



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



Office of the Schools Division Superintendent

May 14, 2025

DIVISION MEMORANDUM

No. **05-158** s. 2025

**DIVISION TRAINING-WORKSHOP ON PROPER HANDLING AND USING OF BASIC
SCIENCE LABORATORY APPARATUS AND EQUIPMENT**

To: Asst. Schools Division Superintendent
Chief of Divisions
Section/Unit Heads
Education Program Supervisors
District Supervisors / In Charge
Elementary School Principals/School Heads
Secondary School Principals / School Heads
Others Concerned

1. This is to inform the field that a training workshop will be conducted on *June 1-3, 2025 (Batch 1)* with **12 CPD accreditation** under PTR 2024-646-7875 and *June 4-6, 2025 (Batch 2)* with **12 CPD accreditation** under PTR 2024-646-7930. Training venues include the Provincial Convention Center for Batch 1 and Division Training Center for Batch 2.

2. **Terminal objectives:** By the end of the PD program, the participants will be able to:

- a. identify and describe the functions of basic laboratory apparatus and equipment
- b. demonstrate proper handling and maintenance of laboratory apparatus
- c. apply safety protocols in the laboratory

Enabling objectives: Specifically, the participants will be able to:

- a. observe standard operating procedures in conducting experiments
- b. demonstrate proper use and maintenance of laboratory apparatus and equipment
- c. recognize and name common laboratory equipment used for measuring volume, mass, weight, temperature, and density (e.g., graduated cylinders, balances)



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- d. demonstrate the correct use of laboratory apparatus to measure volume, mass, weight, and density accurately.
 - e. explain the pH scale and its significance in measuring acidity and basicity.
 - f. conduct iodine tests to detect the presence of starch in various samples.
 - g. define friction and its causes.
 - h. use tools like spring scales to measure the force of friction
 - i. recognize simple machines in everyday objects and describe their importance.
 - j. determine the importance of safety when using heating tools in the laboratory.
 - k. identify and describe the functions of each part of the compound microscope.
3. A pre-work conference will be held on May 26, 2025, which will be participated in by the learning facilitators, namely, **Relyn D. Raza, Jeanly P. Concha, Princess C. Casio, Jacqueline C. Gubaton** and **Dianne Rose D. Capistrano**. Venue is Division Conference Room.
 4. The lists of participants, activity matrix and terms of reference are found in the Enclosures.
 5. The participants will earn **4.5 Service Credits or CTO** since the training falls on weekends and on long vacation per DO 13, s. 2024.
 6. Lunch and snacks will be served and will be charged to HRTD Funds while the materials to be used will also be charged to the same funds while the traveling expenses of teachers may be charged to the local funds or school MOOE subject to the government accounting and auditing rules and regulations.
 7. Immediate dissemination of this memorandum is highly desired.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: None

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

Training Workshops Science

CID/rdr 2025



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Enclosure 1(Batch 1)

Pilar District		Dapa West		Secondary	
1.Elmark M. Espejon	M	1. Rosalita L. Porpayas	F	1.Judilyn D. Arreza	F
2.Teddy H. Buo	M	2.Jonna Mae C. Ranza	F	2.Jennifer D. Romano	F
3.Dona C. Minguita	F	3.Jemari E. Murillo	F	3.Regeneth S. Petallo	F
4.Jonathan T. Nagar	M	4.Celeste C. Lim	F	4. Linalyn S. Cariaga	M
		5.Hazel Mae S. Buo	F	5.Rosel L. Galabia	F
5.Juanita S. Aparente	F	6.Katrin A. Gocela	F	6. Lady Caroline Sevilla	F
6.Hanna Claire V. Borja	F	7.Flordelina S. Pitas	F		F
7.Lyndel L. Pagalpalan	F	8.Rowena R. Condolon	F		
8.Pury-Ann L. Murilla	F	9.Ma. Dalhia S. Gemparo	F		
9.Edbert S. Alba	M	10.Shiela L. Consigna	F		
10.Janine P. Espaldon	F				
11.Joan B. Cuartero	F	Socorro West			
12.Ma. Donna Mae E. Arana	F	1.Angelita Q. Pelias	F		
13. Roshell M. Verutiao	F	2.Jelimy S. Besas	F	PMT	
San Isidro District		3.Lygen G. Dizon	F	Lowella B. Espanto	F
1.Jessie M. Aborro	F	4.Alona M. Llano	F	Ferosana D. Tesiorna	F
2.Krion Jean J. Dizon	F	5.Jane Grace P. Elandag	F		
3.Albert C. Madrona	M	6.Laike C. Baronday	F	Division Nurse	
4.Rezel C. Pobe	F	7.Kristine Bernadette P. Taruc	F	Jeorlyn V. Gopico	F
5.Chem Ber C. Bisaya	F	8.Irish Q. Sanico	F	M and E	
6.Nanette B. Biñas	F	9.Alvin D. Rayon	M	Aquino D. Garcia, SEPS -M&E	M
7.Aleamar T. Mendoza	M	10.Laarni C. Tamayo	F	Louwyn G. Espejon, EPsII – M&E	F
8.Lea E. Aborro	F	11.Chady Bee D. Dañas	F	Process Observers	
		12.Maggi Mae Q. Sarong	F	Regemie A. Alburo, PhD	F
				Kathleen M. Jornales, MA	F

Prepared:

RELYN DOTILLOS-RAZA
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Enclosure 2 (Batch 2)

Numancia East District	SEX	Sapao District	SEX	14. Jemari E. Murillo	SEX
1. Genevieve S. Arcaya	F	1. Ariel B. Esperanza	M	15. Celeste C. Lim	F
2. May Marissa S. Ravelo	F	2. Novie Grace P. Tisang	F	16. Hazel Mae S. Buo	F
3. Mabel C. Pacquiao	F	3. Kharly Jean G. Abadiez	F	17. Katrin A. Gocela	F
4. Glenda G. Contreras	F	4. Jupelane J. Custodio	F	18. Flordelina S. Pitas	F
5. Milagros M. Calayag	F	5. Estela P. Saldua	F	19. Rowena R. Condolon	F
6. Riva M. Dapar	F	6. Marianne Lucia P. Espejon	F	20. Ma. Dalhia S. Gemparo	F
7. Marebeth C. Cuyno	F	7. Edna P. Lerona	F	21. Shiela L. Consigna	F
8. Nesiell Kay R. Ravelo	F	San Benito District		Socorro East District	
9. Grace V. Sumaylo	F	1. Cheryll T. Pacillos	F	1. Cherelyn D. Dela Peña	F
10. Garel Jeve Sulapas	F	2. Melvan C. Rivas	F	2. Rachel Jane D. Bohol	F
General Luna District		3. Serne M. Dansalan	F	3. Jonathan Quiban	M
1. Ervie Ann C. Conte	F	4. Noregen P. Conde	F	4. Grace C. Rosillo	F
2. Mariberth E. Contamina	F	5. Daylinda R. Glimane	F	5. Januamie B. Labe	F
3. Mark Christian E. Noguerra	M	6. Marlyn E. Ague	F	6. Doyen G. Joaquin	F
4. Analilyn M. Sarvida	F	Dapa East		7. Angelita Q. Pelias	F
5. Madel C. Pomoy	F	1. Marilou A. Gerarcas	F	8. Jelimy S. Besas	F
6. Jayzel Mae S. Mejong	F	2. Luzviminda L. Maceren	F	9. Lygen G. Dizon	F
7. Rizelle Grace G. Traya	F	3. Marilyn G. Madera	F	Numancia West	
8. Roselyn E. Figuron	F	4. Lourdes B. Ruaya	F	1. Rosally B. Muniguita	F
9. Evaniel P. Loroza	F	5. Jennifer D. Samson	F	2. Virgilia Y. Ravelo	F
10. Jhovelyn A. Tarro	F	6. Amabelinda E. Luego	F	3. Resa C. Magusara	F
11. Irene G. Racho	F	7. Regen S. Anasco	F	4. Lynlyn P. Petallo	F
12. Nikki Mae R. Bonita	F	8. Charlito E. Quiban Jr	M	5. Juliet C. Espaldon	F
13. Jonas C. Perocho	M	9. Elieron E. Rosillo	M	6. Marilou G. Obligado	F
14. Ailyn M. Oraliza	F	10. Veah Sharmaine Esteban	F	7. Rosemarie C. Golandrina	F
15. Glecy G. Tesiorna	F	11. Penalyn S. Magsoling	F	8. Avegail S. Sulima	F
16. Cherry Lyn D. Cometa	F			9. Renilyn T. Pobe	F



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17. Rubelyn O. Missiona	F				
		Secondary			
1.Charlyn M. Domael	F	6.Manielyn S. Libay	F	11.Marielle C. Gubaton	F
2.Divina T. Salamingan	F	7.Dindo G. Petallo	M	12.Joecol O. Ramirez	M
3. Von Juvy V. Quintas	F	8.Liezel Joy P. Sulima	F	13.Janua Karen L. Galanida	F
4.Nathaniel E. Gallentes	M	9.Kimpee Sanico	M	14.Mary Kris M. Espino	F
5.Mark Clent E. Liza	M	10. Sharmagne P. Virtudazo 11.April Mae A. Arcaya	F	15. Jhondel P. Baranggan	M
Burgos District		12.Lalane P. Arcena 13.Marlon C. Aborro	F M		
1.Cherimae M. Cinco	F	14.Peterjo Anthony T. Ravelo 15.Doriza V. Ruaya	M F		
2.Malyn S. Nogaliza	F	PMT:		Division Nurse	
3.Catherine L. Botona	F	Lowella B. Espanto	F	Jeorlyn V. Gopico	F
4.Necivel D. Carballo	F	Ferosana D. Tesiorna	F	M and E	
5.Jennifer M. Taro	F	Process Observers: Emilie C. Pomoy, MA Neniel E. Dumanjog, PhD	F M	Aquino D. Garcia, SEPS - M&E Louwyn G. Espejon, EPsII - M&E	M F

Prepared:

RELYN DOTILLOS-RAZA
EPS -Science



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National Educators Academy of the Philippines

Program Management Team Terms of Reference

Enclosure 3

Program Management Team

Role	Terms of Reference	Names of Personnel
a. Program Manager	<ul style="list-style-type: none">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 documents for submission to the PRC through the NEAP-R.vi. Leads in crafting the Program Completion Report.	Chief CID Harem L. Taruc, PhD
b. Learning Manager	<ul style="list-style-type: none">i. Leads the conduct of the program per session room.ii. Ensures that the	Gemna G. Pobe, EdD, DPA

	<p>program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts.</p> <ul style="list-style-type: none"> 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 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	i. Applies effective presentation and facilitation techniques in	1. Relyn D. Raza-EPS 2.Princess C. Casio-T-III

Expert	<p>conducting assigned sessions.</p> <p>ii. Provides expert content input during learning sessions.</p>	<p>3.Jacqueline C. Gubaton-T- III</p> <p>4.Dianne Rose D. Capistrano-T-III</p> <p>5.Jeanly P. Concha-T-III</p>
d. M&E Coordinator	<p>i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.</p> <p>ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.</p> <p>iii. Applies process observation and prescribed tools to monitor and evaluate program delivery.</p> <p>iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.</p> <p>v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.</p> <p>vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.</p>	<p>Aquino Garcia-SEPS</p> <p>Louwyn E. Gubaton-EPSII</p>
e. Documenter	<p>i. Documents the proceedings of the learning sessions using the prescribed documentation template.</p> <p>ii. Takes photos of the different parts of the program delivery.</p>	<p>Jhondel P. Baranggan</p>
f. Secretariat	<p>i. Attends to registration needs of learners.</p>	<p>FEROSANA</p> <p>D.TESIORNA -SEPS - HRD</p>

	<ul style="list-style-type: none"> 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. 	LOWELLA E. BENDANILLO-EPS II
g. Welfare Officer	<ul style="list-style-type: none"> 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.). 	Jeorlyn V. Gopico
h. Logistics Officer	<ul style="list-style-type: none"> 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 	Francis Albert C. Golo

	<p>to ensure adherence to standards and specifications.</p> <p>iii. Checks that session rooms are always ready for use and conducive to learning.</p>	
i. Finance Officer	<p>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.</p> <p>ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.</p> <p>iii. Monitors and documents all disbursements against budget to support liquidation.</p> <p>iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.</p>	Maricris O. Sulapas - Accountant III



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ENCLOSURE 4

Session No.	Duration	Topic	Session Objectives	Resource Speaker/Subject-Matter Expert
DAY 1				
	8:00-9:30AM	Registration/Opening Program		
	9:30-10:00AM	PRETEST		
Session 1	10:00 AM - 12:00 NOON	Steps to a Safer Laboratory	1. Identify and understand the different types of hazards present in the laboratory. 2. Determine the essential safety rules and protocols in the science laboratory	Relyn Dotillos-Raza PRC No.0553481 10/14/2027
Session 2	1:00PM-2:45PM	Laboratory Apparatus, Equipment and Techniques	1. Recognize and name various laboratory apparatuses 2. Demonstrate proper use of handling of different laboratory apparatuses and instruments including their specific applications and safety considerations	Jeanly P. Concha PRC 1464896 9/17/25
Session 3	3:00PM - 5:00PM	Measuring Length, Thickness and Diameter of Objects	1. Identify and use various laboratory apparatus for measuring length, thickness and diameter 2. Determine the importance of accurate and precise measurements in scientific experiments	Princess Conde PRC No. 1511467 9/14/2025
DAY 2				
Session 4	8:30AM – 10:00 AM	Measuring Volume of Liquid and Solid Substances	1. Identify and use laboratory apparatus for measuring the volume of liquid and solids 2. Give the importance of accurate volume	Jacqueline C. Gubaton PRC No. 1385792 01/08/2027



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			<p>measurements in scientific measurements</p> <p>3. Understand the concepts of lower meniscus and upper meniscus</p>	
Session 5	10:00AM-12:00 AM	Measuring Mass, Weight and Density of Objects	<p>1. Recognize and use laboratory apparatus for measuring the mass, weight and density of objects</p> <p>2. Give the importance of accurate measurements in scientific experiments</p>	<p>Jeanly P. Concha</p> <p>PRC 1464896</p> <p>9/17/25</p>
Session 6	1:00PM – 3:00PM	Measuring Friction and Manipulating Simple Machines	<p>1. Define friction and its causes</p> <p>2. Discuss the different types of friction</p> <p>3. Use tools like spring scales to measure the force of friction</p> <p>4. Recognize simple machines in everyday objects and discuss their importance</p>	<p>Dianne D. Capistrano</p> <p>PRC No. 1083931</p> <p>07/28/2027</p>
Session 7	3:15 PM – 5:00PM	Measuring Acidity & Basicity of Solutions and Testing for Starch, Proteins or Fats	<p>1. Identify and use different tools for measuring pH, such as pH meters, litmus paper, and universal indicators</p> <p>2. Measure the pH of different solutions accurately.</p> <p>3. Identify biochemical tests for detecting the presence of starch, proteins, and fats in substances.</p>	<p>Princess Conde</p> <p>PRC No. 1511467</p> <p>9/14/2025</p>
DAY 3				
Session 8	8:30 PM-10:00AM	Safe Use and Care of Laboratory Heating Tools	<p>1. Determine the importance of safety when using heating tools in the laboratory.</p> <p>2. Identify the potential hazards associated with heating equipment and how to mitigate them</p>	<p>Dianne D. Capistrano</p> <p>PRC No. 1083931</p> <p>07/28/2027</p>

Session 9	10:00AM- 12:00NOON	Proper Handling & Using of Compound Microscope	1. Identify and describe the function of each part of the compound microscope, including the eyepiece, objective lenses, stage, and light source. 2. Demonstrate the correct way to carry and handle the microscope to prevent damage.	Jacqueline C. Gubaton PRC No. 1385792 01/08/2027
	1:00PM - 2:30PM	Posttest/ Demo Teaching		
	3:00PM	Closing Program		



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