



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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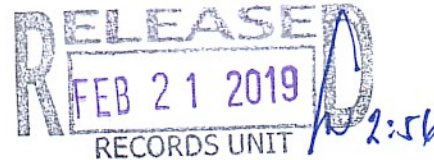


February 20, 2019

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary School Heads
Officers-in-Charge
Public Schools

DIVISION OF CITY SCHOOLS
MARIKINA



**BASIC CROCHET AND BASIC HAND KNITTING WORKSHOP
OF THE MANILA BAY THREAD CORPORATION**

Attached is a letter of *Mr. Ian D. Montenegro*, Managing Head, Manila Bay Thread Corporation dated February 19, 2019 re: **“Basic Crochet and Basic Hand Knitting Workshop”** on March 2 and 9, 2019 at the Lecture Room, Manila Bay Thread Corporation, content of which is self-explanatory, for information and appropriate action.

Please submit the names of three (3) EPP/TLE Teachers from Grade 4 to 6 (1 per grade level) at CID Office through Mr. Joseph T. Santos on or before February 22, 2019.

Immediate and wide dissemination of this Memorandum is desired.

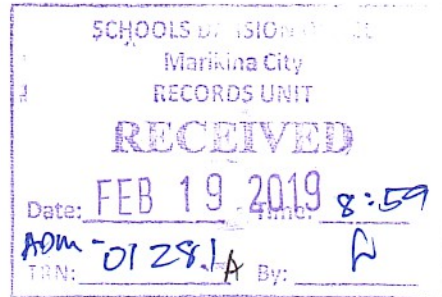

JOEL T. TORRECAMPO
Officer-in-Charge

Office of the Schools Division Superintendent



February 19, 2019

Dr. Joel T. Torrecampo
Officer in Charge
Office of the Schools Division Superintendent
DepEd Division of Marikina



Dear Dr. Torrecampo,

Thank you very much for your positive response to our proposal. The opportunity to impart knowledge to the Technology and Livelihood Education teachers of Marikina is very important to us, being a part of the community. The objective of this activity is to equip the TLE teachers with the basic knowledge and skills to help them teach Crochet and Knitting.

Here below are the details of our proposed Basic Crochet and Basic Hand knitting workshops.

DATE	TIME	ACTIVITY
2-Mar	BASIC CROCHET WORKSHOP	
	8AM to 8:15AM	Assembly
	8:15AM	Welcome Remarks
		Introduction
		Plant Tour
	8:30AM	Batch 1
	8:45AM	Batch 2
	9AM	Batch 3
	9:30AM	AM Snacks
	9:45AM	Workshop Proper
	12NN to 1PM	Lunch
	1PM to 2:30PM	Workshop Proper
	2:30PM to 2:45PM	PM Snacks
2:45PM to 3PM	Projects	
9-Mar	BASIC KNITTING WORKSHOP	
	8AM to 8:15AM	Assembly
	8:15AM to 9:15AM	Review of Crochet Projects
		Discussion with Sales Team
	9:15AM to 9:30AM	AM Snacks
	9:30AM	Workshop Proper
	12NN to 1PM	Lunch
	1PM to 2:30PM	Workshop Proper
	2:30PM to 2:45PM	PM Snacks
2:45PM to 3PM	Awarding of Certificates	

We propose to hold the workshop on Saturdays but is open to whatever schedule your teachers are available. The maximum number of attendees per session is fifty (50) persons. The workshops will be held at the Lecture Room, Manila Bay Thread Corporation compound.



The modules of the workshops are as below.

Basic Crochet	Basic Hand Knitting
Introduction	Introduction
Materials Needed	Materials Needed
Crochet Abbreviations, Terminologies and Symbols	Knitting Abbreviations, Terminologies and Symbols
Turning Chains	Methods of Knitting
Holding the Hook	Slip Knot
Slip Knot	Casting On
Holding Threads	Knit Stitch
Chain Stitich	Casting Off
Single Crochet/Double Crochet	Purl Stitch
Half Double Crochet/Treble	Garter Pattern
Attaching New Threads	Stockinette Pattern
Securing Yarn Ends	Projects
Joining Finished Crochet Projects	
Finishing Yarn Ends	
Projects	

We hope the above proposal is satisfactory.

Should there be anything of concern, please let us know. You may contact Ms Cris Aguilar (0918-9309953) and Ms Jackie Reyes (02-5703751) from our Marketing Department.

Thank you very much and we look forward to a fruitful partnership with your team.

Sincerely yours,



Ian D. Montenegro
Managing Head
MANILA BAY THREAD CORPORATION