



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 30, 2025

DIVISION MEMORANDUM
No. 544, s. 2025

SDO CATANDUANES SERIES OF TRAININGS ALONG THE REVISED K TO 12 CURRICULUM-PHASE 2

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 00770 s. 2025 re: *DepEd Region V Implementation Guide for series of Trainings along the Revised K to 12 Curriculum-Phase 2*, this office will conduct the **Series of Trainings along the Implementation of the Revised K to 12 Curriculum-Phase 2 at Rakdell Inn, Virac, Catanduanes following the schedule below:**

Date	Activities
July 2, 2025	Division Orientation Workshop (DSOW) for Program Management Team
July 3-5, 2025	Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 2 and 3
July 7-9, 2025	Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 5
July 10-12, 2025	Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 8
July 30-31, August 01, 2025	Zonal Training of Teachers on the Implementation of Revised K to 12 Curriculum Phase 2(G2358)
August 4-6, 2025	Training of School Leaders on the Implementation of Revised K to 12 Curriculum Phase 2(G2358)

2. This training aims to:

- a. Demonstrate comprehensive understanding of the key components, learning standards, and pedagogical approaches of the revised K to 12 curriculum specifically for Grades 2, 3, 5, and 8;



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

- b. Design and implement contextually relevant and learner-centered instructional plans aligned with the revised k to 12 curriculum;
 - c. Integrate differentiated instruction, formative assessment strategies, and inclusive education practices;
 - d. Lead and support division-wide initiatives that promote effective curriculum implementation, instructional supervision, and professional learning communities and;
 - e. Empower school leaders to monitor curriculum delivery, mentor teachers, and foster a culture of excellence and accountability.
3. Enclosed to this memorandum provide details as follows:
 - a. Enclosure a: Training Matrices
 - b. Enclosure b: List of Trainers
 - c. Enclosure c: Allocation list of Participants
 - d. Enclosure d: Program Management Team Composition and Terms of Reference
4. Target participants are requested to pre-register through this link: <https://forms.office.com/r/2Qc8LKKDda> to confirm their attendance. Furthermore, participants are reminded to bring the following: laptop, extension wires, cellphone with active mobile data/internet access, and school ID card, to be used during the conduct of the training.
5. Meals, supplies/ materials and other activity expenses shall be charged to the Division MOOE (PSF for the HRD Implementation of the Revised K to 12 Curriculum Training Activities) while the travel and incidental expenses shall be charged to local fund/moee subject to usual accounting and auditing rules and regulations.
6. This memorandum is for dissemination, guidance, and compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

Enclosure A to DM No. 544,s. 2025

TRAINING MATRIX
Training of the Revised K to 12 Curriculum (MATATAG Curriculum)
INTEGRATED LEARNING EXPERIENCES (ILE)
Grade 2 and 3: July 3-5, 2025

Activities			
TIME	DAY 1	DAY 2	DAY 3
7:30-8:00	Registration	Preliminaries/MOL	Preliminaries/MOL
8:00-9:00	Pretest c/o PMT	Session 4: Instructional Design Framework in Learning Areas <i>Ma. Gina M. Templonuevo- EPS (Filipino)</i>	Session 12: ILE Worksheets, and ILE Evaluation <i>Gina Pantino, EPS (English)</i>
9:00-10:00	Opening Program	Session 5: Pedagogy and Assessment in Learning Areas <i>Marivic T. Camacho - EPS, EsP</i>	
10:00-11:15	Session 1: The General Shape of the MATATAG Curriculum (Plenary) <i>Maryjean S. Romero- CID Chief</i>	Session 6: Lesson Planning in Learning Areas <i>Gina B. Pantino, EPS(English)</i>	Session 13: ILE PETA and ILE Monitoring Tool, <i>Nino Gerard Ceneta- EPS (Science)</i>
11:15-12:00	Session 2: MATATAG Curriculum: Instructional Design Framework (Plenary) <i>Gina L. Custodio- EPS (Kindergarten/SNED)</i>		
12:00-1:00	NOON BREAK	NOON BREAK	NOON BREAK
TIME	DAY 1	DAY 2	DAY 3
1:00- 2:45	Session 3 : Curriculum Standards and Competencies Quarter 1- Grades 2 & 3 Reading and Language,	Session 7: Region V's Integrated Learning Experiences: An Integrative Approach of Teaching the MATATAG Curriculum in the Early Grades and Session 8: Overview of	Session 14: Micro Teaching by Cecile Alvea, Vernie Postrado, Soledad Gianan <i>Facilitators: Amelia B. Cabrera</i>

	Mathematics, MAKABANSA, GMRC, Cecile S. Alvea, School Principal I	ILE Marivic T. Camacho- EPS (Esp)	-EPS (EPP/TLE), Jesslyn T. Taway EPS-LRMDS
		Session 9: Features of Region V's ILE in the Early Grades - Ma. Gina M. Templonuevo -EPS (Filipino)	Session 15: Return Demo- 5 school heads participants Facilitators: Marivic T. Camacho EPS- EsP and Frankie T. Turalde EPS-MAPEH
2:45- 4:45	Session 4 : Curriculum Standards and Competencies Quarter 1- Grades 2 & 3 Reading and Language, Mathematics, MAKABANSA, GMRC, Vernie Postrado, Head Teacher	Session 10: The Horizontal Articulation Map & Matrix Session 11: Components of Integrated Curriculum Map Jezrahel T. Omadto, EPS (Mathematics) Session 12: ILE Lesson Exemplars Grade 2 - English, Filipino, Mathematics, Makabansa, and GMRC Jayson Floranza, EPS (AP) Grade 3 - English, Filipino, Mathematics, Makabansa, and GMRC Jezrahel T. Omadto, EPS (Mathematics)	Clearing House ,Posttest , Closing Protocols
4:45- 5:00	End-of-Day Evaluation/Reminders	End-of-Day Evaluation/Reminders	End-of-Day Evaluation/Reminders

TRAINING MATRIX

Training of the Revised K to 12 Curriculum (MATATAG Curriculum)

Grade 5: July 7-9, 2025

Activities

TIME	DAY 1	DAY 2	DAY 3
7:45- 8:00 a.m.		MOL	MOL
8:00- 8:30 a.m.	Pre-Test	Session 6: Walkthrough and Process and Process of Unpacking for Q 1 &2 Standards Competencies and Integration	Session 10: Class Observation (Plenary) Ma. Gina M. Templonuevo- EPS (Filipino)
8:00 - 10:00 a.m.			
8:00 - 9:00 a.m.	Opening Program		
9:00 - 10:00 a.m.	Session 1: The General Shape of the MATATAG Curriculum (Plenary) CID Chief Maryjean S.Romero	(Break-Out Sessions)	Demonstration Teaching by Learning Area (Break-Out Sessions)
9:00 - 10:00 a.m.		Health Break	
10:00-10:15 a.m.			
10:15 -11:00 a.m.			Session 11: Collaborative Expertise Gina B. Pantino- EPS (English)
11:00 a.m.- 12:00 nn			

10:15 a.m. -12:00 nn	Session 2 : Overview of Instructional Design Framework Gina L. Custodio- EPS (Kinder/SNED/MATATAG Coordinator	Session 7: Understanding Q 1 &2 Assessment and Learning Resources and Technology (Break-Out Sessions)	
12:00 nn- 12:45 nn		LUNCH BREAK	LUNCH BREAK
12:45 - 12:45 p.m.	MOL	MOL	MOL
TIME	DAY 1	DAY 2	DAY 3
1:00 - 2:00 p.m.	Session 3: Walkthrough per Learning Area (Break-Out Sessions)	Session 8: Understanding Q 1 &2 Assessment Pedagogy and Learning Resources and Technology	Session 12 : Workplace Application Plan (Plenary) Nino Gerard Ceneta, EPS (Science) Clearing House
2:00 -3:00 p.m.			Post Test
2:00 - 3:30 p.m.	Session 4: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	(Break-Out Sessions)	Closing Program
3:30 - 3:45 p.m.	Health Break		
3:00 - 3:15 p.m.		Health Break	
3:45 - 5:15 p.m.	Session 5: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	Session 9: Designing of Lesson Plan based on the IDF Principles (Break-Out Sessions)	
Expected Outputs	Accomplished Worksheets	Accomplished Curriculum Plan and Lesson Plan, Workplace Application Plan	
5:15 - 5:30 p.m.	End -of the- Day Reminders and Evaluation		

10:15 a.m. -12:00 nn	Session 2 : Overview of Instructional Design Framework Gina L. Custodio-EPS (Kinder/SNED/MATATAG Coordinator)	Session 7: Understanding Q 1 &2 Assessment and Learning Resources and Technology (Break-Out Sessions)	
12:00 nn- 12:45 nn		LUNCH BREAK	LUNCH BREAK
12:45 - 12:45 p.m.	MOL	MOL	MOL
TIME	DAY 1	DAY 2	DAY 3
1:00 - 2:00 p.m.	Session 3: Walkthrough per Learning Area (Break-Out Sessions)	Session 8: Understanding Q 1 &2 Assessment Pedagogy and Learning Resources and Technology	Session 12 : Workplace Application Plan (Plenary) Nino Gerard Ceneta, EPS (Science) Clearing House
2:00 -3:00 p.m.			Post Test
2:00 - 3:30 p.m.	Session 4: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	(Break-Out Sessions)	Closing Program
3:30 - 3:45 p.m.	Health Break		
3:00 - 3:15 p.m.		Health Break	
3:45 - 5:15 p.m.	Session 5: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	Session 9: Designing of Lesson Plan based on the IDF Principles (Break-Out Sessions)	
Expected Outputs	Accomplished Worksheets	Accomplished Curriculum Plan and Lesson Plan, Workplace Application Plan	
5:15 - 5:30 p.m.	End -of the- Day Reminders and Evaluation		

Enclosure A to DM No. 544,s. 2025

TRAINING MATRIX

Training of the Revised K to 12 Curriculum (MATATAG Curriculum)

Grade 8: July 10-12, 2025

Activities

TIME	DAY 1	DAY 2	DAY 3
7:45- 8:00 a.m.		MOL	MOL
8:00- 8:30 a.m.	Pre-Test	Session 6: Walkthrough and Process and Process of Unpacking for Q 1 &2 Standards Competencies and Integration	Session 10: Class Observation (Plenary) Ma. Gina M. Templonuevo- EPS (Filipino)
8:00 - 10:00 a.m.			
8:00 - 9:00 a.m.	Opening Program		
9:00 - 10:00 a.m.	Session 1: The General Shape of the MATATAG Curriculum (Plenary) CID Chief Maryjean S.Romero	(Break-Out Sessions)	Demonstration Teaching by Learning Area (Break-Out Sessions)
9:00 - 10:00 a.m.		Health Break	
10:00-10:15 a.m.			
10:15 -11:00 a.m.			Session 11: Collaborative Expertise Gina B. Pantino- EPS (English)
11:00 a.m.- 12:00 nn			

10:15 a.m. -12:00 nn	Session 2 : Overview of Instructional Design Framework Gina L. Custodio-EPS (Kinder/SNED/MATATAG Coordinator)	Session 7: Understanding Q 1 &2 Assessment and Learning Resources and Technology (Break-Out Sessions)	
12:00 nn- 12:45 nn		LUNCH BREAK	LUNCH BREAK
12:45 - 12:45 p.m.	MOL	MOL	MOL
TIME	DAY 1	DAY 2	DAY 3
1:00 - 2:00 p.m.	Session 3: Walkthrough per Learning Area (Break-Out Sessions)	Session 8: Understanding Q 1 &2 Assessment Pedagogy and Learning Resources and Technology	Session 12 : Workplace Application Plan (Plenary) Nino Gerard Ceneta, EPS (Science) Clearing House
2:00 -3:00 p.m.			Post Test
2:00 - 3:30 p.m.	Session 4: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	(Break-Out Sessions)	Closing Program
3:30 - 3:45 p.m.	Health Break		
3:00 - 3:15 p.m.		Health Break	
3:45 - 5:15 p.m.	Session 5: Understanding the Curriculum, Q1 Critical Content per Learning Area (Break-Out Sessions)	Session 9: Designing of Lesson Plan based on the IDF Principles (Break-Out Sessions)	
Expected Outputs	Accomplished Worksheets	Accomplished Curriculum Plan and Lesson Plan, Workplace Application Plan	↓
5:15 - 5:30 p.m.	End -of the- Day Reminders and Evaluation		



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure B: List of Trainers

**LIST OF TRAINERS PER LEARNING AREA BY GRADE LEVEL FOR
 MATATAG EXPANSION AND ROLL OUT- PHASE 2**

Grade Level	Zone	No. of teachers	No. of Classes/PMT	Trainers	Names
Grade 2 (Makabansa, English, Filipino, Mathematics, GMRC)	Zone 1	110	3	6	1. Jane Tabor 2. Vernie Postrado 3. Soledad Gianan 4. Cecile Alvea 5. Robert Tablate 6. Nestor V. Quintal
	Zone 2	74	2	4	1. Myla Cordial 2. Rodel Tayo 3. Vanessa T. Polero 4. Christophere Tapas
	Zone 3	62	2	4	1. Clarissa Magdaraog 2. Liza Arrojo 3. Aileen V. Vera 4. Francia Tebelin
	Zone 4	63	2	4	1. Jill Ann Sarmiento 2. Marichris Eusebio 3. John Bryan Arcilla 4. Jennierose Rodriguez
TOTAL		309	9	18	
Grade 3 (Makabansa, English, Filipino, Mathematics, Science, GMRC)	Zone 1	112	3	6	1. Salve Templo 2. Francis Surban 3. Prince Lee Subion 4. Ricky delos Santos 5. Mary Liza Ibayan 6. Joan Correo
	Zone 2	77	2	4	1. Timmy Alcantara 2. Adeleine Rubio 3. Juan Geromo 4. Mary Jane T. Valenzuela
	Zone 3	60	2	4	1. Shryll Tuplano 2. Sheryll Lita 3. Rebecca Villacorta 4. Randi Odi
	Zone 4	61	2	4	1. Minnie Lopez 2. Jowie Sanchez 3. Maria Yolly Seña



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Grade Level	Zone	No. of teachers	No. of Classes/PMT	Trainers	Names
					4. Irma Miraran 5. Bernard Condono Jr.
	TOTAL	310	9	18	
Grade 5	Zone 1	153	5	15	1. Dennis Gianan 2. Lilibeth Tabuzo 3. Rolly Nazareno 4. Yolanda Tayam 5. Anchelita Sicio 6. Jason Yutan 7. Reggie Cerdania 8. Jay Tabuzo 9. Eligio Sales 10. Jessie Icaranom 11. Shiela Marie Sapanta 12. Napoleon Arcilla 13. Demetrio Suarez 14. Ronald Coronejo 15. Neil Banares
	Zone 2	109	4	12	1. Rowena Tindugan 2. Jhonneyboy Bernal 3. Mark John Eustaquio 4. Lilibeth Gualberto 5. Rocelia Trinidad 6. Estrella Rojas 7. Ara Bodota 8. Analyn Carpio 9. Jan Marvin Toledana 10. Jenry Tayam 11. Marigen Torrente 12. Eddie Cadag
	Zone 3	81	2	6	1. Cynthia Usero 2. Mary Ann Belardo 3. Ma. Karen Papango 4. Marites Sanchez 5. Cherilyn Turado 6. Danilo Valderama



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Grade Level	Zone	No. of teachers	No. of Classes/PMT	Trainers	Names
	Zone 4	73	2	6	1. Joven Onan 2. Edwin Resare 3. Maria Vegim 4. Ian Lopez 5. Rosiel Imperial 6.
	TOTAL	416	13	39	
Grade 8	Zone 1	116	8	16	1. Vernie Robles (MTC) 2. Jesus Gianan (MTC) 3. Romer Teves (NGC) 4. Jessyca Barro (NGC) 5. Lorraine Chiong (GBP) 6. Ruel Fernandez (GBP) 7. Allan Benoyo (ABC) 8. Maybelle Rubio (ABC) 9. Cynthia Sorra (FTT) 10. Efren O. Matienzon (FTT) 11. Joy Tabios (MGT) 12. Emmanuel Barrameda (MGT) 13. Edgar T. Sarmiento (JTO) 14. Elizabeth Abrasaldo (JTO) 15. Teresa Camu (JMF) 16. Charina P. Villegas (JMF) 17. Aileen Tabilog (ABC) 18. Ava Doreen Mahilum (ABC)
	Zone 2	144	8	16	1. Sonia Prensader (GBP) 2. Annabel Tendenilla (GBP) 3. Salvador Flores (MTC) 4. Jowie Taño (MTC) 5. Jane Tuplano (ABC) 6. Lorenzo Gando (ABC) 7. Rico Trollano (MGT) 8. Liza Buenafe (MGT) 9. Beth B. Valeza (NGC) 10. Marites Gando (NGC) 11. Lyra Tusi (JTO) 12. Juan Torreja (JTO)



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Grade Level	Zone	No. of teachers	No. of Classes/PMT	Trainers	Names
					13. Imelda T. Mendoza (JMF) 14. Jose Arcilla Jr – PSDS (JMF) 15. Kaziell Mae V. Custodio (FTT) 16. Dessa Angela Batalla (FTT) 17. Teresita Manlangit (ABC) 18. Freddie Tria (ABC)
	Zone 3	97	8	16	1. Jenny Cabrera (NGC) 2. Cheryll B. Vistal (NGC) 3. Milagros Lim (GBP) 4. Janet Tonio (GBP) 5. Jingkymay Fernandez (ABC) 6. Josephine Velchez (ABC) 7. Clemente Olarte (MTC) 8. Christopher Villamartin (MTC) 9. Erwin de Jesus (JTO) 10. Hanelyn R. Pasuengos (JTO) 11. Paul Alcantara (MGT) 12. Rosie O. Balbua (MGT) 13. Charlie Teves (JMF) 14. Marilyn Garcia (JMF) 15. Mariel Sarmiento (FTT) 16. Mary Joy P. Lara FTT)
	Zone 4	132	8	16	1. Ronald Refre (NGC) 2. Cesmenda Borromeo (NGC) 3. Efren Matienzo (FTT) 4. Maria Soledad Conche (FTT) 5. Jeric San Jose (GBP) 6. Dave Sarmiento (GBP) 7. Nelson Narit (ABC) 8. Ramil Antonio (ABC) 9. Pinky Talion (MGT) 10. Glory Anne De luna (MGT) 11. Irene Aguilar (ABC) 12. Imee Tacorda (MTC) 13. Marichil A. Sabeniano (MTC) 14. Mark Espiritu (JMF) 15. Joy Saberola (JMF) 16. Alex Habana (JTO) 17. John Carlo A. Lucero (JTO)
TOTAL		541	32	64	



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure C to DM No. 544, s. 2025

Activity	Facilitator	PMT	Trainees	Total
Division Orientation Workshop of Trainers for Expansion	10	8	63	81
Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 2 and 3	4	4	54	62
Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 5	3	2	38	43
Expansion of Core Training Faculty on the Conduct of Revised K to 12 Curriculum Phase 2 (G2358) Capacity Building Grade 8	3	2	58	63
Zonal Training of Teachers on the Implementation of Revised K to 12 Curriculum Phase 2(G2358)	150	63	1,589	1,802
Training of School Leaders on the Implementation of Revised K to 12 Curriculum Phase 2(G2358)	10	4	186	200



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure D to DM No. 544, s. 2025

Program Management Team Terms of Reference for Implementation of the Series of Trainings along the Revised K to 12 Curriculum Phase 2 and other Professional Development Activities across Governance levels in DepEd Region V

ROLE	PERSONNEL IN-CHARGE/ DUTY BEARERS	TERMS OF REFERENCE
Program Manager	Romel G. Petajen	- Oversees the implementation of the entire program - Organize the PMT to that all processes are carried out and outputs delivered according to standards - Orients the PMT and the resource persons / subject –matter experts on their terms of reference and the details of the program design - Leads in conducting debriefing with the PMT and resource speakers /subject-matter experts
Learning Manager	Mary Jean S. Romero	- Oversees the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts - Facilitates management of learning activities as scheduled and as



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

		needed • Facilitates integration session at the end of the intervention , including preparation of Workplace Application Plan • Ensures that the pre-assessment is administered • Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator • Prepares and sends a communication to Participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan • Coordinates with CLMD Chief on issues and concerns about the delivery of the sessions
SDO NEAP Focal Person	Aroline T. Borja (EPS, SGOD)	• Ensures that the training complies with the NEAP standards • Assists in the conduct of the debriefing • Assigns specific roles and responsibilities such as learning Process Observers , Class Managers, Monitoring and Evaluation Team, and Documenters



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

		- Ensures that Resource Persons are properly introduced using the CV provided - Attend to participants' needs through other members of the PMT - Ensures proactive support to the RPs
Resource Speaker / Subject – matter Expert	- Maryjean S. Romero- Program Manager - Gina L. Custodio- Learning Manager - Jayson M. Floranza- Araling Panlipunan - Gina B. Pantino- English - Ruth B. Sorra- English - Myla B. Cordial- English - Amelia B. Cabrera- EPP/TLE - Ava Doreen Mahilum- EPP/TLE - Allan Benoyo- EPP/ TLE - Lilibeth Tabuzo- EPP/TLE - Jane T. Tuplano- EPP/TLE - Marivic T. Camacho- ESP - Cecile S. Alvea- Cecile S. Alvea - Jowie Tano- EsP - Salvador T. Florez- EsP - Ma. Gina M. Templonuevo- Filipino - Jezrahel T. Omadto- Mathematics - Joselito T. Ruiz- Mathematics - Vernie T. Postrado- Mathematics - Frankie T. Turalde-MAPEH - Efren O. Matienzo- MAPEH - Ma. Soledad Conche-MAPEH - Nino Gerard C. Ceneta -Science - Marisol T. Lim- Science - Jayson Yutan- Science - Jeslyn T. Taway- Learning Resource Manager - Jogene Alily T. San Juan- Learning Resource Manager - Peachie Roschel T. Chavez- Learning Resource Manager	Applies effective presentation and facilitation techniques in conducting assigned sessions Provide expert content input during learning sessions.
Process Observers	- Brenda V. Villarey - Jose T. Arcilla Jr - Arnold M. Valledor	- Monitors the flow and dynamics of the training process - Observes participant engagement and interaction



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

		• Takes note of group dynamics (e.g. participation equity, communication barriers) • Identifies any issues in time management, facilitation or training delivery • Provides feedback to the facilitators after sessions to improve future activities.
M & E Team	1. Rita SR. Tablate - Division Team Leader 2. Achilles V. Alberto- Asst. Leader 3. Shene Tabo- M & E Associate for Bagamanoc North 4. Rachel Mae Pascua- M & E Associate Bagamanoc South 5. Richelle Agapen-M & E Associate for Baras North 6. Ma. Dolores Cerdon- M & E Associate for Baras South 7. Jannette Marquez- M & E Associate for Bato West 8. 9. Naomi Sharmaine Arcega- M & E Associate for Caramoran North 10. Christian Belchez- M & E Associate for Caramoran South 11. Lanie Mendoza- M & E Associate for Gigmoto 12. Eugene Jimi Patrick Valez- M & E Associate for Pandan East 13. Ma. Christina Alcantara-M & E Associate for Pandan West 14. Lara Melissa Tito- M & E Associate for Panganiban 15. Chanda Soliveres-M & E Associate for San Andres East 16. Debbie Go-M & E Associate for San Andres West 17. Lyn Antonette Tedera- M & E Associate for San Miguel South 18. Sarah Kay Sarmiento- M & E Associate for San Miguel North 19. Regine Ogena- M & E Associate for Viga East	• Leads in the conduct of the orientation M and E Tool • Prepares and implements the Monitoring and Evaluation Plan in the collaboration with the Program Management Team (PMT). • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. • Applies process observation and prescribed tools to monitor and evaluate program delivery. • Administers and analyzes the results of Level 1 evaluation which is to be presented during the debriefing. • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. • Prepares Post-Program



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

	20. Aileen Timajo- M & E Associate for Viga West	Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
Documenter	1. Imaculate T. Latorre	- Documents the proceedings of the learning sessions using the prescribed documentation template. - Takes photos of the different parts of the program delivery.
Class Managers	1. Jogene Alily T. San Juan 2. Peachie Roschel T. Chavez 3. Anthony V. Aguirre	- Ensures that there are energizers in between sessions. - Supports the smooth conduct of training sessions. - Coordinates logistics (e.g., seating arrangements, materials distribution). - Prepares and sets up necessary hardware and software (computers, projectors, internet connectivity, learning management systems). - Assists in timekeeping and ensures sessions start and end on time. - Handles participant needs or issues during the session (e.g., restroom breaks, technical concerns). - Records key details and outputs of the training. - Takes comprehensive notes during the sessions. - Identify participants for the FGD endorsed to QAME.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Secretariat	Elizabeth S. Urbano	• Attends registration needs of learners. • Ensures that learners fill up attendance sheets every day. • Prepares directory of participants based on registration forms. • Assists in the distribution of learning materials and supplies. • Assists in posting and collecting session outputs. • Compiles session documents and learning resource materials.
Welfare Officers	1. Amylou B. Celso 2. Jennifer T. Casallo 3. Melanie R. Ibardaloza	• Ensures that provisions for the inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are always adequate and available in the venue. • Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject – matter experts (including incidents of social exclusion, sexual harassment, etc.).
Logistics Officers	1. Carol P. Gil 2. Marife B. Brequillo	• Prepares the CPD documents for submission to the PRC through the NEAP-R (if applicable) • Leads in crafting the Program completion report.



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

		- Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. - Lead ocular inspection of venues to ensure adherence to standards and specifications. - Checks the session rooms are always ready for use and conducive to learning.
Finance Officer	1. Angelo James O. Aguinalde 2. Liza R. Bernardo 3. Marjorose T. Lopez 4. Carol P. Gil	- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. - Initiates Procurement processes of resources, materials, and relevant services, and follows up fund disbursement with appropriate offices. - Monitors and documents all disbursements against the budget to support liquidation. - Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.
Training Technology Support	1. Jennifer B. Metica- SDO ICTU 2. John Bryan C. Laguda- SDO- ICTU 3. Emma Lynn Gianan- Oga ES 4. Ian Dela Rosa- Lumabao ES 5. Suzette Olarve-San Miguel ES 6. Rosa Austero Jra.-Mabato CES	- Ensures the availability of functional SDO LMS utilized in the conduct of training. - Coordinates with training organizers to



San Roque, Virac, Catanduanes
 052-8114036 / 09623505374
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

	7. Jake Sarmiento-VPES 8. Mark Lester Padilla-Cabugao IS 9. Ghol Bonaobra-CNHS 10. Leo Tuplano Jr. - Baras RDHS	determine technical requirements. • Checks the usability and appropriateness of the necessary hardware and software (computers, projectors, internet connectivity, learning management systems) needed in the training. • Ensures the availability and functionality of online platforms (e.g., Zoom, Google Meet, MS Teams) if necessary. • Assists in the development and testing of digital training materials and modules. • Provides real-time remote or actual technical support to trainers and participants. • Monitors and troubleshoots connectivity issues, audio-visual problem, and online platform-related concerns. • Ensures proper documentation of attendance and participation using digital tools. • Manage breakout rooms, screen sharing, and another platform features as needed. • Assists in the collection and analysis of feedback through digital/online surveys or forms. • Supports the preparation of training
--	--	--



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

		reports and documentation involving digital and online mechanisms. • Archives materials and recordings for future reference. • Provides recommendations for improving technical support in future trainings.
--	--	---



San Roque, Virac, Catanduanes
052-8114036 / 09623505374
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph