



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

BY: *Chad* No: 103
DATE: 06 FEB 2025 TIME: 14:16

5 February 2025

DIVISION MEMORANDUM
No. 103 s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 595 S. 2024 RE: DATA PROFILING OF SCHOOL HEADS, MASTER TEACHERS, AND TEACHERS FOR TRAINING FACILITATORS FOR EFFECTIVE LEARNING FACILITATION

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
Concerned Teachers
All Others Concerned

1. The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a Division Training Workshop on Empowering Continuing Professional Development (CPD) Facilitators for Effective Learning Facilitation on **February 27-28, 2025, and March 1, 2025, at Rhaj Inn Gogon Virac, Catanduanes.**

2. Participants in this training workshop are selected SDO Teaching- Related Personnel, Secondary & Elementary School Heads, Secondary & Elementary Head Teachers, Teacher-In-Charge/Officer-In-Charge, Master Teachers, and Key Teachers who have the basic requirements and are recommended by the Division Personnel Development Committee. Participants are advised to bring a laptop, and extension wire that will be used during the activity.

3. The following are the pre-activities to be conducted in preparation for the training-workshop.

Date	Activities	Modalities	Meeting Link/Venue	In-charge
February 7, 2025, 1:00-5:00 p.m.	Pre-Work	Online	https://tinyurl.com/PeworkLearningFaci	HRDS
February 18, 2025	DSOW	Face-to-Face	Rhaj Inn, Gogon Virac	HRDS, PMT's

4. Enclosures to this memorandum provide details as follows:

- a. Enclosure 1: Training Matrix
- b. Enclosure 2: List of Target Participants with the assigned topics
- c. Enclosure 3: List of Program Management Team members

5. The Public Schools District Supervisors, school heads shall designate an Officer-In-Charge of their respective schools to ensure that school operations will not be hampered during their attendance to the training workshop. The teacher-participants are required to prepare a substitution plan to handle their students while they are attending the training-workshop.

6. Meals, supplies/ materials and other training expenses shall be charged from the Division Human Resource Development (HRD) Current Fund while the travel expenses may be charged to local fund/school MOOE subject to usual accounting and auditing rules and regulations.

7. For your information, guidance, and compliance of all concerned.

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 in DM_103, 2025

TRAINING MATRIX

EMPOWERING POOL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR EFFECTIVE LEARNING FACILITATION			
Time	Day 1 (February 27, 2025)	Day 2 (February 28, 2025)	Day 3 (March 1, 2025)
8:00 - 8:30	PRELIMINARIES	PRELIMINARIES	
8:30 - 9:00	Opening Program PMT's	Session 6: The Art of Questioning Dr. Orfelina O. Tuy Retired DepEd Regional Director	Workshop
9:00-10:00	Session 1: Principles of Adult Learning Four A's: An Experiential Approach Mary Jean S. Romero Chief Education Supervisor		Presentation and Critiquing of Slide Decks with Talking Points Corazon Fatima A. Silerio Education Program Supervisor
10:00-10:30	Snack Break	Snack Break	Snack Break
10:30-12:00	Session 2: Creativity: Thinking out-of-the- box Corazon Fatima A. Silerio Education Program Supervisor	Workshop	Workshop
12:00-1:00	Lunch Break		
1:00-3:00	Session 3: Giving and Receiving Feedback Mary Jean S. Romero Chief Education Supervisor	Workshop on Developing Analysis Questions and its expected answers	Session 8: The Art of Facilitation Mary Jean S. Romero
3:00-3:30	Snack Break		
3:30-6:00	Session 4: Objective Setting Presentation and Critiquing of Abstraction Points and Objectives	Presentation and Critiquing of the Analysis Questions, Abstraction and Application	Closing Program



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Enclosure No. 2 in DM 103, 2025

LIST OF TARGET PARTICIPANTS & TOPICS ASSIGNMENT

No.	Subject	Name	Position	PPST Domains	PPST Strands	Description
1	Math	Jezrahel T. Omadto	EPS	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning.</i>
2	Math	Vernie Postrado	HT-I	Domain 1	Strand 1.1.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
3	Math	Erlywn Ocfemia	HT-III	Domain 1	Strand 1.3.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
4	Math	Jessa F. Purcil	Teacher III	Domain 1	Strand 1.2.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
5	Math	Jessica F. Gozo	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
6	Math	Francis Surban	School Principal I	Domain 2	Strand 2.5.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
7	Math	Zoren Anonuevo	Master Teacher II	Domain 1	Strand 1.2.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
8	English	Ruel Fernandez	Master Teacher I	Domain 3	Strand 3.4.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning.</i>
9	English	Anne Marrione Osila	Teacher II	Domain 1	Strand 1.1.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
10	English	Jeric San Jose	Teacher III	Domain 2	Strand 2.6.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
11	English	Christine May Brillantes	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
12	English	Ralph T. Vargas	Teacher III	Domain 2	Strand 2.5.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
13	English	Joanne Tanael	Master Teacher I	Domain 2	Strand 2.6.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
14	English	Ian Lopez	Master Teacher I	Domain 3	Strand 3.4.3	



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32	Araling Panlipunan	Ofelia Gracia	Teacher III	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
33	Araling Panlipunan	Erma Solsona	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
34	Araling Panlipunan	Marites Timbal	Teacher III	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
35	Araling Panlipunan	Shyra Mae Martinez	Teacher III	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
36	ESP	Nelvin Villamartin	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
37	ESP	Anchelita Sicio	School Principal II	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning</i>
38	ESP	Cecile Alvea	School Principal I	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
39	ESP	Rita Soriao	School Principal II	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
40	ESP	Jowe Tanio	Head Teacher II	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
41	ESP	Mary Jane Valenzuela	School Principal I	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
42	MAPEH	Efren O. Matienzo Jr	School Principal II	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
43	MAPEH	Cynthia D. Sorra	Head Teacher III	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
44	MAPEH	Maria Soledad A. Conche	Head Teacher V	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning</i>
45	MAPEH	Joey D. Antonio	Master Teacher I	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
46	TLE	Lilibeth Tabuzo	School Principal I	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning</i>
47	TLE	Allan Benoyo	Master Teacher I	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>



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48	TLE	Jane Tuplano	Head Teacher III	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
49	TLE	Ava Doreen Mahilum	Head Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
50	TLE	Keith Maureen	Teacher III	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
51	TLE	John Mark Bagadiong	Head Teacher	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
52	TLE	Lorenzo Gando	School Principal I	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
53	Kindergarten	Glenda Isorena	Master Teacher II	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning</i>
54	Kindergarten	John Bryan Arcilla	Teacher III	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
55	Kindergarten	Jennierose Rodriguez	Teacher III	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
56	Kindergarten	Joselito I. Ruiz	PSDS	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
57	Kindergarten	Dennis Tulalian	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
58	Kindergarten	Rodel Tayo/PMT-Participant	Head Teacher	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
59	Kindergarten	Sheryl U. Lita/PMT/Participant	Head Teacher	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
60	Kindergarten	Jane Tabor	School Principal II	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
61	ALS	Aljay Terrazola	Teacher III	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
62	ALS	Nelson Narit	School Principal I	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>



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63	ALS	Catherine De Leon	Teacher III	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
64	LRMDS Leadership & Mgt	Jeslyn T. Taway or Ruth Sorrera	EPS/PSDS	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning</i>
65	LRMDS Leadership & Mgt	Jogene Alily O. San Juan	PDO II (LRMDS)	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>
66	LRMDS Leadership & Mgt	Pechie Rachel T. Chavez or Analily Idanan	Librarian II/ SP-I	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
67	LRMDS Leadership & Mgt	Belen T. Tapas	PSDS	Domain 2	Strand 2.5.3	<i>This session would focus on effective methods to create environments where students feel motivated to take ownership of their learning</i>
68	LRMDS Leadership & Mgt	Arnold M. Valledor	PSDS	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MT's to work together in researching and applying findings to improve teaching and learning.</i>
69	Special Education	Diane Fritz M. Zafe	Special Science Teacher I	Domain 3	Strand 3.4.3	<i>This session would focus on evaluating and sharing effective instructional strategies tailored to the unique challenges faced by students in difficult situation.</i>
70	SGOD	Aroline T. Borja	EPS	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning.</i>
71	SGOD	Floren Clavo	SEPS	Domain 1	Strand 1.2.3	<i>This session would focus on strategies for MTs to work together in researching and applying findings to improve teaching and learning.</i>
72	SGOD	Marife Brequillo	SEPS,	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
73	SGOD	Imaculate T. Latorre PMT/Participant	EPS-II	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning.</i>
74	SGOD	Ma. Rita SR Tablate PMT/Participant	EPS-II	Domain 2	Strand 2.6.3	<i>This session would focus on constructive techniques for managing student behavior while fostering a positive classroom atmosphere.</i>
75	SGOD	Carol Gil PMT/Participant	SEPS	Domain 1	Strand 1.1.3	<i>This session would focus on effective methods for applying knowledge from various subject areas to enhance student learning.</i>
76	SGOD	Elizabeth S. Urbano PMT/Participant	EPS-II	Domain 1	Strand 1.3.3	<i>This session would focus on the positive and impactful use of information and communication technology (ICT) in teaching-learning instruction.</i>



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Enclosure No. 3 in DM 103, 2025

PROGRAM MANAGEMENT TEAM

Executive Committee:

1. Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
2. Delfin A. Bondad, PhD- PSDS-OIC Office of the Assistant Schools Division Superintendent
3. Mary Jean S. Romero- SGOD Chief
4. Romel G. Petajen- CID Chief
5. Eva S. Tolentino- Administrative Officer V

NAME	POSITION	ROLE	TERMS OF REFERENCE
Mary Jean S. Romero Carol P. Gil	Chief ES SEPS-HRD	Program Leads	<ul style="list-style-type: none">• Coordinates with team members and program partners to ensure proper implementation of the program• Responds promptly to all program implementation concerns• Facilitates the pre -and post-meetings• Prepares attendance/ registration sheets/certificates• Coordinates with training venue for accommodation, meals, and other concerns• Prepares the program completion report
Elizabeth S. Urbano	EPS-II	Assistant Program Lead	<ul style="list-style-type: none">• Assist in the implementation of the PD Program• Prepares PPT's, Preliminaries activities needed in the implementation of the PD Program• Updates the HRD Internal Links on PPA's implemented
Orfelina O. Tuy Mary Jean S. Romero Corazon Fatima A. Silero	Chief ES	Resource Speaker/Subject- Matter Expert	<ul style="list-style-type: none">• Applies effective presentation and facilitation techniques in conducting assigned sessions• Provides expert content input during learning sessions
Ma. Rita SR Tablate Achilles Alberto Rodel Tayo	SEPS EPS-II HT-III	QAME Associates	<ul style="list-style-type: none">• Takes charge of Monitoring and Tracking Evaluation Forms• Crafts and Quality Assures M&E tools needed to gather relevant data and outputs



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			<ul style="list-style-type: none">Analyzes and Interprets M&E tools utilized and presents them to the group during debriefing.Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation
Imaculate T. Latorre Sheryl U. Lita	EPS-II	Documenters	<ul style="list-style-type: none">Documents the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the program delivery
Anthony B. Aguirre Ahdel Idanan	Nurse II Nurse II	Welfare Officer Welfare Officer	<ul style="list-style-type: none">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 venueAttends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.
Sheryl Cambonga	Secretariat	Contract of Service	<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets everydayPrepares directory of participants based on registration formsAssists in the distribution of learning materials and suppliesAssists in posting and collection of session outputsCompiles session documents and learning resource materials

hrda/cpg12025



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11 November 2024

DIVISION MEMORANDUM
No. DC. s. 2024

DATA PROFILING OF SCHOOL HEADS, MASTER TEACHERS, AND TEACHERS FOR TRAINING OF FACILITATORS FOR EFFECTIVE LEARNING FACILITATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Secondary/Elementary Head Teachers
All Others Concerned

1. This office will conduct a Division Training Workshop on Empowering Facilitators for Effective Learning Facilitation on **December 12 - 14, 2024**, at Khaj Inn, Gogon Virac, Catanduanes.
2. The objectives of the activity are the following:
 - a. Establish the structure, systems and procedures for the institutionalization of SDO Catanduanes CPD Qualified Learning Facilitators (LF)
 - b. Select qualified CPD Learning Facilitators (LF)
 - c. Enhance LF's skills in Facilitation and writing session guides.
3. In line with this, a profiling of school heads, master teachers, and teachers is necessary, to be able to select who will be the participants in this workshop. All interested school heads, master teachers, and teachers are enjoined to fill out the link provided <https://bit.ly/Fool-LF-Profile>.
4. Likewise, the Public Schools District Supervisors/In Charge of the Districts are requested to inform/invite/monitor the pre-work activity. Accomplishing the link will be until **November 13, 2024**.
5. For your information and guidance of all concerned

By Authority of the OIC- Assistant Schools Division Superintendent

EVA S. TOLENTINO
Administrative Officer
Officer-In-Charge

