



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



DIVISION MEMORANDUM
No. 02-068 s, 2026

To: Assistant Schools Division Superintendent
CID Chief
SGOD Chief
Education Program Supervisor
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

DIVISION TRAINING ON TECHNICAL WRITING FOR THE NON-TEACHING PERSONNEL

1. The Field is hereby informed of the conduct of the Division Training on Technical Writing for Non-Teaching Personnel on March 13-14, 2026, at Kawa Resort, General Luna, Surigao del Norte.
2. This activity aims to strengthen the technical writing competencies of non-teaching personnel to enable them to perform their duties with greater accuracy, professionalism, and accountability. It is envisioned to enhance office efficiency and effectiveness in the delivery of DepEd programs and services.
3. The list of participants and Program Management Team (PMT) Terms of Reference, Activity Matrix and summary of the accommodation arrangement and meal provision are attached to this memorandum. All participants must register online through this link <https://forms.office.com/r/E416hQdLkR> . Participants shall bring their own laptop, extension wire and wifi modem..
4. All expenses for board and lodging shall be charged against the Continuing funds OPDNTF and School MOOE, subject to existing 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

Encl: As Stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:
HRD PAPs PROFESSIONAL DEVELOPMENT

SGOD/fdtesioarna
02/23/26



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DIVISION TRAINING ON TECHNICAL WRITING FOR THE NON-TEACHING PERSONNEL
Activity Matrix

DAY 1		
Part I		
8:00-9:00	Registration and Attendance	Secretariat
Part II		
9:01- 9:30	Opening Program	HRD
	National Anthem	AVP
	Prayer	AVP
	DepEd Quality Policy Statement	AVP
	Siargao Hymn	
	Welcome Address	HAREM L. TARUC, PhD Chief, SGOD
	Acknowledgement of Participants	LOWELA B. ESPANTO- EPS II HRD
	Statement of Purpose	ROEL T. DIAMANTE, PhD ASDS
	Message	MANUEL O. CABERTE SDS
9:31-10:00	Health Break	
Part III		
10:01-11:00	Pretest	
	Levelling of Expectation	FEROSANA D. TESIORNA
11:01-12:00	Session 1 : Introduction to Technical Writing in DepEd	Reiner S. Oraliza
12:01-1:00	Lunch Break	
1:01 – 3:00	Session 2: Writing with Clarity, Accuracy, and Formal Tone	Reiner S. Oraliza
3:01- 3:30	Health Break	
3:31-4:30	Session 3: Structure and Format of Common DepEd Documents	Reyelle Agatep
4:31-5:00	Session 4: Writing Reports on Critical Incidents and Minutes of Meetings	Fernando A. Dones, Jr.- EPS
5:00-6:00	QAME	M&E
Day 2		
8:00-8:30	Attendance	
8:31- 9:30	Preliminaries/ Clearing House	
9:31-10:00	Health Break	
10:01-11:00	Session 5 Writing Accomplishment Reports and Other Technical Reports	Kem A. Abuton-Principal III
11:01-12:00	Session 6 Technical Writing for IEC Materials with GAD Mechanism	Glenda R. Dadap-GAD Focal
12:01-1:00	Lunch Break	
1:01 – 3:00	Session 7 Microsoft Copilot-Assisted Technical Writing for DepEd Administrative Documents	John Eric A. Jabines-ITO
3:31-4:30	Session 8 Hands-on Writing Workshop and Peer Review	
4:31-5:00	End of the Day Evaluation	

Prepared by

FEROSANA D. TESIORNA
SEPS-HRD



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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Summary of Accommodation Arrangements and Meal Provision

Day	Accommodation	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1	/	/	/	/	/	/
Day 2	/	/	/	/	/	/



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

LIST OF PARTICIPANTS

DISTRICT	SCHOOL	CURRENT	SEX
DAPA EAST and WEST DISTRICTS- (14)	DON ENRIQUE NAVARRO MEMORIAL SCHOOL	IRPHIL E. GOCELA	Male
	CAN-UYAN ELEMENTARY SCHOOL DON PAULINO ELEMENTARY SCHOOL	EVELYN P. ESPINIDO	Female
	UNION ELEMENTARY SCHOOL	RYAN S. DUMADAG	Male
	UNION NATIONAL HIGH SCHOOL	CATHY L. SINDAY	Female
	CORREGIDOR ELEMENTARY SCHOOL	REINSHIELD S. TAGLUCOP	Female
	CABAWA ELEMENTARY SCHOOL	CAPILLANES, GAUDENCIO JR.	Male
	CONSOLACION ELEMENTARY SCHOOL CONSOLACION NATIONAL HIGH SCHOOL	DENCIA E. CASANA	Female
	CAMBAS-AC ELEM. SCHOOL		
	CATABAAN ELEM. SCHOOL	ALYSSA E. CONTE	Female
	STA FELOMINA ELEMENTARY SCHOOL	MARIVEL J. CONJURADO	Female
	MONTERRAT ELEMENTARY SCHOOL	JUNRY D. DOTILLOS	Male
	JUBANG ELEMENTARY SCHOOL DAGOHOY NATIONAL HIGH SCHOOL/DAGOHOY ES	CASANA, ALGEN	Male
	STA.FE ELEMENTARY SCHOOL	JERNELYN C. INTANO	Female
	NEW UBA PRIMARY SCHOOL SAN CARLOS ELEMENTARY SCHOOL	JONAS A. GARCIA	Male
	BUENAVISTA ELEM. SCHOOL SAN MIGUEL ELEMENTARY SCHOOL	GUMA, RENDY FORMILLES, ADRIANO	Male Male
	BAGACAY ELEMENTARY SCHOOL	RHIAMEA L. SAVANDAL	Female
	DAPA CENTRAL ELEMENTARY SCHOOL & SPED CENTER	KARYL ANN MAE C. ESPINILI	Female
	OSMEÑA ELEMENTARY SCHOOL	ALYSSA F. SUBAYNO	Female
	SIARGAO NATIONAL SCIENCE HIGH SCHOOL	ARGENTE, ABIGAIL	Female
	GENERAL LUNA DISTRICT - (10)	CONSUELO ELEMENTARY SCHOOL	BLAISE R. SUMAMPONG



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

	CONSUELO NATIONAL HIGH SCHOOL ANNEX	LIBBY D. GONZALES (ON ML)	Female
	CORAZON ELEMENTARY SCHOOL	MARTSAN EPHRAIM R. FERNANDEZ	Male
	STA. CRUZ ELEMENTARY SCHOOL	KEVIN KYLE E. ABUTON	Male
	STA. FE ELEMENTARY SCHOOL	HAROLD A. BORLAGDAN	Male
	STA. FE NATIONAL HIGH SCHOOL	BORLAGDAN, ANALOU	Female
	CABITONAN ELEMENTARY SCHOOL	JOHN GERIC T. ORALIZA	Male
	LIBERTAD ELEMENTARY SCHOOL	CAUMPAY, ELMA ROSE	Female
	DAKU ELEMENTARY SCHOOL	PHENUEL A. MOZO	Male
	CATANGNAN ELEMENTARY SCHOOL		
	GENERAL LUNA CENTRAL ELEMENTARY SCHOOL	NATHANIEL CONGRESO	Male
	MALINAO ELEMENTARY SCHOOL	MARY GRACE M. MARZO	Female
	TAWIN-TAWIN ELEMENTARY SCHOOL	JERNEL BASIL M. BIOY	Male
	ANAJAWAN ELEMENTARY SCHOOL	CHITCHEN BARONDAY	Female
	MAM-ON PRIMARY SCHOOL		
	DAO PRIMARY SCHOOL	CRISEIL F. ORTOJAN	
	MAGSAYSAY ELEMENTARY SCHOOL		Female
	LA JANUZA ELEMENTARY SCHOOL	ROXAN L. COLUNIA	Female
	SUYANGAN NATIONAL HIGH SCHOOL		
PILAR DISTRICT- (6)	KATIPUNAN ELEMENTARY SCHOOL	LOUIE VINCENT S. COMON	Male
	MAASIN ELEMENTARY SCHOOL	MARY GRACE T. GOÑA	Female
	MABUHAY ELEMENTARY SCHOOL	LEA JANE OLIVAN	Female
	SALVACION ELEMENTARY SCHOOL	CONCILLES, DHANLY MAE	Female
	DATU ELEMENTARY SCHOOL	ESPANOLA, RUELEA	Female
	MABINI ELEMENTARY SCHOOL	GAIL JASMINE E. GEMPARO	Female
	PILAR CENTRAL ELEMENTARY SCHOOL	ROSEMARIE G. POMOY	Female
	JABOY ELEMENTARY SCHOOL	JESEICA P. PORPAYAS	
SAN ROQUE ELEMENTARY SCHOOL	Female		



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

	DAYAOHAY PRIMARY SCHOOL CONSOLACION ELEMENTARY SCHOOL	VEBELYN MACARENE	Female	
	CARIDAD ELEMENTARY SCHOOL CARIDAD NATIONAL HIGH SCHOOL	RESMA T. PENERA MARY CECYL E. CULMINAS	Female Female	
NUMANCIA EAST DISTRICT- (6)	BITOON ELEMENTARY SCHOOL CABUGAO ELEMENTARY SCHOOL	ERLINA L. ABARICO ROSALIE B. SAJOL	Female Female	
	MARIANO MATUGAS MEMORIAL NATIONAL HIGH SCHOOL QUEZON PRIMARY SCHOOL	RANDY MARAVILLAS	Male	
	ANTIPOLO ELEMENTARY SCHOOL	NICK PATRICK SULAPAS	Female	
	DUMOYOG PRIMARY SCHOOL	CHERRY ANN B. POBE (ON ML)	Female	
	SAYAK ELEMENTARY SCHOOL ESPERANZA ELEMENTARY SCHOOL	LANCELOT BENDANILLO DONALD JAMES R. SUMALINOG	Male Male	
	TUBORAN ELEMENTARY SCHOOL	MARGARITO C. PAMINTUAN	Male	
	SAN FERNANDO ELEMENTARY SCHOOL	CHERRY ANN B. POBE (ON ML)	Female	
	LOBOGON ELEMENTARY SCHOOL OGUING NAVARRO MEMORIAL NATIONAL HIGH SCHOOL	VANCE KEVIN E. AZARCON LUBAPIS, SANIJEN	Male Female	
	NUMANCIA WEST DISTRICT- (3)	CANCOHOY ELEMENTARY SCHOOL KATIPUNAN ELEMENTARY SCHOOL	VICENTE O. OLIVA JONELY V. ARCAYA	Male Female
		MABUHAY PRIMARY SCHOOL NUMANCIA CENTRAL ELEMENTARY SCHOOL	JESELLE A. COMON	Female
BAGACAY PRIMARY SCHOOL JAMOYAON ELEMENTARY SCHOOL		LAARNI GONZALES	Female	
SAN ISIDRO DISTRICT (7)		STO. NINO ELEMENTARY SCHOOL TAMBACAN ELEMENTARY SCHOOL	LEVY J. RUAYA	Female
	ROXAS ELEMENTARY SCHOOL ROXAS NATIONAL HIGH SCHOOL	ERMELYN L. SOLIS	Female	
	BUHING CALIPAY ELEMENTARY SCHOOL PELAEZ ELEMENTARY SCHOOL	AURIFREN P. CORDERO MIRANDAY, GLENDA	Female Female	



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

	MACAPAGAL PRIMARY SCHOOL	ELVISA L. MIRANDAY		
	DEL PILAR ELEMENTARY SCHOOL		Female	
	PACIFICO PRIMARY SCHOOL		ROSELLE M. TY	Female
	TIGASAO ELEMENTARY SCHOOL		JOHANNA KATE C. ROBIN	Female
	STA. PAZ ELEMENTARY SCHOOL		EIRENJOE D. BONONO	Male
	SAN ISIDRO CENTRAL ELEMENTARY SCHOOL	FRANK BERNARD Y. ESPANTO	Male	
BURGOS (6)	BURGOS CENTRAL ELEMENTARY SCHOOL	ANA MAE A. GALAGAR	Female	
	BITAUG ELEMENTARY SCHOOL	BALANDRA, MARICEL	Female	
	BURGOS NATIONAL HIGH SCHOOL	ANJELIC R. CONTE	Female	
	SAN MATEO ELEMENTARY SCHOOL	MARNETH JOY P. ESMERALDA	Female	
	BAYBAY ELEMENTARY SCHOOL MATIN-AO ELEMENTARY SCHOOL	JENKINS A. PLATIL	Female	
SAPAO DISTRICT- (7)	LIBERTAD ELEMENTARY SCHOOL	BRYLLE HENSON F. LUNA	Male	
	MABINI ELEMENTARY SCHOOL			
	ALEGRIA ELEMENTARY SCHOOL GARCIA ELEMENTARY SCHOOL	JINAFE G. TAYCO	Female	
	ALEGRIA NATIONAL HIGH SCHOOL	RUTH T. VIRTUDAZO	Female	
	LIBERTAD NATIONAL HIGH SCHOOL	JOEY P. CADAYONA	Male	
	SAPAO CENTRAL ELEMENTARY SCHOOL	BAGAYGAY, FERN ANN	Female	
	BAILAN ELEMENTARY SCHOOL			
	ABAD SANTOS ELEMENTARY SCHOOL MAGSAYSAY ELEMENTARY SCHOOL	CHARMINE M. DOMAGTOY	Female	
	RIZAL ELEMENTARY SCHOOL TANGBO ELEMENTARY SCHOOL	ALONDRA PRESILE C. DONOSO		
SAN BENITO DISTRICT- (4)	MARIBOJOC ELEMENTARY SCHOOL	RANDE V. MECATE	Male	
	PITOGO ELEMENTARY SCHOOL			
	SAN BENITO NATIONAL HIGH SCHOOL	ROSALES, RYAN PAUL	Male	
	NUEVO CAMPO ELEMENTARY SCHOOL	BERNARD B. COMON	Male	
	SAN JUAN ELEMENTARY SCHOOL			



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

	BONGDO ELEMENTARY SCHOOL	DONNA MAE P.UY (ON ML)	
	SAN BENITO CENTRAL ELEMENTARY SCHOOL	JANERIE P. QUINASO (ON ML)	
SOCORRO EAST DISTRICT-(4)	DON. ALBINO TARUC MEMORIAL ELEMENTARY SCHOOL	LYKA D. LLANO	Female
	SOCORRO CENTRAL ELEMENTARY SCHOOL AND SPED CENTER	LEWANI B. DIZON	Female
	LANIT-AG ELEMENTARY SCHOOL	CLARENCE C. RIVAS	Female
	N. SERING ELEMENTARY SCHOOL	PHILIP STEVE C. RAMIREZ	Male
	ATOYAY ELEMENTARY SCHOOL ATOYAY NATIONAL HIGH SCHOOL	ROSMILYN A. TAMAYO	Female
SOCORRO WEST DISTRICT (7)	NUEVA ESTRELLA CENTRAL ELEMENTARY SCHOOL	SHYAHARAH G. RIVAS	Female
	PAMOSAINGAN NATIONAL HIGH SCHOOL	LYKA S. DANO	Female
	NUEVA ESTRELLA NATIONAL HIGH SCHOOL	ICEE C. ROSILLO	Female
	SUDLON ELEMENTARY SCHOOL		
	DEL PILAR COMMUNITY SCHOOL	DUANIE D. JUANITE	Male
	P. DELA PEÑA PRIMARY SCHOOL SAN ROQUES ELEMENTARY SCHOOL	CHIYEN C. BATO	Female
	SABANG PRIMARY SCHOOL STA. CRUZ ELEM. SCHOOL	MADEL J. DELA PENA	Female
	HONRADO COMMUNITY ELEMENTARY SCHOOL	CRIS AYAN S. ANTIGRO	Female
	SALOG ELEMENTARY SCHOOL		
	SONGKOY ELEMENTARY SCHOOL	DAYCI L. SARONG	Female
	PAMOSAINGAN ELEMENTARY SCHOOL	MARIE MARAH J. PIAO	Female
IMPLEMENTING UNITS (7)	DAPA NATIONAL HIGH SCHOOL	ORTOJAN, CHARISSE	Female
	DEL CARMEN NATIONAL HIGH SCHOOL	BALOGBOG, JOREEN JEB	Female
	GEN LUNA NATIONAL HIGH SCHOOL	LADY ELIZA MADRONAL	Female
	PILAR NATIONAL HIGH SCHOOL	ESPINELI, ROGIE	Male
	SAN ISIDRO NATIONAL HIGH SCHOOL	SUPANG, SARAH THERESE	Female
	SAPAO NATIONAL HIGH SCHOOL	ARGUELLES, LINDEY MAE	Female



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

	SOCORRO NATIONAL HIGH SCHOOL	RAMIREZ, LESLIE	Female
Program Management Team			
1. Manuel O. Caberte			
2. Roel T. Diamante			
3. Harem L. Taruc			
4. Ferosana D. Tesiorna			
5. Lowela B. Espanto			
6. Lady Maien B. Jovero			
7. Louwyn E. Gubaton			
8. Jeorlyn V. Gopico			
Resource Speakers			
1. Kem Abuton			
2. Reiner S. Oraliza			
3. Fernando Dones, Jr			
4. Reycelle Agatep			
5. Glenda R. Dadap			
6. John Eric Jabines			