on keeping the teachers abreast with the developments in the teaching profession and the area of specialization, promoting the utilization of varied teaching strategies and educational materials and devices to make the teaching – learning process more conducive, meaningful and relevant and ensuring the alignment and continuity of the curriculum in the exploratory area and the area of specialization.

Objectives:

At the end of the Three – Year Laboratory Development Plan in Technology and Livelihood Education, the students are able to:

1. manifest a working knowledge of the materials, tools, process and products in line with the chosen area of specialization;
2. demonstrate higher level of psychomotor skills and work values essential to the pursuit of higher learning;
3. know and explore various business/occupational opportunities to make an intelligent choice of an entrepreneurial/livelihood activity; and
4. inculcate work ethics and love for manual work imbued with the Franciscan spirit.

Conditions:

The Technology and Livelihood Education shop rooms and laboratories are located at the High School Building.

The Computer Laboratory is located at the second floor beside the Internet Laboratory. It has forty five (48) computer units, equipped with MS Office Professional 2007, Visual Studio 2008 for programming purposes, adobe products for image manipulation and animation, other software for online connections and webpage designing. It is also equipped with an LCD and an audio system for demonstration and instructional purposes. The forty five computer units are also connected to the internet for downloading pictures/graphics, special text, instructional materials needed for the activities and other free software.

The Drafting Room is located at the center of the ground floor and is equipped with forty one (41) drafting tables.

The Electronics Shop Room is at the left wing of the ground floor. It contains nine (9) long working tables equipped with electrical outlets, forty five (45) pairs of long nose pliers and diagonal side cutter, forty five (45) multi-testers, and ten(10) Digital Trainers, nine (9) operational ES-3 robots and four (4) power drills.

The Business Room is a temporary room assigned for business classes utilized for business planning, group activities in business classes and during their conceptualization, preparation and performance task making.

For proper use and maintenance of the different TLE workshops, the following guidelines are issued:

Guidelines for the Proper Use of the Electronics Laboratory:

1. Students are only allowed to use the laboratory in the presence of the teacher.
2. Students are only allowed to use the laboratory during activities and project making that require soldering if a safety mask is worn.
3. The student is responsible for any misuse of the tools and equipment assigned to him.

    3.1 Each student is assigned a unit corresponding to his class number. He shall use the assigned unit, tools/equipment for the entire Academic Year.

4. All students should see to it that cleanliness is maintained in the laboratory. Vandalizing and littering in the laboratory are strictly prohibited.

    4.1 Each student is expected to leave his workplace clean in respect to the next user.

5. Students should also maintain order in the laboratory.

    5.1 Time in the laboratory should be spent in doing the activity.
    5.2 Loitering and chatting with others are not allowed.
    5.3 Each student is held accountable for damage made in the tools/equipment.

6 Students should report anything unusual in their work area to the teacher.
    6.1 Before starting to use the device, each student should check the condition of the unit assigned to him. He is responsible for any damage discovered later.

7 Laboratory users are expected to maximize the opportunity to learn and help maintain the good condition of the laboratory.

8 Other infractions will be dealt with according to the provisions of the Student Handbook.

Guidelines for the Proper use of the Computer Laboratory:

1. Students are allowed to use the laboratory only in the presence of the teacher.
2. Each student is responsible for any misuse of the computer assigned to him. Each unit is numbered.

    2.1 Each student is assigned a unit corresponding to his class number. He will use the unit for the entire Academic Year.

3. All students should see to it that cleanliness is maintained in the laboratory. Vandalizing and littering in the laboratory are strictly prohibited.

    3.1 Each student is expected to leave his workplace clean in respect to the next student-user.

4. Students should also maintain order in the laboratory.

    4.1 Time in the laboratory should be spent in doing the task.
    4.2 Using others' computer or being in another's work area is not allowed.
    4.3 Each student is held accountable for any damage in the unit assigned to him.

5. Students should report anything unusual in his computer or work area to their teacher.

    5.1 Before starting to work, each student is given 5 minutes to check the condition of the unit assigned to him. He is responsible

    for any damage discovered later.

6. Students should turn on and shut down the computer properly, and arrange the chairs before leaving the laboratory.
7. Laboratory users are expected to maximize the opportunity to learn and help maintain the good condition of the laboratory.
8. Other infractions will be dealt with according to the provisions of the Student Handbook.

Guidelines for the Proper Use of the Drafting Room

1. Students are only allowed to use the laboratory in the presence of the teacher.
2. The student is responsible for any misuse of the table assigned to him.

    2.1 Each student is assigned a table corresponding to his class number. He shall use the assigned unit for the entire Academic Year.

3. All students should see to it that cleanliness is maintained in the room. Vandalizing and littering in the room are strictly

    prohibited.

3.1 Each student is expected to leave his workplace clean in respect to the next user.

4. Students should also maintain order in the room.
   4.1. Time in the Drafting Room should be spent in doing the activity.
   4.2. Loitering and chatting with others are not allowed.
   4.3. Each student is held accountable for damage made in the table.
5. Students should report anything unusual in their work area to the teacher.
   5.1. Before starting to use the table, each student should check the condition of the unit assigned to him. He is responsible for any damage discovered later.
6. Students are expected to maximize the opportunity to learn and help maintain the good condition of the room.
7. Other infractions will be dealt with according to the provisions of the Student Handbook.

OBJECTIVES	PROGRAMS	STRATEGIES					EXPECTED OUTPUT	AREA OF RESPONSIBILITY	LINKAGES
		A.Y. 2018 – 2019	A.Y. 2019 – 2020	A.Y. 2020 - 2021	A.Y. 2021 - 2022	A.Y. 2022 - 2023			
Shop Room 1. Maximize the allotted time for shop work activities and project making. 2. Ensure proper	Three-Year Instructional Development Plan TLE Area Program Guidelines for the Proper	**ELECTRONICS** 1.1 Expansion of electronics laboratory. 1.2 Additional 2 long working tables. 1.3 Installation of new outlets on the tables 2.1 Systematic record for inventories	1.1Expansion of electronics laboratory. 1.2 Additional 2 long working tables. 2.1 Systematic record for inventories	1.1Expansion of electronics laboratory. 1.2 Additional 2 long working tables. 2.1 Systematic record for inventories	1.1Expansion of electronics laboratory. 1.2 Additional 2 long working tables. 2.4 Systematic record for inventories	1.1Expansion of electronics laboratory. 1.2 Additional 2 long working tables.	Electronics shop room has an ample working area. Accomplished	HS Principal, Physical Plant Coordinator, Subject Area Coordinator, and Subject Teacher	Maintenance Department Physical Plant Coordi

organization and management of tools and equipment. 3. Provide a safe atmosphere	Use of the Shop Room TLE Area Program Three-Year	of purchased tools and equipment. 2.2 Proper monitoring scheme on the use of the tools and equipment. 2.3 Strictly implement the guidelines for the proper use of shop room. 3.1 Posting of guidelines on the proper use	of purchased tools and equipment. 2.2 Proper monitoring scheme on the use of the tools and equipment of students. 2.3 Strictly implement the guidelines for the proper use of shop room. 3.1 Check fire extinguisher condition 3.2 Presence of an equipped first – aid kit cabinet	of purchased tools and equipment. 2.2 Proper monitoring scheme on the use of the tools and equipment of students. 2.3 Strictly implement the guidelines for the proper use of shop room. 3.1 Check fire extinguisher condition 3.2 Presence of an equipped first – aid kit cabinet.	of purchased tools and equipment. 2.5 Proper monitoring scheme on the use of the tools and equipment of students. 2.6 Strictly implement the guidelines for the proper use of shop room. 3.1 Check fire extinguisher condition 3.2 Presence of an equipped first – aid kit cabinet.	2.7 Systematic record for inventories of purchased tools and equipment. 2.8 Proper monitoring scheme on the use of the tools and equipment of students. 2.9 Strictly implement the guidelines for the proper use of shop room.	inventory form Numbered tools and equipment corresponding with student class numbers are assigned Include the guidelines for the proper use of the shop room in the subject orientation.	HS Principal, Subject Area Coordinator and Teacher	nator and Maintenance Personnel Maintenance Department

conducive for the teaching-learning process. **Instructional Materials** 4. Make a provision for a mini library and display area. 5. Facilitate the conduct of teaching learning	Instructional Development Plan Three-Year Instructional Development Plan TLE Area Program Three-Year Instructional	of the shop room and signages for shop work rules and safety practices on strategic location. 3.2 Strictly implement the guidelines for the proper use of shop room. 3.3 Check fire extinguisher condition and First –Aid kit cabinet. 4.1 Provide an area for mini library 5.1 Acquisition of 10 arduino robotics kit	4.2 Provide an area for mini library 5.1 Acquisition of 10 arduino robotics kit 5.2 Acquire 5 units of Multitester	5.4 Provide an area for mini library 5.1 Acquire 5 units of Multitester 5.2 Acquisition of informative and practical Electronics	5.5 Provide an area for mini library 5.1 Acquire 5 units of Multitester 5.2 Acquisition of informative and practical Electronics	3.1 Check fire extinguisher condition 3.2 Presence of an equipped first – aid kit cabinet. 5.3 Provide an area for mini library	Student wears safety mask during laboratory meeting Implement the guidelines during class laboratory meeting Identified safety devices are installed Electronics and Electrical Books	HS Principal, Subject Area Coordinator, Subject and Teacher Subject Area Coordinator and Subject Teacher HSP, APA,	HS Principal, APA, Library and Physical Plant Coordinator Physical Plant Coordinator

process in the shop room. **Maintenance and Repair** 6. Conduct periodic maintenan	Develop ment Plan	5.2 Connect the computer unit to the internet/Wi-fi connections 5.3 Installation of the two-television unit on the Electronics Room including connections to the Computer unit. 5.4 Acquire 5 units of Multitester 5.5 Provide 10 computer units for the programming of robots 5.6 The electronics laboratory can cater the robotics performance task activities of the students.	5.3 Acquisition of Electronic software for digital and analog electronics. 5.	and Electrical books 5.3 The electronics laboratory can cater the robotics performance task activities of the students. 6.1 Periodic checking of	and Electrical books 5.3 The electronics laboratory can cater the robotics performance task activities of the students. 6.1 Periodic checking of all	5.1 Acquire 5 units of Multitester 5.2 Acquisition of informative and practical Electronics and Electrical books	are present in a corner of the laboratory Acquisition of identified items undertaken	Subject Area Coordinator and Subject Teacher HSP, Area Coordinator, Teacher HS Principal,	Physical Plant Coordinator Student Government, PTA, SOL

ce check of tools and equipment. **Faculty Development** 7. Provide continuous updati	TLE Area Program	6.1 Periodic checking of all tools and equipment every end of the semester 6.2 Allocation of a maintenance budget worth P5,000.00 6.3 The list of tools and equipment are prepared by the subject teacher checked by the subject area coordinator, and submitted to the physical plant coordinator.	6.1 Periodic checking of all tools and equipment every end of the semester 6.2 Allocation of a maintenance budget worth P5,000.00 6.3 The list of tools and equipment are prepared by the subject teacher checked by the subject area coordinator, and submitted to the physical plant coordinator.	all tools and equipment every end of the semester 6.2 Allocation of a maintenance budget worth P5,000.00 6.3 The list of tools and equipment are prepared by the subject teacher checked by the subject area coordinator, and submitted to the physical plant coordinator. 7.1 Attend Seminar/Workshop	tools and equipment every end of the semester 6.4 Allocation of a maintenance budget worth P5,000.00 6.3 The list of tools and equipment are prepared by the subject teacher checked by the subject area coordinator, and submitted to the physical plant coordinator. 7.1 Attend Seminar/Workshop	6.1 Periodic checking of all tools and equipment every end of the semester 6.2 Allocation of a maintenance budget worth P5,000.00 6.3 The list of tools and equipment are prepared by the subject teacher checked by the subject area coordinator, and submitted to the physical plant coordinator.	All Computer units are in good conditions The functionality of the tools and equipment are identified. e.g good condition and needs to be repair Narrative of teacher'	APA, Area Coordinator, Teacher Subject teacher, SAC, and Physical Plant Coordinator	

ng of knowledge and skills in the field of specialization.	Faculty Development Program	7.1 Attend Seminar/Workshop 7.2 School visitation 7.3 Enroll in crash courses	7.1 Attend Seminar/Workshop 7.2 School visitation 7.3 Enroll in crash courses	7.2 School visitation 7.3 Enroll in crash courses	7.2 School visitation 7.3 Enroll in crash courses	7.1 Attend Seminar/Workshop 7.2 School visitation 7.3 Enroll in crash courses	s reflection on attended course Certificate of trainin		
Laboratory 1. Ensure proper organization and management of tools and equipment.	Three-Year Instructional Development Plan TLE Area Program TLE Area Program	**COMPUTER** 1.1 Systematic record for inventories of purchased tools and equipment. 1.2 Proper monitoring scheme on the use of the tools and equipment by students.	1.1 Systematic record for inventories of purchased tools and equipment 1.2 Proper monitoring scheme on the use of the tools and equipment by students.	1.1 Systematic record for inventories of purchased tools and equipment 1.2 Proper monitoring scheme on the use of the tools and equipment by students.	1.3 Systematic record for inventories of purchased tools and equipment 1.4 Proper monitoring scheme on the use of the tools and equipment by students.	1.5 Systematic record for inventories of purchased tools and equipment 1.6 Proper monitoring scheme on the use of the tools and equipment by students.	Numbered computer units corresponding with the student's class number Seat plan	HS Principal, , Subject Area Coordinator and Subject Teacher	Physical Plant Coordinator HS Principal

Laboratory Safety 2. Provide a safe atmosphere that is conducive for the teaching learning process.	Guidelines for the Proper Use of the Shop Room	2.1 Check fire extinguisher Condition 2.2 Posting of guidelines on the proper use of the laboratory and signages on laboratory rules and safety practices. 2.3 Strictly implement the guidelines on the proper use of laboratory.	2.1 Check fire extinguisher condition 2.2 Posting of guidelines on the proper use of the laboratory and signages on laboratory rules and safety practices. 2.3 Strictly implement the guidelines on the proper use of laboratory.	2.1 Check fire extinguisher Condition 2.2 Posting of guidelines on the proper use of the laboratory and signages on laboratory rules and safety practices. 2.3 Strictly implement the guidelines on the proper use of laboratory.	2.1 Check fire extinguisher Condition 2.2 Posting of guidelines on the proper use of the laboratory and signages on laboratory rules and safety practices. 2.3 Strictly implement the guidelines on the proper use of laboratory.	2.1 Check fire extinguisher Condition 2.2 Posting of guidelines on the proper use of the laboratory and signages on laboratory rules and safety practices. 2.3 Strictly implement the guidelines on the proper use of laboratory.	Identified safety devices are installed Guidelines on the proper use of the laboratory is included in the subject orientation and routine	Physical Plant Coordinator, Subject Area Coordinator and Subject Teacher	Library, Physical Plant Coordinator
Instructional Materials 3. Make a		3.1 Provide an area for mini		3.1 Acquisition of additional	3.3 Acquisition of additional	3.5 Acquisition of	Books and CDs are present in a	Subject Area Coordinator and Subject	Physical Plant Coordinator

provision for a mini library and display area. 4. Facilitate the conduct of teaching learning process in the laboratory.	Three-Year Instructional Development Plan TLE Area Program	library and display of students output 3.2 Acquisition of informative and applied Computer books 4.1 Acquire the following: ● Forty (40) licenses of Macromedia Software ● Glass Display Cabinet 4.2 The programming of robots and study and exploration of the different functions of robots are done simultaneously in the computer laboratory.	3.1 Provide an area for mini library and display of students output 3.2 Acquisition of additional informative and applied Computer books 4.1 Maintain conditions of computer units 4.2 The programming of robots and study and exploration of the different functions of robots are done simultaneously in the computer laboratory.	informative and applied Computer books 3.2 Acquisition of additional informative and applied Computer books 4.1 Acquire fifteen (15) additional computer units 4.2 The programming of robots and study and exploration of the different functions of robots are done simultaneously in the computer laboratory.	informative and applied Computer books 3.4 Acquisition of additional informative and applied Computer books 4.2 Acquire fifteen (15) additional computer units 4.2 The programming of robots and study and exploration of the different functions of robots are done simultaneously in the computer laboratory.	additional informative and applied Computer books 3.6 Acquisition of additional informative and applied Computer books 3.7 Acquire fifteen (15) additional computer units 4.2 The programming of robots and study and exploration of the different functions of robots are done simultaneously in the computer laboratory.	corner of the laboratory Acquisition of identified items undertaken All computers are in good condition	Teacher HS Principal, Subject Area Coordinator, Subject Teacher and Computer Technician	Physical Plant Coordinator, Maintenance Personnel

Maintenance and Repair 5. Conduct periodic maintenance check of tools and equipment.	Three-Year Instructional Development Plan TLE Area Program Faculty Development Program	5.1 Periodic checking of all computers and peripherals and other equipment. 5.2 Allocation of a maintenance budget worth P50,000.00	5.1 Periodic checking of computer units, its peripherals and other equipment. 5.2 Allocation of maintenance budget worth P50, 000.00	5.1Periodic checking of computer units, its peripherals and other equipment. 5.2 Allocation of maintenance budget worth P50, 000.00 6.1 Attend seminar-workshop	5.1Periodic checking of computer units, its peripherals and other equipment. 5.2 Allocation of maintenance budget worth P50, 000.00 6.1 Attend seminar-workshop	5.1 Periodic checking of computer units, its peripherals and other equipment. 5.2 Allocation of maintenance budget worth P50, 000.0 6.1 Attend seminar-workshop 6.2 School visitation 6.3 Enroll in crash courses	Narrative and teacher reflection on the attended course Certificate of training	Subject Area Coordinator and Subject Teacher Subject Area Coordinator and Subject	APA, HS Principal

Faculty Development 6. Provide continuous updating of knowledge and skills in the field of specialization.		6.1 Attend seminar-workshop 6.2 School visitation 6.3 Enroll in crash courses	6.1 Attend seminar-workshop 6.2 School visitation 6.3 Enroll in crash courses	6.2 School visitation 6.3 Enroll in crash courses	6.2 School visitation 6.3 Enroll in crash courses			Teacher	
Drafting Room 1. Ensure proper organization and management of tools and equipment.	Three-Year Instructional Development Plan TLE Area Program	**DRAFTING** 1.1 Systematic record of inventories and proper monitoring for fixtures	1.1 Systematic record of inventories and proper monitoring for fixtures	1.1 Systematic record of inventories and proper monitoring for fixtures	1.2 Systematic record of inventories and proper monitoring for fixtures	1.3 Systematic record of inventories and proper monitoring for fixtures	Accomplished inventory form	Physical Plant Coordinator, Subject Area Coordinator and Subject Teacher	HS Principal

2. Provide a safe atmosphere that is conducive for the teaching learning process.	TLE Area Program Guidelines for the Proper Use of the Shop Room TLE Area Program Three-Year Instructio	2.1 Installation of fire extinguisher 2.2 Posting of guidelines on the proper use of the room and signages on rules and safety practices. 2.3 Strictly implement the guidelines for the proper use of the facility. 2.4 Provision for re-structuring the drafting table to maximize the space in the room	2.1 Checking of fire extinguisher condition 2.2 Strictly implement the guidelines for the proper use of the facility. 2.3 Re-design the drafting table considering the area it occupies.	2.1 Checking of fire extinguisher condition 2.2 Strictly implement the guidelines for the proper use of the facility. 2.3 Construct the new drafting tables	2.3 Checking of fire extinguisher condition 2.4 Strictly implement the guidelines for the proper use of the facility. 2.3 Construct the new drafting tables	2.5 Checking of fire extinguisher condition 2.6 Strictly implement the guidelines for the proper use of the facility. 2.3 Construct the new drafting tables	Safety devices are installed Numbered drafting tables corresponding with student class number are assigned Lessen the report of vandalism and improper use of drafting table More drafting	HSP, Subject Area Coordinator and Subject Teacher HSP,	Security Office, Physical Plant Coordinator Physical Plant Coordinator, Library, APA

Instructional Materials 3. Make a provision for a mini library and display area. 4. Facilitate the conduct of teaching learning process in the room. **Maintenance and Repair**	nal Development Plan Three-Year Instructional Development Plan TLE Area Program	3.1 Provide an area for mini library and display of students output 3.2 Acquisition of Drafting books and architectural magazines. 4.1 Acquisition of an AutoCAD software 6.4 Acquisition of OHP set and cabinet 6.5 Provision for LCD projector installation	3.1 Glass Display Cabinet 3.2 Acquisition of additional drafting books and architectural magazines 4.1 Acquisition and installation of LCD projector 5.1 Periodic checking of all fixtures.	3.1 Acquisition of additional drafting books and architectural magazines. 4.1 Provision for a glass display cabinet 5.1 Periodic checking of all fixtures. 5.2 Allocation of a maintenance	3.2 Acquisition of additional drafting books and architectural magazines. 4.1 Provision for a glass display cabinet 5.3 Periodic checking of all fixtures. 5.4 Allocation of a maintenance	3.3 Acquisition of additional drafting books and architectural magazines. 4.1 Provision for a glass display cabinet 5.5 Periodic checking of all fixtures.	tables will be placed in the Drafting Room Collection of outstanding students output Acquisition of identified items undertaken Accomplished	Subject Area Coordinator and Subject Teacher HSP, Physical Plant Coordinator, SAC, Subject Teacher Subject Area Coordinator and Subject	Maintenance Personnel HSP, Maintenance Personnel, Physical Plant Coordinator APA

5. Conduct periodic maintenance check of fixtures **Faculty Development** 6. Provide continuous updating of knowledge and skills in the field of specialization.	Three-Year Instructional Development Plan TLE Area Program Faculty Development Program	5.1 Periodic checking of all fixtures. 5.2 Allocation of a maintenance budget worth P2,500.00 6.1 Attend seminar-workshop 6.5 School visitation 6.3 Enrolment in crash courses	5.2 Allocation of a maintenance budget worth P2,500.00 6.1 Attend seminar-workshop 6.6 School visitation 6.3 Enrolment in crash courses	budget worth P2,500.00 6.1 Attend seminar-workshop 6.7 School visitation 6.3 Enrolment in crash courses	budget worth P2,500.00 6.1 Attend seminar-workshop 6.8 School visitation 6.3 Enrolment in crash courses	5.6 Allocation of a maintenance budget worth P2,500.00 6.1 Attend seminar-workshop 6.9 School visitation 6.3 Enrolment in crash courses	inventory form Narrative and teacher reflection on the attended course Certificate of training	Teacher HSP, Subject Area Coordinator and Subject Teacher	

Business Education Room 1. Facilitate the conduct of teaching learning process in the room **Room Safety** 2. Provide a safe atmosphere that is conducive	Three-Year Instructional Development Plan TLE Area Program TLE Area Program Three-Year Instructional Development Plan	**BUSINESS EDUCATION** 1.1 Provision for the construction of a Business Education Room 2.1 Installation of fire extinguisher 2.2 Posting of guidelines on the proper use of the room and signages on rules and	1.1 Identify the room to put up the business room 1.2 Design and lay-out a business room 2.1 Checking of fire extinguisher condition	1.1 Put up a business room 2.1 Checking of fire extinguisher condition	1.1 Put up a business room 2.2 Checking of fire extinguisher condition	1.1 Put up a business room 2.3 Checking of fire extinguisher condition	Presence of a Business Room Identified safety devices are installed	HSP, , Subject Area Coordinator and Subject Teacher HSP, Subject Area Coordinator and Subject Teacher	Physical Plant Coordinator, APA Security Office, Physical Plant Coordinator, Maintenance Personnel

for the teaching learning process. **Instructional Materials** 3. Make a provision for a mini library and display area.	Guidelines for the Proper Use of the Shop Room TLE Area Program Three-Year Instructional Development Plan	safety practices. 2.3 Strictly implement the guidelines on the proper use of the facility. 3.1 Provide an area for mini library and display of students' outputs 3.4 Acquisition of Accounting, Entrepreneurial and Business books and magazines.	3.1 Glass Display Cabinet 3.2 Acquisition of additional Accounting, Entrepreneurial and Business books and magazines. 4.1 Acquire the following: 4.1.1 Additional kitchen	3.1 Acquisition of additional Accounting, Entrepreneurial and Business books and magazines. 4.1 Acquire the following: 4.1.1 Additional kitchen cabinet, utensils, and cooking equipme	3.2 Acquisition of additional Accounting, Entrepreneurial and Business books and magazines. 4.2 Acquire the following: 4.2.1 Additional kitchen cabinet, utensils, and cooking equipme	3.3 Acquisition of additional Accounting, Entrepreneurial and Business books and magazines. 4.3 Acquire the following: 4.3.1 Additional kitchen	Acquisition of identified items undertaken Acquisition of identified items undertaken	HSP, Subject Area Coordinator and Subject Teacher HSP, Physical Plant Coordinator, SAC, Subject Teacher	Physical Plant Coordinator, Library, APA

4. Facilitate the actual performance of students. **Maintenance and Repair** 5. Conduct periodic maintenance check of fixtures	Three-Year Instructional Development Plan TLE Area Program Three-Year Instructional Development Plan TLE Area Program Faculty Development Program	4.1 Acquire the following: 4.1.1 Kitchen cabinet, utensils, and cooking equipment set per year 4.1.2 Five collapsible booth per year 5.1 Periodic checking of all fixtures. 5.2 Allocation of a maintenance budget worth P1,000.00	cabinet, utensils, and cooking equipment set per year 4.1.2 Additional Five collapsible booth 5.1 Periodic checking of all fixtures. 5.2 Allocation of a maintenance budget worth P1,000.00 6.1 Attend seminar-workshop 6.2 School visitation	nt set per year 4.1.2 Additional Five collapsible booth 5.1 Periodic checking of all fixtures. 5.2 Allocation of a maintenance budget worth P1,000.00 6.1 Attend seminar-workshop 6.2 School visitation 6.3 Enrolment in crash courses	nt set per year 4.2.2 Additional Five collapsible booth 5.3 Periodic checking of all fixtures. 5.4 Allocation of a maintenance budget worth P1,000.00 6.1 Attend seminar-workshop 6.4 School visitation 6.5 Enrolment in crash courses	cabinet, utensils, and cooking equipment set per year 4.3.2 Additional Five collapsible booth 5.5 Periodic checking of all fixtures. 5.6 Allocation of a maintenance budget worth P1,000.00	Maintained good condition of the laboratory Narrative and teacher reflection on the attended course Certificate of training	Subject Area Coordinator and Subject Teacher HSP, Subject Area Coordinator and Subject Teacher	HSP, Maintenance Personnel, Physical Plant Coordinator APA

Faculty Development 6. Provide continuous updating of knowledge and skills in the field of specialization.		6.1 Attend seminar-workshop 6.2 School visitation 6.3 Enrolment in crash courses	6.3 Enrolment in crash courses			6.1 Attend seminar-workshop 6.6 School visitation 6.7 Enrolment in crash courses			