



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

January 6, 2026

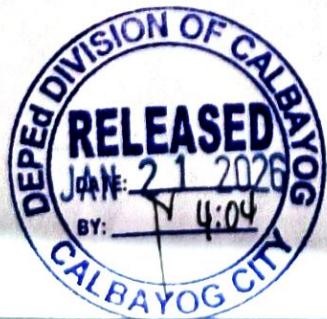
DIVISION MEMORANDUM

No. 028, s. 2025

UPDATES ON THE CONDUCT OF THREE-DAY LIVE-IN DIVISION-LEVEL SKILLS TRAINING ON ADVANCED DIGITAL LITERACY FOR ALS TEACHERS, IN PARTNERSHIP WITH TESDA

To: OIC-Asst. Schools Division Superintendent
Chief ES (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists (ALS)
ALS Teachers
All Others Concerned

1. The Curriculum Implementation Division (CID), one of the functional divisions of Schools Division office of Calbayog City hereby announces the updated schedule for the conduct of the **Three-Day Live-In Division-Level Skills Training on Advanced Digital Literacy for ALS Teachers, in partnership with TESDA, which shall be held on January 21-23, 2026 at West Prime Hotel, Maharlika Highway, Brgy. Capoocan, Calbayog City.**
2. Members of the Technical Working Committees (TWCs), as specified in *Enclosure 1* of this Memorandum, are hereby directed to convene at 2:00 p.m. on January 20, 2026 at the above-mentioned venue to finalize all necessary preparations.
3. All other provisions of the previous issuance not inconsistent herewith shall remain in full force and effect.
4. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.




MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

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Enclosure 1:

THE PROGRAM MANAGEMENT TEAM

PROGRAM STEERING COMMITTEE (PSC)

Program Head: DR. MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Program Asst. Head: DR. RENATO S. CAGOMOC
Chief ES, CID

TWG/Activity Chairperson: Mr. RICKY S. CANO
Division ALS Focal Person

Support Personnel/
Members: Education Program Specialists in ALS

TECHNICAL WORKING COMMITTEES (TWCs)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: Mr. RICKY S. CANO
Member: MS. LEAH G. ARNEJO

PROGRAM COMMITTEE (FPC)

Chairperson: MS. REALYN N. GENALDO
Members: Ms. MERIEL D. CALAMAYO
Ms. ANGELICA TURLA
Ms. JENNIFER SABAR

REGISTRATION COMMITTEE:

Chairperson : Ms. BEVERLY C. LONGCOP
Member: Ms. MA. JENIFER S. GAYONDATO

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: RODIE J. CARIDAD
Member: RICHLEE G. TAHL
NANETTE ESCOTO
JESSICA ABRITO

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FOOD COMMITTEE (FC)

Chairperson: MS. CLARA L. MABUTOL
Member: MS. MA. JANICE H. REPOL

VENUE AND ACCOMMODATION COMMITTEE (VAC)

Chairperson: MS. JENEBELLE TORCULAS
Member: MS. MARY JANE ONATE
MR. MARIO BARANDINO

HOSTING AND DOCUMENTATION COMMITTEE (HRC)

Chairperson: MS. ROMINA ROCHELLE RAZ
Members: MS. SHALLY G. SAGADAL
MS. DEBBIE SALVADOR
MS. SHIELA MAE RUBANTE

TERMS OF REFERENCE (TOR) FOR COMMITTEES

1. Program Committee

Role: Ensure smooth flow of the activity/program.
Responsibilities:

- Prepare program schedule and agenda
- Coordinate with resource persons/speakers
- Ensure timely start and end of sessions
- Facilitate program proceedings

2. Supply and Materials Committee

Role: Manage all supplies and materials needed for the activity.
Responsibilities:

- Prepare and distribute learning or program materials
- Ensure availability of office supplies, forms, and handouts
- Coordinate for the printing of certificates, tarpaulins, or other materials

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3. *Venue and Accommodation Committee*

Role: Ensure a conducive venue and lodging arrangements (if applicable).
Responsibilities:

- Prepare venue and ensure it is clean and properly set up
- Arrange chairs, tables, and audio-visual equipment
- Coordinate accommodation for participants/resource persons
- Ensure safety and accessibility of venue

4. *Finance Committee*

Role: Manage financial aspects of the activity.
Responsibilities:

- Prepare and manage budget for the activity
- Process cash advances, reimbursements, and payments
- Maintain financial records and submit liquidation reports

5. *Hosting and Documentation Committee*

Role: Facilitate the event and ensure proper documentation.
Responsibilities:

- Act as host/MC during the activity
- Ensure documentation of proceedings (photos, videos, attendance)
- Prepare reports and submit records to the division/regional office

6. *Registration Committee*

- Handles registration and attendance
- Endorses final attendance list to Documentation and Finance