



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

9 Mayo 2025

MEMORANDUM PANSANGAY

Blg. **05-157** s. 2025

**PAGSASANAY PARA SA MGA GURO NG JHS at SHS NA NAGTUTURO
NG FILIPINO NA HINDI Majors**

Sa mga : Kawaksing Tagapamanihala ng mga Paaralan
Hepe, CID at SGOD
Mga Punongguro, Antas Sekundarya
Mga Guro ng JHS at SHS

1. Alinsunod sa nilalaman ng DM-OUHROD-2024-1844, na may petsa Setyembre 16, 2024, sa pamamagitan ng Opisina ng *Undersecretary for Human Resource and Organizational Development*, ipinapaabot ng tanggapang ito ang pagpapatupad ng **Pagsasanay sa mga Guro ng JHS at SHS na Nagtuturo ng Filipino na hindi Majors** na nakatakdang gawin, Hunyo 2-6, 2025. Isasapinal pa ang pook-dausan (venue) at ito ay i-anunsiyo sa isang nabuong *group chat* sa *messenger*.
2. Layunin ng palihan ang mga sumusunod:
 - 2.1 Naipakikita ang pag-unawa sa mga sakop at mahahalagang katangian ng Filipino bilang asignatura;
 - 2.2 Nagagamit ang praktikal at epektibong mgaistratehiya batay sa pananaliksik sa pagtuturo ng Filipino sa iba't ibang baitang/ antas ; at
 - 2.3 Naiiangkop ang paggamit na mga estratehiya sa pagtatasa o pagtataya para sa mga aralin ng Filipino.
3. Ang pagsasanay na ito ay may NEAP *Accreditation* at ang mga kalahok ay may makukuhang **PRC 15 CPD units** na may **PTR Nos -2024-646-8218** kung matatapos at masusunod nito ang mga kahingian ng palihan (*training*) .
4. Kalakip sa memorandum na ito ang mga sumusunod;
 - 4.1 Listahan ng mga Kalahok
 - 4.2 Iskedyul ng mga Gawain (*Seminar Metrix*)
 - 4.3 *Term of reference*



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5. Inaasahang na ang mga kalahok ay mag- *check in* sa *hotel* ,Hunyo 2, 2025 (Lunes,2:00nh)) at kailangang mag- *check-out* , Hunyo 7,2025. (Sabado, 2:00 nh) . Ang *1st meal* ay ihahain sa agahan (*Breakfast* ,Hunyo 2) samantalang ang *last meal* ay isang hapunan (Hunyo 6).

Pagkain (Meals)	Day 1 Hunyo 2	Day 2 Hunyo 3	Day 3 Hunyo 4	Day 4 Hunyo 5	Day 5 Hunyo 6
Agahan (<i>Breakfast</i>)	/	/	/	/	/
Minindal Pang-umaga (<i>Snacks-AM</i>)	/	/	/	/	/
Pananghalian (<i>Lunch</i>)	/	/	/	/	/
Minindal Panghapon (<i>Snacks-PM</i>)	/	/	/	/	/
Hapunan (<i>Dinner</i>)	/	/	/	/	/

6. Ang mga gastusin para sa *board and lodging*, mga kagamitan sa pagsasanay at paglalakbay (*travel expenses*) ay manggagaling sa pondo ng *Human Resource Development (HRD)-Continuing Funds* na sasailalim sa kaukulang pagtutuos at pag-aawdit.

7. Magsasagawa ng isang *hybrid Pre-work conference* (Synchronous /Asynchronous), Mayo 22-23, 2025 sa *Siargao Division Training Center* na sasalihan ng *Technical Working Group* at ang mga *Resource Speakers* para sa maayos na pagpapadaloy ng limang araw na pagsasanay .

8. Ang mga kalahok, mga tagapamahala, at ang *Program Management Team (PMT)* ay makatatanggap sa limang (5) araw na *Service Credits o Compensatory Time Off (CTO)* sa kondisyon na hindi pa nakuha ang limitasyon na 15 araw (15 days service credits/CTO) bawat isa sa isang taon.

9. Para sa karagdagang detalye, sumangguni kay **G. RANDY A. RUDILA**, *Education Program Supervisor* sa Filipino sa email address ; randy.rudila@deped.gov.ph.



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10. Mahigpit na hinihiling sa mga kinauukulan ang karampatang pagsunod at pakikiisa para sa implementasyon ng memorandum na ito.

MANUEL O. CABERTE

Kawaksing Tagapamanihala ng mga Paaralan
Kasalukuyang Namumuno
Tanggapan ng Tagapamanihala ng mga Paaralan

Kalakip: Gaya ng Nasasaad
Reference: Gaya ng Nasasaad

To be indicated in the Perpetual Index under the following subjects:

Filipino

Pagsasanay

Kurikulum

CID/rarudila



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Kalakip Blg 01, Memorandum Blg ____ s 2025 .

Listahan ng mga Kalahok

Blg	Pangalan ng Kalahok	Kasarian	Paaralan/ Opisina
<i>Junior High School</i>			
1	Hannah Leah C. Urquiza	Babae	Alegria NHS
2	Jeanly P. Concha	Babae	
3	Melanie B. Inson	Babae	
4	Shiela Jane G. Carduza	Babae	Atoyay NHS
5	Josephine O. Salvacion	Babae	Burgos NHS
6	Estyphane P. Rivas	Babae	Caridad NHS
7	Jepercal P. Besas	Babae	Consolacion NHS
8	Sherrel N. Gonzales	Babae	Consuelo NHS
9	Blesemie C. Botona	Babae	Dagohoy NHS
10	Rubelyn S. Gemao	Babae	
11	Ria L. Basol	Babae	
12	Rakisa P. Sultan	Babae	Dapa NHS
13	Kheza D. Danas	Babae	
14	Cherry S. Alipaspas	Babae	
15	Marivic Toldo	Babae	Del Carmen NHS
16	Margeline P. Llano	Babae	
17	Genebeth L. Gemparo	Babae	
18	Glenda M. Teraytay	Babae	Gen Luna NHS
19	Bethsaida Risa D. Bertos	Babae	
20	Helen G. Antipasado	Babae	
21	Richelle C. Monter	Babae	Libertad NHS
22	Mary Rose A. Zamora	Babae	
23	Corazon M. Dulzo	Babae	
24	Ingelyn P. Sulapas	Babae	Mariano Matugas Memorial NHS
25	Dedina H. Sanico	Babae	Nueva Estrella NHS
26	Nadelyn Bato	Babae	
27	Espane T. Matugas	Babae	
28	Matet D. Palsario	Babae	Oguing Navarro Memorial NHS
29	Maricel Pacillos	Babae	Pamosaingan NHS
30	Macky Charm P. Carduza	Lalaki	
31	Mary Anica E. Aumentado	Babae	
32	Jocelyn W. Espejon	Babae	Pilar NHS
33	Mylene A. Malaza	Babae	



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34	Catherne U. Alipaspas	Babae	Roxas NHS
35	Flore Gem G. Salubre	Babae	San Benito NHS
36	Emelyn Monter	Babae	
37	Louella M. Moca	Babae	San Isidro NHS
38	April Jean C. Mero	Babae	
39	Rowena A. Bayhon	Babae	Sapao NHS
40	Ruchess D. Savandal	Babae	
41	Merl Mae A. Virtudazo	Babae	
42	Sergio G. Sumando	Lalaki	
43	Shara Jane B. Paitan	Babae	Socorro NHS
44	Jingle C. Taruc	Babae	
45	Annelene C. Espuerta	Babae	
46	Dian P. Consigna	Babae	Sta Fe NHS
47	Lilibeth B. Migullas	Babae	
48	Kethlyn B. Domagtoy	Babae	Suyangan NHS
49	Rhynan C. Consigna	Lalaki	
50	Hernan B. Estalozza	Lalaki	Union NHS
51	Robylyn C. Espinosa	Babae	
52	Lerma Estobo	Babae	
53	Maria Eva Belarmino	Babae	
54	Elsie B. Tarepe	Babae	Lasala Integrated School
55	Rosil A. Pacanot	Babae	
56	Jane Micayas	Babae	Siargao Science NHS
<i>Senior High School</i>			
57	Hannahruth B. Payao	Babae	Alegria NHS
58	Jey ann P. Rudela	Babae	Atoyay NHS
59	Ivy V. Estoque	Babae	Burgos NHS
60	Nerlyn L. Espejon	Babae	Caridad NHS
61	Terdie B. Espaldon	Lalaki	Consolacion NHS
62	Jonna-lou F. Castorico	Babae	Dapa NHS
63	Hannah Shiloh O. Tokong	Babae	
64	Florimen Minglana	Babae	Gen Luna NHS
65	Charmie B. Tesiorna	Babae	
66	Jean Rhea G. Navales	Babae	Mariano Matugas Mem NHS
67	Rochelle J. Adlao	Babae	Nueva Estrella NHS
68	Veama Mondragon	Babae	Pamosaingan NHS
69	Eumelyn B. Sumaylo	Babae	Pilar NHS
70	Argie D. Taro	Babae	
71	Grace T. Nogaliza	Babae	Roxas NHS



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72	Enrique T. Delula II	Lalaki	San Benito NHS	
73	Eliezer E. Numbrera	Lalaki	San Isidro NHS	
74	Luzvem B. Delapena	Babae	Socorro NHS	
75	Marycris C. Virtudazo	Babae		
76	Ann Carlene C Flores	Babae	Sta Fe NHS	
77	Jhondel P. Baranggan	Lalaki	Union NHS	
78	Ryjenn Florino	Babae	Lasala Integrated School	
79	Harvey R. Lauron	Lalaki	Siargao Science NHS	
80	Janeth Lowie D. Jolejole	Babae	Oguing Navarro MMNHS	
Program Management Team				
	Pangalan	Kasarian	Tungkulin/ Responsibility	Opisina/ Station
81	Manuel O. Caberte	Lalaki	Over-all Lead	Division Office
82	Harem L. Taruc,PhD	Babae	SGOD-Chief	Division Office
83	Gemna G. Pobe,EdD	Babae	Program Manager	Division Office
84	Aquino Garcia	Lalaki	Monitoring & Evaluation	Division Office
85	Ferosana D. Tesiorna	Babae	Secretariat	Division Office
86	Louella Espanto	Babae		Division Office
87	Haidy T. Arciga,RN	Babae	Welfare Officer	Division Office
88	Juvy C.Arreza,RN	Babae		Division Office
89	Francisco Golo	Lalaki	Logistic Officer	Division Office
90	Maricris O. Sulapas,CPA	Babae	Finance Officer	Division Office
Technical Working Group				
91	Angel Rose S. Magaluna	Babae	Dokyumenter	Siargao Science NHS
92	Lloyd Pitong	Lalaki		San Miguel ES
93	Jexan J. Garrido	Lalaki		Roxas NHS
94	Shikina L. Despoy	Babae	In charge : Printing of Activity Sheets	Socorro NHS
95	Jen J. Rudila	Lalaki		Socorro CES
96	Fernando A. Dones Jr,PhD	Lalaki	Process Observer	Division Office
Resource Speakers/Subject Matter Expert				
97	Randy A. Rudila	Lalaki	Resource Speakers	Division Office
98	Jujit T. Comandante	Babae		San Benito NHS
99	Lovely Bubbles C. Mante	Babae		Atoyay NHS
100	Rowelyn E. Oraliza	Babae		Gen Luna NHS



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Kalakip Blg 02, Memorandum Blg ____s 2025

ISKEDYUL NG MGA GAWAIN

Oras	Gawain	Resource Speaker/Facilitator
DAY 1.		
8:00-8:30	<i>Face to Face</i> Registration, Opening Program, and Pretest • Overview of the Training	<i>Program Management Team</i>
8:31-10:00	Sesyon 1.1: Ang Filipinong Guro ng Junior at Senior High School	RANDY A. RUDILA License number-0019045 Expiration Date: 01/25/2028
10:01-10:15	Health Break	
10:16-12:00	Sesyon 1.2: Ang Kaligiran ng MATATAG Kurikulum (Baitang 7-10)	JUJIT T. COMANDANTE Lic. No. 0746682 Expiration Date: 04/21/2026
12:00-1:00	Lunch Break	
1:01-3:00	Sesyon 1.3: Ang mga Tekstong Impormatibo at Akademik (SHS Pananaliksik-Lokalisasyon)	Rowelyn E. Oraliza Lic. No. 1595961 Expiry Date: 10/22/2026
3:15-5:00	Sesyon 1.4 : Mga Tekstong Biswal at Multimodal	LOVELY BUBBLES C. MANTE Lic. No. 1542012 Expiration Date 02/08/2026
5:00-5:30	<i>End-of-day Evaluation and Reminders</i>	<i>Program Management Team</i>
Day 2:		
8:00-8:30	<i>Preliminaries</i> Clearing House	<i>Program Management Team</i>
8:31-10:00	Sesyon 2.1: Filipino sa Piling Larang (SHS): Batay nga ba sa Track?	JUJIT T. COMANDANTE Lic. No. 0746682 Expiration Date: 04/21/2026
10:01-10:15	Health Break	
10:16-12:00	Sesyon 2.2: Batayang Kaalaman sa Ortograpiyang Pambansa	RANDY A. RUDILA License Number-0019045 Expiration Date: 01/25/2028
12:01 – 1:00 PM	Lunch Break	



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Oras	Gawain	Resource Speaker/Facilitator
1:01 PM-3:00 PM	Sesyon 2.3: Masinop na Pagsulat: Estructura at Paglinang sa Kaalamang Pangwika	LOVELY BUBBLES C. MANTE Lic. No. 1542012 Expiration Date 02/08/2026
3:01 PM-3:15 PM	Health Break	
3:16-5:00PM	Sesyon 2.4 Pagsulat ng Korespondensiya Opisyal	Rowelyn E. Oraliza Lic. No. 1595961 Expiry Date: 10/22/2026
5:00-5:30	<i>End-of-day Evaluation and Reminders</i>	<i>Program Management</i>
Day 3		
8:00-8:30	<i>Preliminaries Clearing House</i>	<i>Program Management Team</i>
8:31-12:00	Sesyon 3.1: Pagtuturo sa Paglinang ng Makrong Kasanayan (Pakikinig at Pagsasalita)	RANDY A. RUDILA License number-0019045 Expiration Date: 01/25/2028
12:00-1:00	Lunch Break	
1:00-3:00	Sesyon 3.2: Pagtuturo sa Paglinang ng Makrong Kasanayan (Pagbasa at Pagsulat)	Rowelyn E. Oraliza Lic. No. 1595961 Expiry Date: 10/22/2026
3:01-3:15	Health Break	
3:16-5:00	Sesyon 3.3: Pagtuturo sa Paglinang ng Makrong Kasanayan (Panonood)	LOVELY BUBBLES C. MANTE Lic. No. 1542012 Expiration Date 02/08/2026
5:00-5:30	<i>End-of-day Evaluation and Reminders</i>	<i>Program Management</i>
Day 4:		
8:00-9:00	<i>Preliminaries Clearing House</i>	<i>Program Management Team</i>
9:00-12:00	Sesyon 4.1: Pedagohiyang Pampanitikan: Estratehiya sa Pagtuturo ng Panitikan (tula at tuluyan)	JUJIT T. COMANDANTE Lic. No. 0746682 Expiration Date: 04/21/2026



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Oras	Gawain	Resource Speaker/Facilitator
12:00-1:00	Lunch Break	
1:01-3:00	Sesyon 4.2: Pedagoghiyang Pampanitikan: Pagtuturo ng Obra Maestra	LOVELY BUBBLES C. MANTE Lic. No. 1542012 Expiration Date 02/08/2026
3:15-5:00	SESYON 4.3 Sining ng Pagtatanong: Estratehiya at Pamamaraan	RANDY A. RUDILA License number-0019045 Expiration Date: 01/25/2028
5:00-5:30	End-of-day Evaluation and Reminders	Program Management
Day 5:		
8:00-9:00	Preliminaries Clearing House	Program Management Team
9:01-12:00	Sesyon 5: Pagtatasa at Pagtataya sa Filipino	JUJIT T. COMANDANTE Lic. No. 0746682 Expiration Date: 04/21/2026
12:00-1:00	Lunch Break	
1:01-2:00	Sesyon 6: Workplace Application Plan	RANDY A. RUDILA License number-0019045 Expiration Date: 01/25/2028
2:00-5:00	Output Presentation Post Test End of the Program Evaluation Closing Program Awarding of Certificates	



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Kalakip Blg 03, Memorandum Blg____s 2025

TERM of REFERENCE

The following are the members of the Program Management Team and their respective Terms of Reference. They are required to be at the venue during the implementation of the program. However, it is possible that a member of the PMT could hold two roles concurrently (e.g., the logistics officer is also the welfare officer).

Program Management Team

Role	Terms of Reference	Office/Unit for National Implementation of PD Programs	Office/Unit for Field Implementation of PD Programs
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD	Program Owner	GEMNA G. POBE,EDD,DPA <i>Chief, CID</i>



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	documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report.		
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results	Program Owner	RANDY A. RUDILA Education Program Supervisor



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	in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.		
c. Resource Speaker/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.		TRAINED TRAINERS 1. RANDY A. RUDILA 2. JUJIT B. COMANDANTE 3. LOVELY BUBBLES C. MANTE 4. ROWELYN O. GARCIA
d. M&E Coordinator	i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.	SDO M&E	Aquino Garcia-SEPS Louwyn E. Gubaton-EPSII



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	v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.		
e. Documenter	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery.	Program Owner	1. Angel Rose S. Magaluna <i>T-III- Siargao Science NHS</i> 2. Lloyd R. Pitong <i>T-I- San Miguel ES</i>
f. Secretariat	i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheets every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials.	Program Owner	1. FEROSANA D. TESIORNA <i>SEPS -HRD</i> 2. LOUELLA B. ESPANTO <i>EPS II</i>



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g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. 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.).	Program Owner	1. Juvy C.Arreza,RN <i>Nurse II</i> 2. Haidy T. Arciga,RN <i>Nurse II</i>
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h. Logistics Officer	i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning.	Program Owner	HRDD/ NEAP-R 1. Francis C. Golo <i>Supply Officer</i>
i. Finance Officer	i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.	Program Owner	Maricris O. Sulapas, CPA <i>Accountant III</i>