



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



DIVISION MEMORANDUM

No. 08-254 s, 2025

TRAINING OF SCHOOL LEADERS ON THE REVISED K TO 10 CURRICULUM IMPLEMENTATION

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Public Schools District Supervisors
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and this division will conduct the **Phase 2 – Revised Curriculum Capacity Building for School Leaders**, with the following schedule:

Activity	Date	Venue	Participants
Pre-Work	September 5, 2025	Division Training Center, Dapa SDN	PMT and Resource Speakers
Batch 1	September 17-20, 2025	Parkway Hotel, Surigao City	School Leaders of the 10 District
Batch 2	September 22-25, 2025	Parkway Hotel, Surigao City	School Leaders of the 10 District

2. This division training aims to equip school leaders with the knowledge and skills to effectively manage and supervise the implementation of the K to 10 curriculum and will focus on the following aspects:
- School Leader competence – strengthening subject mastery Instructional strategies – enhancing teaching methodologies to improve learning outcomes; and
 - Assessment and evaluation – ensuring effective monitoring of student progress and curriculum impact.

3. All identified participants are required to bring their laptops and extension cords. Kindly refer to the attached Enclosure for the List of Participants, Activity Matrix, and the Program Management Team Terms of Reference.

4. Accommodation and other related expenses shall be charged against HRD Funds SARO RO-13-25-00977 subject to the availability of funds and in accordance with the usual accounting and auditing rules and regulations.

5. The 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.

6. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Reference:

Encl's: As stated

To be indicated in the **PERPETUAL INDEX** under the following subjects:

HRD
SGOD/fdt
08262025

MATATAG

PARTICIPATION



Brgy. Osmena, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217

siargao@depd.gov.ph



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

Training for School Leaders on the Revised K to 10 Curriculum Implementation

Parkway Hotel, Surigao City

LIST OF PARTICIPANTS

BATCH 1
September 17-20,
2025

DISTRICT	No.	SCHOOL	NAME	SEX	
				Male	Female
Burgos/San Benito	1	Burgos CES	John Mark D. Domíños	/	
	2	Baybay ES/Matin-ao ES	Jasilpone V. Birao		/
	3	Bongdo ES	Elgenia S. Ibarra		/
	4	Nuevo Campo ES	Marlene R. Ruaya		/
	5	San Benito CES	Sammy E. Baylan	/	
Dapa East	6	Cabawa ES	Honey R. Tagalo		/
	7	Can-uyanPS/Don Paulino ES	Alma C. Esparrago		/
	8	Consolacion ES	Eres B. Navarro	/	
	9	DENMS	Alda G. Minorca		/
	10	Osmena ES	Grennel C. Capillanes	/	
	11	Consolacion NHS	Marietta T. Najial		/
Dapa West	12	Bagacay ES	Michael E. Gonzales	/	
	13	Buenavista ES	Raymart D. Ranara	/	
	14	Cambas-ac ES	Jorly L. Buo	/	
	15	Catabaan ES	Gina R. Tabuzo		/
	16	Dapa CES & SPED Center	Shinn Mark S. Engroba	/	
	17	Dapa CES & SPED Center	Vergencita B. Gana (Assistant)		/
	18	Siargao NSHS	Rex Mardy C. Labe	/	
General Luna	19	Anajawan ES/La Januza ES	Richard T. Tormento	/	
	20	Cabitoonan ES	Reggy C. Asupre	/	
	21	Catangnan ES	Jamell Icill F. Padios		/
	22	Consuelo ES	Ma. Odette M. Solloso		/
	23	Corazon ES	Meriam E. Jabines		/
	24	Daku ES	Arlene H. Cometa		/
	25	Catangnan ES	Joselito S. Tiu	/	
	26	GLCES	Ana Maria Tomasita C. Espejon		/
	27	Sta. Fe NHS	Lilian P. Murillo		/
	28	Suyangan NHS	Jucris S. Cinco	/	
Del Carmen	29	Antipolo ES	Rolando A. Dramayo	/	
	30	Bitoon ES	Raquel O. Cervantes		/
	31	Cabugao ES	Remedios P. Madlos		/
	32	Esperanza ES	Juan L. Longos	/	
	33	Lobogon ES/San Fernando ES	Juliet T. Calunia		/

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siargao@deped.gov.ph

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	34	Bagacay PS	Krissia Y. Petallo	/	
	35	Cancohoy ES	Pemie L. Agan	/	
	36	Dumoyog PS/Mabuhay PS	Jamelle M. Cubillan	/	
	37	Mariano Matugas MNHS	Dexter L. Consigna	/	
	38	Numancia CES	Carmen G. Guilaran	/	
Pilar	39	Caridad ES	Gemma E. Ortiz	/	
	40	Consolacion ES/Datu ES	Ma. Leanez E. Española	/	
	41	Dayaohay PS	Genedina B. Galila	/	
	42	Jaboy ES	Genadyn V. Polangco	/	
	43	Katipunan ES	Donald C. Dapar	/	
	44	Maasin ES	Christopher C. Salvaloya	/	
	45	Caridad NHS	Bonifacio M. Decoy, Jr.	/	
Sapao	46	Abad Santos ES	Marie Irish E. Gocela	/	
	47	Alegria ES	Argie B. Tisang	/	
	48	Bailan ES/Magsaysay ES	Clinton M. Mazo	/	
	49	Garcia ES/Tangbo ES	Joan J. Arlan	/	
	50	Sapao CES	Jesette J. Dolar	/	
	51	Libertad NHS	Luz C. Longos	/	
San Isidro	52	Buhing Calipay ES/Sta. Paz ES	Prisco C. Dulpina	/	
	53	Del Pilar ES	Lovely S. Agudo	/	
	54	Macapagal PS/Sto. Niño ES	Junel P. Garido	/	
	55	Pacifico ES	Edgardo S. Golo	/	
	56	San Isidro CES	Melinda C. Buyain	/	
	57	Roxas NHS	Danilo E. Racho	/	
Socorro East	58	Atoyay ES	Jegger P. Rudela	/	
	59	Bay-ang ES	Rolanda G. Mendaña	/	
	60	Don Albino Taruc MES	Methos Lian Q. Juanite	/	
	61	Atoyay NHS	Dante S. Dacera	/	
Socorro West	62	Del Pilar Comm. School	Cherry Joy G. Consigna	/	
	63	Del Pilar Comm. School (Asst.)	Maria Ria Gege Glenn G. Savandal	/	
	64	Honrado ES	Leonardo G. Despoys, Jr.	/	
	65	Lawigan ES	Jessica V. Dizon	/	
	66	Nueva Estrella CES	Jenel G. Taruc	/	
	67	P. Dela Pena PS	Gebb Manriv L. Ocon	/	
	68	Salog ES	Bryan C. Ruaya	/	
Master Teacher	69	Sapao	Susan R. Napoco		
	70	Dapa NHS	Charles Aster Ortojan		
	71	Dapa NHS	Rebecca Ejandra		
PSDS	72	Burgos/San Benito	Kathleen M. Jornales	/	
	73	Dapa West	Leah G. Mones	/	
	74	Del Carmen	Joseph D. Solana	/	
	75	General Luna	Rolando S. Sapuras	/	
DEXECOM	76	OSDS	Manuel O. Caberte	/	
	77	OASDS	Roel T. Diamante	/	

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	78	CID	Gemna G. Pobe		/
	79	SGOD	Harem L. Taruc		/
Resource Speaker	80	CID	Fernando A. Dones, Jr.	/	
	81	CID	Regemie A. Alburo		/
	82	Nueva Estrella NHS	Sheila Jane D. Lasala		/
	83	SOCES & SPED Center	Maisan P. Mascardo		/
	84	Maribojoc ES/Pitogo ES	John Mark D. Petallo	/	
	85	Sapao NHS	Jovy C. Liza		/
PMT	86	SGOD	Ferosana D. Tesiorna		/
	87	SGOD	Lowela B. Espanto		/
	88	SGOD	Aquino D. Garcia	/	
	89	SGOD	Joe Pete G. Tiu	/	
	90	Cristy S. Forcadilla	POA		
	91	Edgar R. Gorgonio	Documenter		
	92		Driver		
	93		NEAP CO/RO Personnel		
	94		NEAP CO/RO Personnel		
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Parkway Hotel, Surigao City

LIST OF PARTICIPANTS

BATCH 2

September 22-25, 2025

DISTRICT	No.	SCHOOL	NAME	SEX	
				Male	Female
Burgos/San Benito	1	Bitaug ES/San Mateo ES	Marysol A. Estorba		/
	2	Burgos NHS	Reynold R. Minguita	/	
	3	San Juan ES	Charity G. Toldo		/
	4	San Benito NHS	Reysan J. Tesiorna	/	
Dapa East	5	Corregidor ES	Eva B. Penecitos		/
	6	Dagohoy ES	Maricris F. Ortojan		/
	7	Montserrat ES/Sta. Felomina ES	Bernardo C. Golindang	/	
	8	Union ES	Kem E. Abuton, Jr.	/	
	9	Union NHS	Giovanette D. Espejon		/
Dapa West	10	Jubang ES	Lucas S. Iballa	/	
	11	New Uba PS/San Carlos ES	Ginalyn S. Mullanida		/
	12	San Miguel ES	Nancy D. Bendanillo		/
	13	Sta. Fe ES	Irwin E. Gocela	/	
	14	Dapa NHS	Virginchita A. Gorgonio		/
	15	Dapa NHS	Ma. Monalisa S. Matulac		/
	16	Dagohoy NHS	Jonathan M. Donato	/	
General Luna	17	Libertad ES	Elfrejun P. Flores	/	
	18	Magsaysay ES	Jerry R. Dulguime	/	
	19	Malinao ES	Winda M. Minglana		/
	20	Mam-on PS/Suyangan ES	Aissa D. Ijapon		/
	21	Sta. Cruz ES	Ronito C. Dotillos	/	
	22	Sta. Fe ES	Mateo P. Intano, Jr.	/	
	23	Tawin-Tawin ES	Louela C. Antolin		/
	24	General Luna NHS	Jonathan C. Gubantes	/	
	25	Consuelo NHS	Jessica C. Dulguime		/
	26	Dao ES	Ariel B. Espadero	/	
Del Carmen	27	Mahayahay ES	Marialen P. Solloso		/
	28	Quezon PS	Glenn B. Resnera	/	
	29	Sayak ES	Marivic P. Castronuevo	/	
	30	Tuboran ES	Virginia B. Lubapis		/
	31	Oguing Navarro MNHS	May Sheila S. Agad		/
	32	Halian ES	Alma P. Litang		/
	33	Jamoyaon ES	Matosalem L. Polvorosa		/
	34	Katipunan ES	Remedios E. Comandante		/
	35	Lasala Integrated School	Ronel Suan	/	

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	36	Del Carmen NHS	Jaime Jeffrey A. Comon	/	
Pilar	37	Mabini ES	Geraldine G. Cervantes		/
	38	Mabuhay ES	Bebelyn C. Tokong		/
	39	Pilar CES	Arnel S. Rosende	/	
	40	Salvacion ES	Emalyn R. Blancada		/
	41	San Roque ES	Paulina R. Flores		/
	42	Pilar NHS	Rolan C. Raza	/	
Sapao	43	Libertad ES	Reyna C. Toldo		/
	44	Mabini ES	Hipolito V. Tisang	/	
	45	Rizal ES	Glenn C. Dela Cruz	/	
	46	Alegria NHS	Alejo D. Obrial Jr.	/	
San Isidro	47	Pelaez ES/San Miguel PS	Raffy E. Dolor	/	
	48	Roxas ES	Joseph D. Bonono III	/	
	49	Tambacan ES	Reiner S. Oraliza	/	
	50	Tigasao ES	Marietta P. Tagalo		/
	51	San Isidro NHS	Ritchell L. Escobia		/
Socorro East	52	Lanit-ag ES/N. Sering ES	Archie E. Rosillo	/	
	53	SOCES & SPED Center	Dacel P. Medrano (Assistant)		/
	54	Socorro NHS	Jocelyn M. Vosotros		/
Socorro West	55	Pamosaingan ES	Rhea Luz D. Sarong		/
	56	San Roque ES	Geraldine E. Arcular		/
	57	Songkoy ES	Madelyn T. Labe		/
	58	Sta. Cruz Community ES	Esmaela Diann M. Piao		/
	59	Sudlon ES	Nieva B. Dizon		/
	60	Nueva Estrella NHS	Sheila Jane D. Lasala		/
	61	Pamosaingan NHS	Mayeth Q. Guma		/
Master Teacher	62	DAPA NHS	Janeth Dela Costa		/
	63	Nueva Estrella NHS	Dedina H. Sanico		
PSDS	64	Pilar	Julius P. Tesiorna	/	
	65	San Isidro	Marites M. Petallo		/
	66	Sapao	Emilie C. Pomoy		/
	67	Socorro East	Girlie Joi Bamba C. Sanico		/
	68	Socorro West	Sarachen L. Sangco		/
	69	OSDS	Manuel O. Caberte	/	
	70	OASDS	Roel T. Diamante	/	
	71	CID	Gemna G. Pobe		/
	72	SGOD	Harem L. Taruc		/
	73	CID	Fernando A. Dones, Jr.	/	
PMT	74	CID	Regemie A. Alburo		/
	75	Nueva Estrella NHS	Sheila Jane D. Lasala		/
	76	SOCES & SPED Center	Maisan P. Mascardo		/
	77	Maribojoc ES/Pitogo ES	John Mark D. Petallo	/	
	78	Sapao NHS	Jovy C. Liza		/
	79	SGOD	Ferosana D. Tesiorna		/

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	80	SGOD	Lowela B. Espanto		/
	81	SGOD	Louwyn E. Gubaton		/
	82	SGOD	Carl Christian Tan	/	
	83	Joris T. Sulima	POA		
	84	Lorenze Quinaso	Documenter		
	85		Driver		
	86		NEAP CO/RO Personnel		
	87		NEAP CO/RO Personnel		
	88		NEAP CO/RO Personnel		



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**TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION -
Batch 1 and Batch 2**

Day 1	Activity	Responsible Person/Resource Speaker
9:30 - 10:00	Registration/Opening Program	HRD
10:00-10:30	Pre-Test	M and E
10:30 - 12:00	Session 1: The General Shaping Paper of the Revised Kto 12 (MATATAG) Curriculum	Fernando A. Dones, Jr. -EPS
12:00-1:00	Lunch Break	
1:00 - 3:00	Session 2: Curriculum Progression Across Key Stages	Regemie A. Alburo, PhD-PSDS
3:00-3:30	Health Break	
3:31- 5:00	Session 3: Improving Learning Outcomes through Effective Curriculum	Sheila Jane Lasala, PhD-P-IV
5:01 -5:30	QAME	M and E
5:30 - 6:00	Debriefing	M and E
Day 2		
8:00 - 8:30	Management of Learning	Dapa West District
8:30-10:00	Session 4 Ensuring Availability and Effective Use of Learning and Teaching Resources	Maisan P. Mascardo-P-IV
10:01-10:30	Health Break	
10:30 - 12:00	Session 5: Whole School Approach to Curriculum Planning	Jovy C. Liza, PhD-P-IV
12:00-1:00	Lunch Break	
1:00-2:30	Session 6: Optimizing Leadership on Professional Development Programs: Avenue for Performance Enhancement	Sheila Jane Lasala, PhD-P-IV
2:31-3:00	Health Break	
3:00- 4:30	Session 7: Practicing the Learning through Workplace Application Plan (9WAP)	Juan Marcos Petallo -P-I
4:30-5:00	QAME	M and E
5:00-6:00	Debriefing	M and E
Day 3		

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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

8:00 - 8:30	Management of Learning	Socorro East and West District
8:30-10:00	Session 8: Aligning PD Plan with Workplace Application Plan (WAP)	Maisan P. Mascardo-P-IV
10:01-10:30	Health Break	
10:30 - 12:00	Workshop 1: Crafting Samples PD Plan and WAP for Teachers	FACILITATORS AND PARTICIPANTS
12:00-1:00	Lunch Break	
1:00-2:30	Session 9: Collaborative Expertise Sessions as Vehicle for Effective Curriculum Delivery	Jovy C. Liza, PhD-P-IV
2:31-3:00	Health Break	
3:00- 4:30	Session 10: Promoting Sustainability through Monitoring and Evaluation	Regemie A. Alburo, PhD-PSDS
4:30-5:00	QAME	M and E
5:00-6:00	Debriefing	M and E
Day 4		
8:00 - 8:30	Management of Learning	Numancia District
8:30-10:00	Workshop 2: Finalizing and Submission of Work Application Plan (WAP)	FACILITATORS AND PARTICIPANTS
10:01-10:30	Health Break	
10:30 - 12:00	Workshop 3: Crafting Samples PD Plan and WAP for Teachers	FACILITATORS AND PARTICIPANTS
12:00-1:00	Lunch Break	
1:00-2:30	Session 11: Learning Action Cell	Fernando A. Dones, Jr. PhD-EPS
2:31-3:00	Health Break	
3:00- 4:30	Workshop 4: Crafting of Learning Action Plan for SY 2025-2026	FACILITATORS AND PARTICIPANTS
4:30-5:00	QAME	M and E
5:00-5:30	Post-Test	M and E
5:00-6:00	Closing Program	General Luna District

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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 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 documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report.	Program Owner	SGOD Chief
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	Program Owner	SGOD Chief

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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	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 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/Resource Speakers



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

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. 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 D. Garcia Louwyn E. Gubaton-EPSII
e. Documenter/ POA	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	B1-Cristy Forcadilla & Edgar Gorgonio B2 Lorenze Quinaso/ Joris Sulima
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	Program Owner	HRD

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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

	collection of session outputs. vi. Compiles session documents and learning resource materials.		
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	SHNU B1 Joe Pete Tui B2 – Carl Christian Tan
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	Francis Albert Golo
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	Program Owner	Maricris Sulapas



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

	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.		
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