



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

03 June 2026

DIVISION MEMORANDUM
NO. 218, s. 2026

**PLANNING AND COORDINATION CONFERENCE OF THE TRAINING TEAM AND
PMT/TWG MEMBERS IN THE PREPARATION FOR THE CONDUCT OF DIVISION-LED
TRAINING OF TEACHERS ON THE REVISED GRADES 6, 9 & 10 CURRICULUM**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
Section/Unit Heads
All Others Concerned

1. This Office in coordination with the Curriculum Implementation Division (CID) together with the SGOD-Human Resource Development Section, announces the conduct of a one-day live-out Planning & Coordination Conference of the Training Team and PMT/TWG Members in the preparation of the Division-Led Training of Teachers on the Revised Grades 6, 9 & 10 Curriculum on June 4, 2026 at the Calbayog City National High School Function Hall, to start at 8:00am.
2. Teacher-participants are entitled for a 1-day service credit. Snacks and lunch are self-provision.
3. School heads are enjoined to issue a Travel Order for their participants. Attached is the Matrix of Activities, Program Management Team (PMT) and Technical Working Group (TWG) and Shortlist of the Training Team.
4. Travel expenses incurred by the participants relative to the conduct of the Planning and Coordination Conference is charged to FY 2026 HRTD Fund, subject to accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



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



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**PLANNING & COORDINATION CONFERENCE
in the Conduct of Division-Led Training of Teachers on the
Revised Grades 6, 9 & 10 Curriculum**

Date : June 4, 2026

Venue: Function Hall

Calbayog City National High School

MATRIX OF ACTIVITIES

Time/Day	Day 1
8:00 a.m. - 8:30 a.m.	Arrival/ Registration
8:31 a.m. - 9:00 a.m.	Opening Program/Preliminaries By: ✓ Sharon D. Balza, EPS II (HRD) ✓ Dr. Avelina P. Tupa, OIC-Chief, SGOD
09:01 a.m. - 10:15 a.m.	Session 1 Walkthrough of the Sessions in the Conduct of the Division-Led Training of Teachers on the Revised Grades 6, 9 & 10 Curriculum By: Dr. Milaner R. Oyo-a, P4 <i>Resource Package Writer/Resource Person of the Grade 6, 9 & 10 Curriculum Training of Teachers/National Certified Learning Facilitator</i>
10:16 a.m. - 11:15 a.m.	Session 2 Discussion on the Critical Issues and Concerns on the Delivery of the Workshop
11:16 a.m. - 12:00 p.m.	By: Dr. Milaner R. Oyo-a <i>Principal 4</i>
12:00 p.m. - 1:00 p.m.	Lunch Break
1:01 p.m. - 1:45 p.m.	Workshop on the Plotting of Resource Persons per Session ✓ To be facilitated by the Subject Area Focal <i>Note: Please see the list of Subject Area Focal attached in the Div. Memo</i>
1:46 p.m. - 2:45 p.m.	
2:46 p.m. - 3:00 p.m.	Health Break
3:01 p.m. - 4:00 p.m.	Finalization and Presentation of Matrices by Grade Level and by Subject Area <i>To be facilitated by the Subject Area Focal</i>
4:01 p.m. - 5:00 p.m.	Agreements/Next Steps Closing Program By: Dr. Avelina P. Tupa <i>OIC-Chief, SGOD</i> Sharon D. Balza <i>EPS II (HRD)</i> Marita P. Senolos SEPS (HRD)

Prepared by:


MARITA P. SEÑOLOS
*Senior Education Program Specialist
(Human Resource Development)*

NOTED:


AVELINA P. TUPA, EdD
OIC-Chief, SGOD

**SHORTLIST OF PROGRAM MANAGEMENT TEAM (PMT) &
TECHNICAL WORKING GROUP (TWG)**

Name of Personnel	Office/ Unit	Role	Terms of Reference
Dr. Margarito A. Cadayona, CESO VI	OSDS	<i>Chairperson</i>	Oversees the implementation of the entire training program
Dr. Jun-Nilou D. Dulfo	OSDS	<i>Co-Chairperson</i>	Oversees the implementation of the entire program
Dr. Avelina P. Tupa OIC- Chief	SGOD	Program Manager	<ul style="list-style-type: none"> ▪ Oversees the implementation of the program ▪ Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ▪ Orients the PMT and the resource persons/subject matter experts on their terms of reference and the details of the program design ▪ Conducts debriefing with the PMT and resource persons/subject matter experts ▪ Leads in crafting the PD Program Completion Report
Marita P. Senolos SEPS (HRD)	HRDS	Co-Program Manager	
Dr. Renato S. Cagomoc Chief	CID	Learning Manager	<ul style="list-style-type: none"> ▪ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject matter experts ▪ Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities by addressing emerging learning needs ▪ Facilitates the integration session at the end of the intervention, including preparation of Workplace Application Project (WAP) Plan ▪ Ensures the Level 2 (Learning) evaluation is conducted ▪ Prepares and sends communication to participants' supervisors regarding program completion and the importance of WAP
EPSs, PSDSs	CID/ SGOD	<i>Monitors</i>	<ul style="list-style-type: none"> ▪ Serves as QAME on the conduct of each session by class and by subject area

			<ul style="list-style-type: none"> Give feedback/report to the Secretariat on the status of the sessions of the class monitored
Resource Persons/ Learning Facilitators	CID	Learning Area Experts	<ul style="list-style-type: none"> Applies effective presentation and facilitation techniques in conducting assigned sessions Provides expert content input during learning sessions
Lead Resource Persons/Subject Area Experts Filipino: Dr. Lourdes L. Matan, EPS (Filipino) English: Samuel A. Repelente, MT3/TIC Science: Dr. Milaner R. Oyo-a, P4, CCNHS Math: Rolando M. Lacbo, P3, CCNHS Aral. Pan: Maricel C. Cabrillas, MT3 MAPEH: Dr. Rinalyn C. Beso, MT2/TIC TLE: Anabelle O. Yangzon, PSDS GMRC: Blesildo A. Orquin, P3	Schools/CID	Subject Area Focals	<ul style="list-style-type: none"> Lead and facilitate the subject area preparations during the planning and coordination conference, and reporting of feedback, issues and concerns Coordinate with the class managers in their respective subject areas the feedback, issues and concerns Report to the Program Managers/PMT any feedback, concerns and issues that needs interventions or possible solutions in order to have a seamless conduct of the sessions in every classroom. Participate in the planning and decision making to resolve issues and concerns relative to the conduct of this activity.
Division Learning Facilitators 1. Marianita Bejasa 2. Joseph Catarus 3. Ma. Rhoda Cruda 4. Arnel Ignacio 5. Julie Ann Jabonete 6. Reezel Progella 7. Ken Elben Puralan 8. Elexis Ruiz 9. Ria Senales 10. Jonathan Tan 11. Jenelyn Tendido 12. Eugenio Abajo 13. Merardo Comayingking	Schools	Class Managers/ Documentation and Secretariat	<ul style="list-style-type: none"> Documents the proceedings of the learning sessions using the prescribed documentation template Takes photos of the different parts of the program delivery Attends to the registration needs of participants Ensures that participants fill-out the attendance sheets every day Prepares a directory of participants based on the registration forms Assists in the distribution of learning materials and supplies Assists in posting and collection of sessions outputs

<p>14. Gene Dominic Gutierrez 15. Rodrigo Ventures 16. Nikko Quintana 17. Irene Paghunasan 18. Analyn Bautista 19. Cecilia Nardo 20. Maximo Pacho 21. Lorena Evardone 22. Jesebel Festin 23. Jason Panes 24. Maricel Merencillo</p>			<ul style="list-style-type: none"> ▪ Compiles session documents and learning resource materials ▪ Report to subject area focals for feedback, issues and concerns encountered in the classroom.
<p>Marita P. Senolos SEPS (HRD) Sharon D. Balza EPS II (HRD) Greggy Bec C. Obong-ADA VI Glenn C. Portura, ADAS III Ma. Nannette T. Eman, ADAS II Leah D. Balane, AO II</p>	<p>SGOD-HRDS, CID, OSDS, Host School</p>	<p>Training Coordinators and Staff</p>	<ul style="list-style-type: none"> ▪ Oversee all finance-related concerns of the program, including the efficient allocation and timely release of funds, as well as the documentation for liquidation ▪ Initiates procurement processes of resources, materials and relevant services and perform relevant services and perform a follow-up fund disbursement with appropriate offices ▪ Monitors and documents all disbursements against the budget to support liquidation ▪ Liquidates all fund disbursements and prepares a financial report as input to the PD Program Completion Report ▪ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles and other resources to support the successful implementation of the program ▪ Leads ocular inspection of the venues to ensure adherence to standards and specifications ▪ Checks that session rooms are always ready for use and conducive for learning
<p>Marita P. Senolos SEPS (HRD) Sharon D. Balza EPS II (HRD)</p>	<p>HRDS</p>	<p>CPD Focal Persons</p>	<ul style="list-style-type: none"> ▪ Prepares the PD application for CPD accreditation ▪ Prepares the completion report and its attachments for submission to PRC via CPDAS
<p>Oscar D. Billate, Jr.</p>	<p>SGOD</p>	<p>M & E Officers</p>	

<p>EPS-SGOD Rosalia M. Rivera SEPS (SMME) Asther E. Bachar EPS II (SMME) Robert Anthony F. Ygrubay MT II/ M&E Coordinator-Designate Eric R. Doroja PDO III/ DRRM Engr. Jordan B. De Veyra Division Engineer Gary H. Ballon ITO 1 Drixel Idol R. Ortega ADAS III</p>	<p>SMME, Physical Facilities, DRRM, ICT Services</p>		<ul style="list-style-type: none"> ▪ Implements the M&E Plan in collaboration with the PMT ▪ Applies process observation and prescribed tools to monitor ▪ Administers and analyzes the results of the Level 1 evaluation which is to be presented during the debriefing ▪ Assists the Learning Manager in administering and analyzing the results of the Level 2 evaluation ▪ Prepares Levels 1 and 2 M&E Analysis and submit to Program Manager for the inclusion in the PD Program Completion Report
<p>Dr. Arlene C. Catalan Medical Officer and Division Nurses</p>	<p>Health & Nutrition Section</p>	<p>Health Officers</p>	<ul style="list-style-type: none"> ▪ Collaborates with the PMT to integrate health and safety considerations into logistical and operational planning ▪ Provides on-site medical support and first aid services ▪ Manages health-related incidents and coordinates emergency response including referral to appropriate healthcare facilities, if needed ▪ Maintains records of health incidents, medical interventions provided and compliance with health standards
<p>Reynaldo T. Bernales, PSDS and other school heads in Calbayog 5 District</p> <p>Romeo D. Castante, P4 and School Faculty and Staff</p>	<p>Host District PSDS</p> <p>Host School Head</p>	<p>Venue Logistics and Management</p>	<ul style="list-style-type: none"> ▪ Oversee the entire venue readiness on the conduct of the training program

Planning & Coordination Conference in the Preparation for the Conduct of Division-Led Training of Teachers on the Revised Grades 6, 9 & 10 Curriculum
June 04, 2026, Calbayog City NHS Function Hall

SHORTLIST OF TRAINING TEAM/LEARNING FACILITATORS BY LEARNING AREA PER GRADE KEVEL

Learning Area/Grade Level	Grade 6	Grade 9	Grade 10	Grade 9/10 TLE		
English	1. Chona C. Valenzuela	Hazel C. Paghunasan	Erwin L. Purcia			
	2. Ma. Lourdes M. Daligdig	1. Ylrah May D. Salor	Samuel A. Repelente			
	3. Fernando P. Medrina	2. Carlo A. Doinog	1. Lido C. Manicani			
		3. Corie B. Senolos	2. Remirose Doann G. Yu			
		4. Rosalia M. Rivera	3. Sonia C. Cupla			
		5. Ken Elben D. Puralan	4. Martin B. Ygbuhay II			
Filipino	Lourdes L. Matan	1. Rose Ann B. Menieba	1. Ruthel D. Conchas			
	1. Jaysson A. Alilita	2. Mary Flor Delos Santos	2. Rina M. Aboganda			
	2. Maricel V. Tarrayo	3. Lizmher Jane D. Suarez	3. Rosemarie B. De Guzman			
Math	1. Michael V. Pernia	Virginia S. Paglinawan	1. Virginia A. Millares			
	2. Jaysam M. Casaljay	1. Maricel P. Alegria	2. Rolando M. Lacbo			
	3. Billy Joe A. Castante	2. Mark Anthony G. Bagaris	4. Archie B. Espiña			
	4. Christian L. Senolos	3. Lovella J. Paghunasan	5. Danilo S. Jadulco			
		4. Romeo D. Castante	6. April Cathy S. Manota			
		5. Reggie M. Jumaday				
		6. Jan Glend S. Castañares				
Science	Benjie A. Beduya	Anjie T. Beduya	Milaner R. Oyo-a			
	Daisy G. Ale	1. Benedict Benecario	1. Maria Luz C. Murillo			
	1. Rhuel R. Yongotyongot	2. Gene Dominic L. Gutierrez	2. Robert Anthony F. Ygrubay			
	2. Nicolas B. Tarrayo, Jr.	3. Jonathan T. Tan	3. Karen J. Yu			

	3. Jason S. Panes	4. Genesis S. Lingling	4. Joekim R. Casiño		
	4. Myrene J. Pernia	5. Edna M. Cabillan	5. Madelyn S. Temporosa		
		6. Ana Margarita D. Bautista			
AP	1. Ma. Hazel D. Aguaviva	Aga C. Lagarde	Jeneth M. Alfaro		
	2. Heidi F. Sale	1. Catherine A. Lim	1. Josephine L. Gallardo		
	3. Gerome D. Silva	2. Ma. Annaliza T. Libril	2. Maricel S. Cabrillas		
		3. Jenivee A. Terno	3. Rey Nicholson G. Salurio		
		4. Evangeline Labong	4. Ira A. Calaogan		
		5. Richel B. Diolon	5. Manuel Delijero		
GMRC	Blesildo A. Orquin	Nelson R. Bello	Marjorie L. Cababat		
	1. Cynthia G. De Guzman	Raymund C. Constantino	Christopher D. Salino		
	2. Lorena Z. Libotlibot				
MAPEH	1. Malvin O. Regulacion	1. Kris Almi Tarrayo	1. Mylene T. Ballon		
	2. Kristian Aldrin B. Cruda	2. May P. Abad	2. Rinalyn C. Beso		
	3. Zosimo T. Sumbise, Jr.	3. Loniza A. Tizon	3. Sunray Labasbas		
TLE	1. Anabelle O. Yangzon			ICT	
	2. Normel John A. Manuales			1. Mr. Reynaldo Demit, T3	
	3. Prolet Jay A. Malingin			2. Jeffrey Labor, T3	
	4. Sonia M. Cuizon			3. June Ortiz, MT2	
	5. Josephine T. Silva			AFA	
	6. Kim Angeline C. Alandino			1. Wilfredo C. Yazar	
	7. Ma. Carren M. Julaton			Jonas Vergel P. Catorce	
	8. Randy A. Nable			Arturo G. Gabin	
	9. Felicita P. Constantino			Edelberto A. Ventura	
	10. Sheryl Jean M. Garcia			1. Kristine P. Velasco, T3	
	11. Israel T. Diaz			2. Marjorie Lee Lathrop, T3	
	12. Julie Ann D. Jabonite			3. Marissa D. Jao, T3	

13. Marcia C. Tocayon			FCS	
14. Wilfredo A. Managaysay			Wilson R. Catarin	
15. Julieta O. Albelda			1. Eduardo Hibaya, MT1	
			2. Esmeralda Rojo, T3	
			3. Maita Sarmiento, T3	
Legend:			IA	
	Core Team		1. Richard Asis, T3	
	NTOT		2. Dody Palima, T3	
	RTOT		3. Ryan P. Labonite, T2	

Prepared by:


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 SEPS (HRD)

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 OIC-Chief, SGOD

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 Chief, CID