



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



Office of the Schools Division Superintendent

May 29, 2025

DIVISION MEMORANDUM

No. **05-162**, 2025

DIVISION TRAINING OF GRADE 2, 3, 5, and 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD) Personnel
Elementary School Heads
All concerned
This Division

1. The field is hereby informed of the above-mentioned activity to be conducted on the following dates and venues:

Grade Level	Date	Venue	Total No. of Participants/PMT/RS
Grade 2	June 4-6, 2025	TBA	129
Grade 3	June 4-6, 2025	Siargao Island Convention Center	138
Grade 5	June 25-27, 2025	Dapa NHS	163
Grade 8	June 25-27, 2025	Siargao NSHS	137

2. The capacity building activities will focus on the following aspects:

- Teacher Competence – Strengthening subject mastery and pedagogical expertise
- Instructional Strategies – Enhancing teaching methodologies to improve learning outcomes
- Assessment and Evaluation – Ensuring effective monitoring of student progress and curriculum impact

3. The Distribution of participants, Resource Speakers and Program Management Team with Terms of Reference (TOR) members are found in the attached Enclosures.

4. In alignment with NEAP's efforts to develop systematic and programmatic professional development programs, these activities follow the Engage, Practice, and Consolidate (EPC) Framework (adopted from the Philippine Normal University), which ensures:



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

- a. Teachers actively engage in acquiring new knowledge on content, pedagogy, and assessment related to curriculum delivery;
 - b. Teachers effectively apply these skills in real classroom settings; and
 - c. Teachers consolidate their learning and provide feedback on their experiences to refine their teaching practices for continuous improvement and long-term sustainability.
6. Public Schools District Supervisor must facilitate the distribution of participants per level and per learning area. Meal and Snacks, Training Materials, and all other expenses incurred during the conduct of this activity are chargeable against HRD Funds SARO RO 13-25-00907 subject to standard accounting and auditing rules and regulations.
7. Participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," whichever is applicable.
8. For questions or concerns, please contact the Curriculum and Learning Management Division through Mr. Fernando A. Dones Jr., Education Program Supervisor,
9. For immediate dissemination to, guidance, and strict compliance of all concerned.

MANUEL O. CABERTE

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

Encl: As Stated

Reference: As stated

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

Kto12 HRD PAPs

SGOD/fdtesiorna
05262025



Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Enclosure 1. List of Participants

Resource Speakers and PMT

Grade 2	1. Cherry Joy G. Consigna 2. Milky Marie O. Tayer 3. Mark Anthony A. Sinday 4. Esmaela Diann M. Piao 5. Shinn Mark J. Engroba 6. Charrel C. Astronomo 7. John Mark Dominos 8. Ariel E. Espadero
PMT QAME Welfare Documenter POA Logistics Class Manager	Aquino D. Garcia-SEPS Pilarita S. Pomoy- Nurse II Donald Dapar-P-I Ma. Leanez Espanola-P-I Jerlie Belmart Sulapas-AA Bonifacio Decoy
Grade 3	1. Cristopher C. Salvalozza 2. Gemna G. Pobe 3. Arnel S. Rosende 4. Sarachen L. Sangco 5. John Mark D. Petallo 6. Kathleen M. Jorales 7. Maisan P. Mascardo
PMT QAME Welfare Documenter POA Logistics Class Manager	Louwyn E. Gubaton – EPS II Rosynette Libay-Nurse II Lowela B. Espanto-EPS II Kem Abuton-P-III Francis Albert C. Golo-SO Ferosana D. Tesiorna-SEPS
Grade 5	1. Catherine E. Mira -AP 2. Marites T. Penera -English 3. Mar Flor D. Arlan- Filipino 4. Julius P. Tesiorna – Val. Ed 5. Irene G. Domagtoy- MAPEH 6. Rolando S. Sapuras -Math 7. Regemie A. Alburo- Science 8. Milagrosa M. Calayag – EPP



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

PMT QAME Welfare Documenter POA Logistics Class Manager	Aquino D. Garcia-SEPS Carl Christian Tan-Nurse II Lowela B. Espanto- EPS II Neniel E. Dumanjug-EPS Jerlie Belmart Sulapas-AA TBA per Class
Grade 8	1. Cristy S. Forcadilla – AP 2. Marissa R. Abarca -MAPEH 3. Girlie Joi Bamba C. Sanico – Filipino 4. Rebecca M. Ejandra – TLE 5. Joris T. Sulima- Values Ed
	1. Ivie C. Lagarde – English 2. Relyn D. Raza -Science 3. Jonathan C. Gubantes -Math
PMT QAME Welfare Documenter POA Logistics Class Manager	Aquino D. Garcia-SEPS Jonathan S. Tayapad-Nurse II Lorenze Quinaso Giovanette Espejon-P-IV Jerlie Belmart Sulapas-AA TBA per class



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

Enclosure 2: Distribution of Participants per District

No.	District	Grade 2	Grade 3	Grade 5	Grade 8
1	Burgos	6	6	8	4
2	Dapa East	9	10	15	14
3	Dapa West	14	14	20	11
4	General Luna	14	14	20	20
5	Pilar	9	11	18	8
6	Numancia East	9	11	11	11
7	Numancia West	9	11	12	9
8	San Benito	9	8	8	8
9	San Isidro	9	11	8	11
10	Sapao	9	7	10	10
11	Socorro East	10	11	10	9
12	Socorro West	10	11	10	9
	Total	117	125	150	124



Republic of the Philippines
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National Educators Academy of the Philippines

Program Management Team Terms 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 Implementa tion of PD Programs	Office/Unit for Field Implement ation of PD Programs
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.	Program Owner	SGOD Chief

	<ul style="list-style-type: none"> v. Prepares the CPD documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report. 		
b. Learning Manager	<ul style="list-style-type: none"> 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 in coordination with the M&E Coordinator. viii. Prepares and sends a communication to 	Program Owner	Chief CID

	participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.		
c. Resource Speaker/ Subject-matter Expert	<ul style="list-style-type: none"> i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions. 		TRAINED TRAINERS /Resource Speakers
d. M&E Coordinator	<ul style="list-style-type: none"> 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. 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. 	SDO M&E	Aquino Garcia-SEPS Louwyn E. Gubaton-EPSII
e. Documenter	<ul style="list-style-type: none"> i. Documents the proceedings of the 	Program Owner	

	<p>learning sessions using the prescribed documentation template.</p> <p>ii. Takes photos of the different parts of the program delivery.</p>		
f. Secretariat	<p>i. Attends to registration needs of learners.</p> <p>ii. Ensures that learners fill up attendance sheets every day.</p> <p>iii. Prepares directory of participants based on registration forms.</p> <p>iv. Assists in the distribution of learning materials and supplies.</p> <p>v. Assists in posting and collection of session outputs.</p> <p>vi. Compiles session documents and learning resource materials.</p>	Program Owner	HRD
g. Welfare Officer	<p>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.</p> <p>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.).</p>	Program Owner	SHNU/DRR M
h. Logistics Officer	<p>i. Ensures the quality, adequacy, and availability of</p>	Program Owner	HRDD/ NEAP-R

	<p>facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.</p> <p>ii. Leads ocular inspection of venues 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>	Program Owner	Finance