
Activity – Portfolio Preparation and Organization

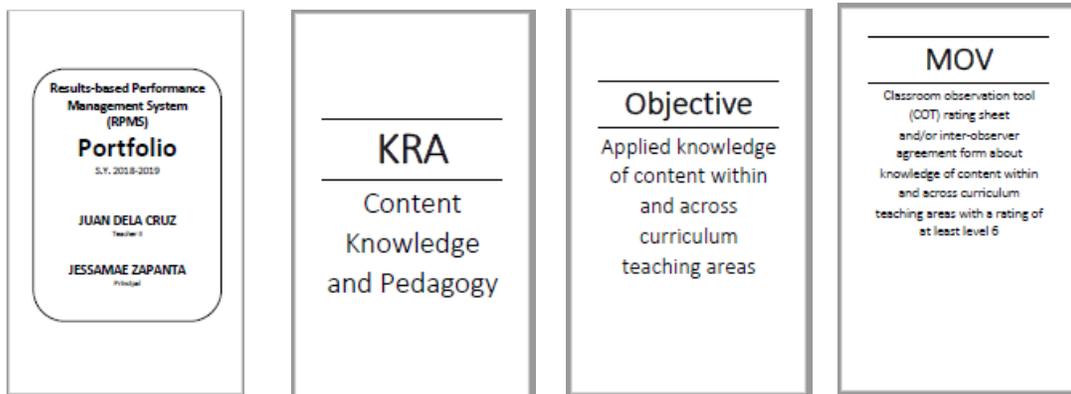
Instructions for the Facilitator/s:

1. Make a set of sample teacher portfolio with attachments.

A sample set containing documents with titles of what should be included in portfolio of a teacher written in a bond paper, which should be organized based on the guide/tips in the manual.

One set should be provided for each small group with 8-10 participants.

To prepare a set, print the sample teacher portfolio provided for this activity.



Use A4 size bond paper for producing the documents. After printing the document, re-arrange (not in order) documents and put them in a brown envelope. Remember, each small group should have a one complete set inside the brown envelope.

Also, include the following materials/supplies in each brown envelope:

- One A4/Legal size folder
- At least large 3 binder clips 2" wide
- At least 5 assorted colored post-its (size 3" x 2")
- At least 3 permanent marker (black or blue)

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- 2. Divide the bigger group into 3-5 smaller groups (*depending on the number of participants per big group*) with at least 8-10 participants.**

If there are extra participants, distribute them accordingly.

- 3. Give one set of envelope with the necessary materials/supplies to each group.**

All participant are responsible for one envelope but cannot open it until all of the instructions have been given and groups are directed to begin.

- 4. Explain the activity to the group.**

Goal: To prepare and organize the documents provided and come up with an organize teacher portfolio based on the tips/guides in the module for RPMS Manual for preparation and organization of portfolio.

Instructions and Rules:

- Participants must prepare and organize the documents provided and come up with an organize teacher portfolio based on the tips/guides in the module for RPMS Manual for preparation and organization of portfolio.
- Let the participants use the materials/supplies provided for this activity.
- Participants are not allowed to look/check the RPMS Manual/tool.
- If a team completes the task, check their output. (*Facilitator/s refer to the sample teacher portfolio with guide answers- Teacher I-III (Proficient)*).
- Give the participants 20 minutes to accomplish the task. First group to finish the task correctly shall receive a prize.

Ask the groups/participants who are already finish to remain silent while waiting for the other group to finish.

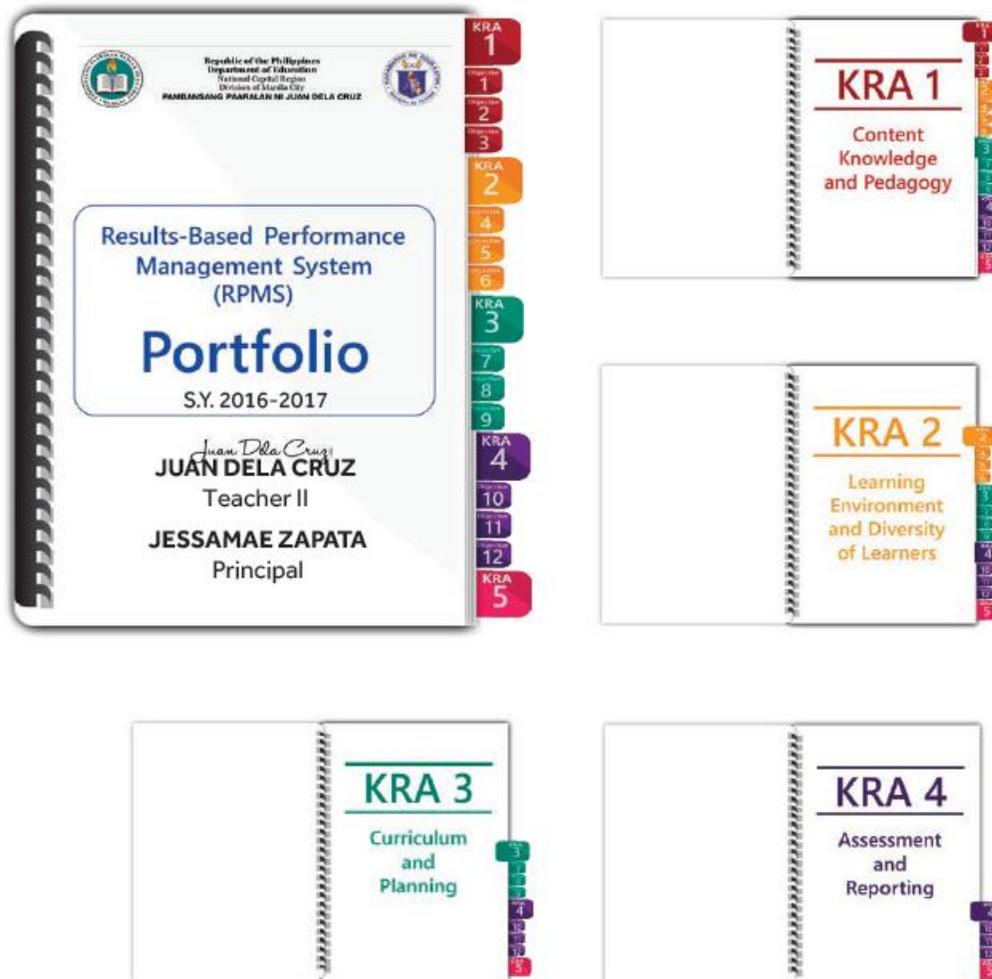
- 5. Tell the group to begin.**

Participants may need to be reminded again not to look/check the RPMS Manual/Tool during the exercise.

The activity will end when at all the group least three teams have completed the task correctly.

6. Sample Expected Output

Each group are expected to produce a sample organize teacher portfolio containing all the necessary attachments as same as the illustration below.



7. Discuss the process:

Ask the group using the following list of processing questions in the slide.

- Are you happy with your portfolio arrangement?
- How was your experience in arranging the portfolio?
- Were you able to arrange the portfolio properly following through the Manual?
- If you were to assess the portfolio that you organized, would it be easy for you to rate?