



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

**DIVISION MEMORANDUM**

No. 184, s. 2025

To: Public School Districts Supervisors and DICs  
Elementary and Secondary School Heads  
All other concerned

From: **MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent  
Calbayog City Division

Subject: **CAPABILITY BUILDING ON LITERACY & NUMERACY FOR NEWLY  
NEWLY HIRED & NEWLY ASSIGNED KEY STAGE 1 TEACHERS**

Date: November 18, 2025



1. In line with the continuous effort to improve the literacy & numeracy status of the division and to supplement teachers capacity to ARAL Program, the Schools Division Office will be conducting a Capability Building on Literacy & Numeracy for Newly Hired & Newly Assigned Key stage 1 teachers on November 24-26, 2025 at Trinidad Central Elementary Multi-purpose Hall.
2. Objectives of the said activity are the following but not limited to:
  - Equip newly hired & newly assigned Key Stage 1 teachers on beginning reading & numeracy instructions;
  - Expand capabilities in handling and managing Key Stage 1 Learners;
  - Strategize instructions in dealing with learners with different numeracy & Literacy Skills Status;
3. Participants to this activity are the speakers, facilitators & Multigrade Scholars as stipulated in the enclosure.
4. School heads with identified trainer-teachers are expected to make displacement form in adherence to no disruption of classes and ensure smooth operation of classes in schools.
5. Travelling expenses of members of the participants shall be charged against Local funds while meals shall be charged against ELLN continuing funds subject to usual accounting and auditing rules.
6. This Memorandum will serve as TRAVEL AUTHORITY of the identified participants.
7. Immediate dissemination of and compliance with this Memorandum are desired.



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Enclosure no. 1 to Memorandum No. \_\_\_\_ s. 2025

**Participants to the Capability Building on Literacy & Numeracy for  
Newly Hired & Newly Assigned Key stage 1 teachers on November 24-  
26, 2025 at Trinidad Central Elementary Multi-purpose Hall.**

| No. | Name of TWG              | School/district            | Role in the activity      |
|-----|--------------------------|----------------------------|---------------------------|
| 1   | Lourdes L. Matan         | CID Office                 | EPS /Speaker/Lead Trainer |
| 2.  | Erwin L. Purcia          | CID Office                 | EPS /Speaker/Lead Trainer |
| 3.  | Sherwin Joshua T. Lim    | CID Office                 | EPS /Speaker/Lead Trainer |
| 4.  | Josephine Gallardo       | CID Office                 | EPS /Speaker/Focal Person |
| 5.  | Paulo Balbarona          | Rizal ES/Calb. 1           | participant               |
| 6.  | Nimfa L. Manuales        | Obrero ES/Calb. 2          | participant               |
| 7.  | Mary Jean L. Moralde     | Carmen ES/Calb. 2          | participant               |
| 8.  | Pamela G. Crieta         | Dagum/Calbayog 2           | participant               |
| 9.  | Jocelyn L. Bastasa       | Cacaransan ES/Calb. 2      | participant               |
| 10. | Flora D. Danduan         | Capoocan ES/Calb. 2        | participant               |
| 11. | Ma. Lorna Santiago       | CCSPEDC/Calb. 3            | participant               |
| 12. | Ma. Lorna Nueva          | CCSPEDC/Calb. 3            | participant               |
| 13. | Nida Dilao               | CCSPEDC/Calb.3             | participant               |
| 14. | Mylene Sagadal           | Guinbaoyan Sur/C3          | participant               |
| 15. | Jeny R. Jordan           | Guinbaoyan Sur/C3          | participant               |
| 16. | Richel B. Rosiana        | Guin-on ES/Calb. 4         | participant               |
| 17. | Emily J. Aliman          | Victory ES/Calba. 4        | participant               |
| 18. | Margie Monzales          | Tabawan IS/Calb. 4         | participant               |
| 19. | Carolina Togonon         | San Policarpo CES/ Calb. 5 | participant               |
| 20. | Angela Singamohon        | Bontay ES/Calb. 5          | participant               |
| 21. | Mirasol Ramada           | Gadgaran ES/Calb.5         | participant               |
| 22. | Lea Jumaday              | Jimautan ES/Calb.5         | participant               |
| 23. | Grace Beracis            | Lonoy ES/Calb.6            | participant               |
| 24. | Myrna Labonite           | Cagsalaosao ES/ Calb.6     | participant               |
| 25. | Nikolai Aralar           | Limarayon IS/Calb.6        | participant               |
| 26. | Cristina Cu              | Kilikili ES/Calb.6         | participant               |
| 27. | Rosendo Palagar          | Oquendo CES/Oquen. 1       | participant               |
| 28. | Marianette Layong        | Sinidman ES/Oquen. 1       | participant               |
| 29. | Ivy Laoyon               | Mabini 2/Oquen.1           | participant               |
| 30. | Mary Jane Tenorio        | San Rufino/Oquen 2         | participant               |
| 31. | Merwin R. Tamidles       | Sigo ES/Oquendo 3          | participant               |
| 32. | Maricon Loberiano        | PanlayahanES/Oque 3        | participant               |
| 33. | Pia Grace B. Anquilan    | Bayo ES/Oquendo 3          | participant               |
| 34. | mae Ann M. Queroda       | Tomaligues IS-T1           | participant               |
| 35. | Rosefy L. Putal          | Amampacang/Tin. 1          | participant               |
| 36. | Joana C. Rufin           | Bante ES/Tin.1             | participant               |
| 37. | Yvonne Claire V. Barrosa | Salhag ES/Tin. 1           | participant               |
| 38. | Joanna C. Rufin          | Bante ES/Tin. 2            | participant               |

|     |                       |                    |                       |
|-----|-----------------------|--------------------|-----------------------|
| 39. | Samila L. Advincula   | Calb. East CES     | trainer/facilitator   |
| 40. | Maricel G. Merencillo | Hibatang ES        | trainer/facilitator   |
| 41. | Dawn Marie Castante   | Calb. East CES     | Demonstration teacher |
| 42. | Carina Cadajas        | Cabacungan ES      | Demonstration teacher |
| 43. | Marcia Tocayon        | Guinbaoyan CES     | trainer/facilitator   |
| 44. | Malvin D. Regulacion  | Cahumpan ES        | trainer/facilitator   |
| 45. | Chona Valenzuela      | Cogon ES           | trainer/facilitator   |
| 46. | Fernando Medrina      | Caglanipao ES      | trainer/facilitator   |
| 47. | Michael Pernia        | Tinambacan Central | trainer/facilitator   |
| 49. | Bernie J. Abing       | Mancol IS          | TWG/facilitator       |
| 50. | Maychie T. Batulat    | Amampacang IS      | TWG/Facilitator       |



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**CAPABILITY BUILDING ON LITERACY & NUMERACY FOR NEWLY  
NEWLY HIRED & NEWLY ASSIGNED KEY STAGE 1 TEACHERS**  
November 24-26, 2025

**Matrix of Activities**

| Time              | Day 1 ( November 24, 2025)                                             | Day 2 ( November 25, 2025)                                                                                                                              | Day 3 ( November 26, 2025)                                                                                              |
|-------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:00         | Registration & settling-in                                             | Registration & settling-in                                                                                                                              | Registration & settling-in                                                                                              |
| 8:00-8:15         | Opening Program                                                        | MOL                                                                                                                                                     | MOL                                                                                                                     |
| 8:15-9:45         | Science of Reading<br><b>Dr. Erwin Purcia</b><br><b>EPS 1- English</b> | Sound Mastery Approach<br>Demonstration Teaching with emphasis on sound Mastery<br><b>GLORIA R. DIOMANGAY</b><br><b>Master teacher 3-Alang-alang ES</b> | 8:15-9:15<br>Explicit Instruction & Differentiated Instruction<br><b>MARICEL MERENCILLO</b><br><b>HT 3- Hibatang ES</b> |
| <b>9:45-10:00</b> | <b>Health Break</b>                                                    | <b>Health Break</b>                                                                                                                                     | <b>Health Break</b>                                                                                                     |
| 10:00-11:00       | Oral language Development<br><b>Lourdes L. Matan</b><br><b>EPS-1</b>   | Reading Comprehension<br><b>SAMILA ADVINCULA</b><br><b>P2 Calbayog East CES</b>                                                                         | 9:30-10:30<br>Demonstration teaching with emphasis on Explicit instruction<br>Differentiated Instruction                |



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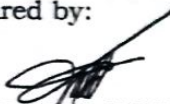
|                   |                                                                                                                                 |                                                                                                 |                                                                                                                                                     |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 11:00-12:00       | Demonstration Teaching with emphasis on Oral Language Development<br><b>Dawn Marie A. Castante</b><br><b>T3- Calb. East CES</b> | Cont....<br>Reading Comprehension<br><b>SAMILA ADVINCULA</b><br><b>P2 Calbayog East CES</b>     | <b>CARINA CADAJAS</b><br><b>Teacher 3- Cabacungan ES</b><br><br>10:30-12:00<br>Vocabulary Development<br><b>Bernie J. Abing</b><br><b>Mancol IS</b> |
| <b>12:00-1:00</b> | <b>Lunch Break</b>                                                                                                              | <b>Lunch Break</b>                                                                              | <b>Lunch Break</b>                                                                                                                                  |
| 1:00-2:30         | Phonological & Phonemic Awareness<br><b>Marcia C. Tocayon</b><br><b>P1-Guinbaoyan ES</b>                                        | Fluency<br><b>CHONA C. VALENZUELA</b><br><b>P3-Cogon ES</b>                                     | Strategies in developing numeracy skills to learners in Key stage 1<br><b>JOSHUA SHERWIN T. LIM</b><br><b>EPS 1- Mathematics</b>                    |
| 2:30-4:00         | Phonics Instruction<br><b>Mr. Malvin D. Regulacion</b><br><b>Cahumpan ES</b>                                                    | The Language Transition Process<br><b>FERNANDO P. MEDRINA</b><br><b>P2- Cagmanipis Norte IS</b> | Demonstration Teaching with emphasis on techniques in developing Numeracy skills of learners in Key stage 1                                         |
| 4:00-5:00         | Teacher as Learning Facilitator<br>Michael V. Pernia<br>P2- Tinambacan CES                                                      | Demonstration teaching with emphasis on Reading Comprehension & Fluency                         | Closing Program                                                                                                                                     |



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|           |                                     |                                     |                                     |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|
| 4:30-5:00 | Completion of tasks/Home ward bound | Completion of tasks/Home ward bound | Completion of tasks/Home ward bound |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|

Prepared by:

  
**LOURDES L. MATAN**  
EPS 1- Filipino

Recommending Approval:

  
**RENATO S. CACOMOC, EdD, DM**  
Chief SID

APPROVED:

  
**MARGARITO A. CADAYONA JR., PhD CESO VI**  
Schools Division Superintendent  
Calbayog City Division  
SD No. 087, S. 2014