



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

April 28, 2026

DIVISION MEMORANDUM

No. ~~173~~ s. 2026

**CONDUCT OF HYBRID LEARNING SYSTEM REFORM POLICIES ORIENTATION FOR
DIVISION PERSONNEL, SCHOOL HEADS, AND TEACHERS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In compliance with DepEd Memorandum DM-LS-2026-138 dated April 16, 2026, and Regional Memorandum No. 486, s. 2026, this Office, through the Curriculum and Learning Management Division (CLMD), with the Leyte Division as host, announces the conduct of the Hybrid Orientation on Learning System Reform Policies for Regional and Division Personnel, School Heads, and Teachers on May 4–5, 2026, at the Leyte Academic Center, Leyte National High School, Tacloban City.
2. This activity aims to ensure a shared understanding among technical assistance providers and field implementers to support the effective implementation of the Learning System Reform Policies.
3. The orientation shall be conducted in a hybrid modality. Selected participants from the Regional Office and Schools Division Offices—including Chiefs of the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD), Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs), and selected School Heads and teachers—shall attend the face-to-face sessions. In contrast, all other participants shall join through party viewing.
4. The **May 4, 2026**, session shall be attended on-site at the Leyte Academic Center, Leyte National High School, Tacloban City at 8 am by Division personnel and selected School Heads from SDO Calbayog City: one (1) **CID Chief**, one (1) **SGOD Chief**, ten (10) Education Program Supervisors (**EPSs**), six (6) Public Schools District Supervisors (**PSDSs**), and forty (40) selected School Heads. All other Division personnel, PSDSs, and **School Heads** shall participate through party viewing at the Division Conference Hall, DepEd SDO Calbayog City.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <http://www.sdo-calbayogcity.gov.ph>

5. The **May 5, 2026** session shall be attended on-site at the Leyte Academic Center, Leyte National High School, Tacloban City, at 8 am by fifty (50) selected Master Teachers/Teachers. All other **teachers** shall participate through party viewing at venues identified by the PSDSs, with a maximum of two (2) venues per district.
6. The MS Teams link for online participation shall be provided by the Division ITO, in coordination with District and School IT Coordinators, during the technical run on May 3, 2026.
7. Each party viewing site shall be assigned by the ITO Team and shall utilize one (1) configuration account following the prescribed format:

SDO_District_Number of Participants_Position.

Only one account per SDO, district, or group shall be permitted. All concerned groups are required to pre-register through the following link:

<https://tinyurl.com/LSSReformOrientation>

8. All identified party viewing sites, under the supervision of the Division ITO in coordination with School and District IT Coordinators, must ensure the availability of required technical resources. These include a backup laptop and camera, a properly configured technical booth with synchronized audio, and a stable internet connection to ensure uninterrupted participation.
9. The Division ITO, in coordination with District and School IT Coordinators, shall oversee all ICT-related concerns, including access, configuration, and connectivity, to ensure the smooth conduct of the activity.
10. Public Schools District Supervisors shall identify and finalize appropriate venues within their respective districts. These venues must have reliable internet connectivity, LED screens or Smart TVs, functional sound systems, standby generators, adequate seating capacity, and other necessary facilities. They shall also organize a District Technical Working Group (TWG) and coordinate closely with School Heads to ensure orderly implementation. Adjustments to venues may be made to improve accessibility, connectivity, and participation.
11. A planning orientation for the Division and District Technical Working Groups (TWGs) shall be conducted on April 30, 2026, at 8:00 AM at the Division Library Hub to discuss preparations and ensure smooth implementation.
12. Division personnel, PSDSs, and Office Staff who are not part of the on-site orientation on May 4, 2026, shall lead the party viewing sessions and serve as monitors and learning facilitators.
13. The Technical Working Group (TWG) in each district, headed by the PSDS, shall manage the May 5, 2026, party viewing for teachers. PSDSs may designate School Heads or non-teaching personnel who are not part of the on-site orientation to serve as facilitators, monitors, secretariat, and support staff.
14. All participants, except the IT Team, are prohibited from using laptops, cellular phones, and other gadgets that may disrupt participation during the activity on May 4–5, 2026, both for on-site and party viewing arrangements.
15. Attendance of all participants is **COMPULSORY** and shall be strictly monitored in both on-site and online modalities. All participants are required to maintain full engagement



throughout the activity. Documentation of attendance and participation shall be conducted in all venues.

16. One (1) day of Compensatory Time-Off (CTO) or Vacation Service Credits (VSC) shall be granted to teacher-participants in accordance with CSC-DBM Joint Circular No. 2, s. 2004; DepEd Order No. 53, s. 2003; and other applicable issuances.
17. This Memorandum shall serve as the official Travel Authority for all identified participants in accordance with DepEd Order No. 43, s. 2015, subject to existing government rules and regulations.
18. Expenses incurred relative to the conduct of this activity shall be charged against available local funds, including but not limited to the Basic Education Curriculum (BEC) and Human Resource Training and Development (HRTD) funds, as well as Division and/or School Maintenance and Other Operating Expenses (MOOE), subject to existing government accounting and auditing rules and regulations.
19. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

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

For the Schools Division Superintendent:



JUN-NILOU D. DULFO, PhD
OIC-Assistant Schools Division Superintendent
Officer-in-Charge
S.O. No. 027 s. 2026



Enclosures:

- Enclosure 1 – List of On-site Participants (May 4, 2026)
- Enclosure 2 – List of On-site Participants (May 5, 2026)
- Enclosure 3: Party Viewing Program Flow, Venue/Site and Assignments
- Enclosure 4 – Terms of Reference, Roles and Responsibilities

Reference:

- Regional Memorandum No. 486, s. 2026

To be indicated in the Perpetual Index under the following subjects:
LSS | ORIENTATION | POLICIES



Enclosure 1

List of Participants (May 4, 2026)

8 AM, Leyte Academic Center, Leyte National High School, Tacloban City

A. Division Office Personnel

1	Dr. Renato S. Cagomoc	CID Chief	10	Noel E. Sagayap	EPS – LR
2	Dr. Avelina P. Tupa	OIC, SGOD Chief	11	Mercedita S. Garcia	EPS – MAPEH
3	Dr. Erwin L. Purcia	EPS – English	12	Ricky S. Cano	EPS – ALS
4	Dr. Lourdes L. Matan	EPS – Filipino	13	Alma R. Caber	PSDS- C2
5	Dr. Joy B. Saldana	EPS – Science	14	Jose O. Abon	PSDS- C4
6	Dr. Nelson R. Bello	EPS – Guidance	15	Teresa D. Villa	PSDS-C6
7	Dr. Josephine L. Gallardo	OIC, EPS – ARPA	16	Ma. Teresa S. Simon	PSDS- T1
8	Arnold M. Jaraba	EPS – TLE	17	Elbert G. Ongcal	PSDS – T2
9	Joshua Sherwin T. Lim	EPS – Mathematics	18	Benedicto M. Merales	PSDs- O2

B. School Heads Participants

1	Lea L. Jordan	21	Nimfa S. Doroja
2	Christopher D. Salino	22	Dr. Maria C. Murillo
3	Chona C. Valenzuela	23	Benjie A. Beduya
4	Ma. Lourdes Babon	24	Berly C. Manzanero
5	Nova S. Gaspan	25	Lindy Lou J. Ayong
6	Luz T. Uy	26	Carlo Doinog
7	Norman T. Cabugawan	27	Arnulfo L. Abellar
8	Dioleriano Y. Cacaít	28	Enrico J. Tomalon
9	Milanner R. Oyo-a	29	Lope D. Locaya
10	Maricel P. Alegria	30	Elizabeth B. Lumod
11	Marcia T. Tocayon	31	Normel John A. Manuales
12	Crisanto T. Pacho	32	Michael V. Pernia
13	Cynthia S. Tarrayo	33	Emelio O. Tarrayo
14	Mary Jean P. Lim	34	Dr. Virginia A. Millares
15	Dr. Jaime E. Sagayap Jr.	35	Nieves C. Javines
16	Jaysam M. Casaljay	36	Dr. Rinalyn C. Beso
17	Samuel Repelente	37	Dr. Lilia S. Adel
18	Norman Sagayap	38	Maria Rose Ibajo
19	Wilam L. Reyes	39	Dr. Ma. Liza T. San Pedro
20	Bernie J. Abing	40	Dr. Fernando P. Medrina

► All other School Heads who are not part of the on-site participants shall attend on May 4, 2026 @ 8 AM through party viewing at the Division Conference Hall, DepEd SDO Calbayog City.



Enclosure 2

List of Participants (May 5, 2026)

8 AM, @Leyte Academic Center, Leyte National High School, Tacloban City

A. On-Site Teacher-Participants

1 Luzviminda H. Ylar	18 Nerissa Bautista	35 Medelyn Menozo
2 Marciano E. Managaysay	19 Anjie Beduya	36 Nelisa E. Tica
3 Dr. Maileen P. Colitoy	20 Ronald Dariel Bayani	37 Rosana Lobo
4 Francis June Errojo	21 Merlinda Mirales	38 Porferia G. Abellar
5 Jonal S. Advincula	22 Cora Ruth S. Getigan	39 Jeneth Alfaro
6 Maria Emily B. Arabejo	23 Ron Teofyle Ortiz	40 Ira Caloagan
7 May Rowena R. Santiago	24 Ma. Carren M. Julaton	41 Dionato Ardias
8 Demetrio M. Bonguet	25 Warren Harbie Bolasa	42 Jason S. Panes
9 Hazel Paghunasan	26 Angelo Sajorda	43 Maricel V. Tarrayo
10 Judith Fortaleza	27 Lilibeth O. Lehman	44 Reggie M. Jumaday
11 Erwin J. Amoto	28 Myla L. Luaton	45 Maricel A. Rangas
12 Celeste M. Alba	29 Virginia Dilao	46 Jose Sagadal Jr.
13 Gilyn Gibao	30 Heidi F. Sale	47 Leah Termo
14 Marissa Ompad	31 Ma. Lourdes M. Daligdig	48 Ma. Rhoda Cruda
15 Janet B. Pepito	32 Rommel Zapra	49 Myraflor Aguilar
16 Jurry Doinog	33 Nicanor Montad	50 Rodie Caridad
17 Ma. Cecilia Cuevas	34 Liezel L. Gracioso	

► All other Teachers who are not part of the on-site participants shall attend on May 5, 2026 @ 8 AM through party viewing at their designated sites as indicated in enclosure No. 3



Enclosure 3

**May 4, 2026 Party Viewing Program Flow, Venue/Site and Assignments
8 AM, @ the Division Conference Hall**

Pax: All School heads of C1-6, T1-3, and O1-3 Districts who are not on-site participants.

Team Leader: Reynaldo T. Bernales (In charge of Venue, Accommodation, Venue/Hall, Sound system, chairs, LED, and others)

Program:

- Prayer – Ester Siozon
- Lupang Hinirang – Nora G. Capetillo
- Welcome Remarks – Anabelle O. Yangzon
- Attendance Check – Reynaldo T. Bernales
- Overview /Rationale- Dr. Jun Nilou Dulfo
- Message – Dr. Margarito A. Cadayona Jr., CESO VI
- House Rules- Noemi Castante
- Party Viewing Proper

► May 4, 2026 Party Viewing Venue/Site and Assignments for School Heads

Venue	Monitor	Facilitator	IT Team	Secretariat	Support Staff
Division Conference Hall	Nora G. Capetillo Reymado T. Bernales Ester A. Siozon Noemi S. Castante	Anabelle O. Yangzon Geraldine Sumbise Corie B. Senolos	Garry Ballon Drixel Idol Ortiga IT staff	Rina M. Aboganda Lilibeth G. Ortiz Beverly Longcop Leah G. Arnejo	Benchie Bonggoyan Greggy Bec Obong

► May 5, 2026 Party Viewing Venue/Site and Assignments for Teachers

Dist.	Venues / Sites	Monitor	Facilitator	IT Team	Secretariat	Support Staff
Calbayog 1						
A	Carayman NHS	Dr. Josephine Gallardo	Christopher D. Salino Ma. Lourdes C. Babon	Omar Comonical	Dr. Maileen P. Colitoy Joebert Calagos	Allison Jhon Mancol Kaye Mejica
B	Carayman ES	Nora G. Capetillo	Lea L. Jordan Chona C. Valenzuela Rosalita G. Data Jovie M. Bido Cresencio B. Llego Jerome Silva German Verano	John Roy Talahiban Therence James Prudenciado	Maily Villaveva Ritchelle Medrina	Mary Grace Caillo Edelaine A. Sanches
Calbayog 2						
A	Carmen ES	Alma R. Caber	Nova S. Gaspan Norman T. Cabugawan Danilo Mrales Leonila L. Yulo Carmen Lourdes Tan	Jehra Mae Sevillano Kristine Guades Rocelle Dianito	Alejandro Y. Cagomoc Reggie Halabaso Jenelyn Mancol	Kim Saldana Paulo Estrada
B	Dagum ES	Joshua Sherwin T. Lim	Luz T. Uy Cynthia Pagatpat Dr. Bonifacio Pondang Marian G. Cui	Marites Cailo Giovanni Desquitado Maryjane Bulan	Elesio Amatoso Jennifer Prudenciado	Jeremie Galit Jiffy Royo



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Calbayog 3						
A	SPED Center	Anabelle Yangzon	Dioleriano Y. Cacalt Maricel Alegria Emmalyn A. Tan Marcia Tocayon Gerardo Domayan Joey A. Catampo Jacinto Refuncion Salma Ortiz	Rommel Clarido Jean Rose Degamon Carolyn A. Tupa	Malgaya Fua Mila Agura	Anna Marie R. Salvarne
B	CCNHS	Joy B. Saldana	Milaer R. Oyoa Rolando Lacho	Mariel A. Lelic	Sharon M. Gonzalbo	Rica Mancol
Calbayog 4						
A	CECS	Jose O. Abon	Samila L. Advincula Myma J. Resulta Crisanto T. Pacho Mary Jean P. Lim	Marchil Picardal Mary Grace Garcia Hermie Alcera	Joan Tocayon Ivy Lentejas Gerlie Salurio	Julian Sepeda Ella Remorosa John Marce Alijandro Rachel Gacelos
B	Tabawan IS	Nelson R. Bello	Maricel Merencillo Fely Lou Colinares Josephine Magbutay Cynthia Tarrayo Nelca B. Cababat Gina A. Lentejas Marianita P. Bejasa Leonida A. Siago	Lytton Ortiz Anthony Ace Aniban Allison Mancol Ravir Castillo	Ellen Borbe Joan Panis Jucilyn Bacalso	Walter Otero Brian Buen March Kathy Ponce Fredilyn Dealagdon Roselle Palomeras
Calbayog 5						
A	SPCES	Erwin L. Purcia	Dr. Jaime Sagayap Dr. Loma Ogawa Julieta Monar Jaysam Casaljay Wilfredo Managaysay Elisa Cambaya	Lorraine Calong Geraldine Madrigal	Bernardo Tahil Jr. Jurilyn Pajarilla	Noel Docong Anna Rose Ardias
B	SPNHS	Reynaldo T. Bernaldes	Dr. Myma Coso Rowena L. Oyoa Dr. Samuel Repeleto	Marjun Rubante Jorice Camarines	Louie Terno Leah Balane	Carla Sabanao Abegail Dionesio
Calbayog 6						
A	Trinidad CES ICT Room	Teresa D. Villa	Zenaida C. Saavedra Barbara C. Relampago Rodrigo R. Ventures Jr. Nelson A. Managaysay Malvin D. Regulacion	Verwyn R. Pagunsan Warlito O. Sabanao	Dristele P. Abanilla Jomarthon B. Ladag Mylyn S. Cano	Klaus Ramon A. Morcelos Jason C. Penalosa
B	Trinidad NHS Computer Lab	Mercedita S. Garcia	Wilma L. Reyes Norman E. Sagayap Bernie J. Abing Rafael M. Mente Valentino D. Galban	Agatha Mae Seragon Dave Celum Roxanne A. Rosales	Patricia Gemma G. Pampanga Aiza L. Balawing Jaime Trinidad	Leviresa G. Bamiso Alejandra Myma Ortega Jobbel G. Belano
Oquendo 1						
A	Oquendo CES	Noemi S. Castante	Nimfa S. Doroja Sarah D. Demit Benjie T. Beduya Wilfredo Tozon Bartolome Doroja	Amiel Presado Jay carlo Prudenciado	Amy P. Doinog Lowella Sebellano	Mera Karen Bongoyan Clare Antonette Mayran
B	Oquendo NHS	Ricky S. Cano	Maria Luz Murillo Leilani D. Apes Alma Pajarito Berly Manzanero	Lloyd Martin Marcial Jonathan Capalis	Rizalyn Marcial Maria Ula Catalan	Ronna Paril Aniscal Mera Koren Bonggoyan
Oquendo 2						
A	Mag-Ubay CES	Benedicto M. Merales	Lindy Lou J. Ayong Rhuel R. Yongot yongot Ma. Rona L. de los Reyes Loma A. Tarrayo Jonard M. Monsanto Merlinda D. Elbano	Sheryl Jean M. Garcia Mary Rose Abarro Joseph E. Tabon	Venessa Mae Narciso Michelle L. Lucente Prima Dianne Edejer	Marien Maghacot Dianarah Jean So Dhaila Mae Q. Mompil



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B	Mag-Ubay NHS	Lourdes L. Matan	Carlo D. Doinog Nerefe B. Eclipse Jeffrey D. Llaneta Arnulfo L. Abellar Sol T. Abad Dondon S. Ale Monalyn B. Sarmiento Enrico G. Tomalon	Noel Y. Cabacang Briggete Megan B. Descallar Maurice Dormiendo	Jennifer Ventures Ronald M. Rivera Dane Jhad Ortiz	Sonny Lagonite Boy Jorge caber
Oquendo 3						
A	Panlayahan ES	CID Chief	Elizabeth B. Lumod Lope D. Locaya	Kristian Aldrin Cruda Rey Anthony Rosaldo Cherlie Portugaliza	Blesildo Orquin Nicolas Tarrayo Jr. Jayson Alilita	Lindsay Jules Yauder May S. Cestana Allan Joseph Catalan Hannah A. Gensis
B	Panlayahan ES	Dr. Geraldine P. Sumbise	Normel John Manuales Geraldine Sumbise	John Emil Canada Egie Tamoyang Elvin Gabe Pretencio	Josephine T. Silva María Teresa Macabidang Sonia M. Cuizon Elizabeth Domanog	Zybel Angela Ostulano Rose Macarato Shiela Aquino Marlyn Mellano
Tinambacan 1						
A	Tinambacan CES	Ma. Teresa Simon	Michael V. Pemia Adora P. Montanez Merita C. Anora Janice B. Jose Maychie T. Batulat Merardo S. Comayingking	Joseph J. Amita Joel A. Genis Mark Joseph T. Demit	Katherine A. Capalis Rochelle C. Natividad Ma. Melanie Morcelos Ma. Delma L. Mateo	Charles Ivan Donnel B. Sequio Joemar B. Bansag Jeffrey S. Lingling
B	RLMSF Function Hall	Corie B. Senolos	Coroe B. Senolos Emlie O. Tarrayo Dr. Virginia A. Millares Danilo S. Jadulco	Lyka Andrea M. Rivera Larry N. So	Ida S. Villan Noime R. Guande	John De Veyra Rosamie Maglante
Tinambacan 2						
A	San Joaquin NHS IT Room 1	Arnold A. Jaraba	Rinalyn Beso Lilia Adel Robirth Ornopia	Jeffrey Labor Jobert Bacalla	Frediliza Gaviola Jolly Dianela	Sarah Jean Cabantac
B	San Joaquin NHS IT Room 2	Elbert G. Ongcal	Nieves Javines Zarrah Allego Cesil Collamar Loridel Obinguar Paulete G. Ayong Arsenio Sintos Jr	Jerameel Alcaraz Mae Angelica Comota Rachel Thyla Logero	Myrtel Dy	Ma. Reyvil Chavez Judith Mendoza
Tinambacan 3						
A	Bugtong ES	Ester Siozon	Dr. Fernando P. Medrina Maria Rose Ibajo Normel C. Galias Langie Boy Enriquez Maximo T. Pacho Alma Rojas Lolita Labian	Jeffrey Niedo Kenneth Uy May Mag-ampo Lester Tequin	Randy T. Munez	Elementary ADAS /COS/Clerk
B	Malaga NHS	Noel E. Sagayap	Dr. Liza T. San Pedro Herminia Balanay Sonia Cupla	Hannah J. Okimoto Shella May Corsiga Joshua Francisco Lester Tequin	AO2	High School ADAS /COS/Clerk
Alternative Learning System (ALS)						
ALS	Division Library Hub	Rina M. Aboganda	Leah G. Arnejo	Angelica Turla Realyn Genaldo		

Note: Adjustments to venues may be allowed, provided these improve accessibility, connectivity, and participation. PSDSs may change the venue/site and finalize appropriate venues within their respective districts.



Enclosure 4

**Technical Working Group (TWG), Terms of Reference (TOR), Roles and Responsibilities
May 4–5, 2026**

A. Core TWG

Name	Position/Designation	Terms of Reference (TOR)	Roles and Responsibilities
Dr. Margarito A. Cadayona Jr., CESO VI	SDS	Executive Oversight	Provides policy direction; ensures alignment with Learning Systems priorities; approves key decisions; resolves critical issues
Dr. Jun-Nilou D. Dulfo	OIC-ASDS	Assistant Supervision	Supports overall supervision; coordinates TWGs; monitors implementation of reforms
Dr. Renato S. Cagomoc	CID Chief	Curriculum Leadership	Ensures quality and alignment of curriculum sessions; supervises EPSs
Dr. Avelina P. Tupa	OIC, SGOD Chief	Operations Management	Oversees logistics, venue readiness, and operational requirements
Garry Ballon	Division ITO	ICT Management	Leads ICT operations; ensures system access, setup, and connectivity
Drixel Idol Ortega & IT Staff	ICT Support Team	Technical Support	Provides real-time ICT support; ensures functionality across venues

B. May 4, 2026 – School Heads Party Viewing (Division Conference Hall)

Team Leader – Reynaldo T. Bernales

Name	Position/Designation	Terms of Reference (TOR)	Roles and Responsibilities
Nora G. Capetillo, Reynaldo T. Bernales, Ester A. Siozon, Noemi S. Castante	PSDS – Monitors	Monitoring	Track attendance and participation; ensure compliance
Anabelle O. Yangzon, Geraldine Sumbise, Corie B. Senolos	PSDS/EPS – Facilitators	Facilitation	Guide discussions; support session flow and engagement
Garry Ballon, Drixel Idol Ortega, IT Staff	IT Team	ICT Support	Manage technical setup; ensure stable connectivity
Rina M. Aboganda, Lilibeth G. Ortiz, Beverly Longcop, Leah G. Armejo	Secretariat	Documentation	Handle registration, attendance, and documentation, ADR, Certificate of Appearance
Benchie Bonggoyan, Greggy Bec Obong	Support Staff	Logistical Support	Assist in venue setup, materials, and coordination
Oscar D. Billate	EPS – SGOD	Monitoring & Evaluation	Oversees evaluation; consolidates reports
Marita Senolos	HRTD Coordinator	Training Coordination	Aligns with PD standards; documents outputs



Name	Position/Designation	Terms of Reference (TOR)	Roles and Responsibilities
Grace S. Pagunsan	Administrative Officer V	Admin Management	Handles communication and records
Atty. Rhea Aguado	Legal Officer	Legal Compliance	Ensures adherence to policies and regulations
Gennerson T. Nabual	Supply Officer	Resource Management	Manages procurement and distribution of supplies
All CID Staff	Division Personnel	Technical Support	Assist in facilitation, monitoring, and documentation
Other Division Personnel	Support Staff	General Support	Assist in monitoring and maintaining orderly conduct

C. May 5, 2026 – Teachers Party Viewing (District Sites)

Name	Position/Designation	Terms of Reference (TOR)	Roles and Responsibilities
All EPSs	Education Program Supervisors	Technical Supervision	Facilitate sessions; provide guidance; monitor understanding
All PSDSs	District Supervisors	District Oversight	Ensure site readiness; supervise implementation; coordinate stakeholders
School Heads	School Heads	Site Management	Oversee site operations; ensure attendance and discipline Assist facilitation; guide participants; monitor outputs
School/District IT Coordinators	ICT Coordinators	ICT Management	Ensure setup, connectivity, and livestream operations
Administrative Officer II	Admin Support	Site Administration	Handle documentation, attendance, and coordination, Certificate of Appearance, ADR
PDOs, ADAS, COS, Non-Teaching Personnel	Support Staff	Logistical Support	Assist in registration, documentation, and venue management

Note: All TWG members shall support the effective implementation of Learning Systems Reform Policies, including: Assessment, Senior High School, 3-Term Calendar, Lesson Planning, Education in Emergencies (EiE), Flexible Learning Program (FLP), and Work Immersion.



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