



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

06 August 2026

DIVISION MEMORANDUM

NO. 378, s. 2026

**CONDUCT OF DIVISION TRAINING OF TEACHERS ON THE
REVISED K to 12 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, through the SGOD-Human Resource Development Section, announces the conduct of a three-day live-out Division Training of Teachers on the Revised Framework of K to 12 Curriculum scheduled from August 24-26, 2026 for Batch 1 and September 2-4, 2026 for the Batch 2 which will be conducted .
2. The training aims to:
 - a. develop participants' deep and consistent understanding of the content and intent of the Revised K to 12 Curriculum; and
 - b. strengthen core competencies in content knowledge and pedagogy, curriculum and planning, and assessment.
3. The participants of this activity are the 2026 newly hired elementary and secondary School teachers. District supervisors and school heads are enjoined to facilitate and monitor the 100% attendance of their respective districts and schools. Attached are the Training Matrix, Composition of Program Management Team (PMT) and resource persons.
4. The training shall be conducted in two (2) batches as follows:

Batch /Cluster	Schedule	Grade Level & Learning Area
Batch 1	August 24-26, 2026	Elementary and Junior High School Teacher
Batch 2	September 2-4, 2026	Grade 11 teachers

Venue: Division office Conference Hall

4. There will be a Coordination and Planning Conference of all the resource persons, PMT on August 17, 2026, 9:00 a.m. at the Division Conference Hall.



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

Page 1 of 7

6. Expenses for food, training materials and other expenses relative to the conduct of this activity is charged 2026 GAA/INSET Fund, subject to accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: As stated

To be indicated in the Perpetual Index under the following subjects:

HRTD-TRAINING

REVISED CURRICULUM



Enclosure No. 1 of Division Memorandum No. _____, s. 2026

TRAINING OF TEACHERS ON THE REVISED K TO 12 CURRICULUM

Batch 1: August 24-26, 2026, SDO Conference Hall

Batch 2: September 2-4, 2026, SDO Conference Hall

TRAINING MATRIX

Time/Day	Day 1	Day 2	Day 3
8:00 a.m. - 8:30 a.m.	Arrival/ Registration		
8:31 a.m. - 10:00 a.m.	Opening Program & Pre- test/ Am Snacks Secretariat/TWG	Session 4 Curriculum Deep Dive: Internalizing (Grade Level-Learning Area) Term 2 Unpacking of Curriculum	Session 6 Building on Curriculum Map: Lesson Planning
10:01 a.m. - 10:15 a.m.			
10:16 a.m. - 11:15 a.m.	(Core) Session 1 Understanding the Revised K to 10 Curriculum	Continuation of Session 4	Workshop 2
11:16 a.m. - 12:00 p.m.		Workshop 1	ILAW
12:00 p.m. - 1:00 p.m.			
1:01 p.m. - 1:45 p.m.	(Core) Session 2 The Kindergarten to Grade 10 Instructional Design Framework	(Specialization) Session 5 Selecting Appropriate Teaching Strategies for Optimal Learning	Workshop 3 Demonstration Teaching
1:46 p.m. - 2:45 p.m.			
2:46 p.m. - 3:00 p.m.	Health Break	Health Break	Health Break
3:01 p.m. - 3:15 p.m.	(Specialization) Session 3	Session 6	Next Steps
3:16 p.m. - 5:00 p.m.	The Multigrade Instruction/ Differentiated Instruction Dr. Lourdes L. Matan	Assessing Learning Dr. Joy B. Saldana	Closing Program
5:01 p.m. - 5:15 p.m.	Recap, Reminders and End-of-Day Evaluation		

Enclosure No. 2 of Division Memorandum No. _____, s. 2026

PROGRAM MANAGEMENT TEAM

Name of Personnel	Office/ Unit	Role	Terms of Reference
Dr. Avelina P. Tupa OIC- Chief	SGOD	Program Manager	- Oversees the implementation of the entire 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	
Resource Persons/Learning Facilitators	CID	Learning Area Experts	- 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 - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

Class Managers	To be identified	Documentation and Secretariat	- 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 - Compiles session documents and learning resource materials
Marita P. Senolos SEPS (HRD) Sharon D. Balza EPS II (HRD)	HRDS	Training Coordinators	- 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
Marita P. Senolos SEPS (HRD) Sharon D. Balza EPS II (HRD)	HRDS	CPD Focal Persons	Prepares the PD application for CPD accreditation

Oscar D. Billate, Jr. EPS-SGOD Rosalia M. Rivera SEPS (SMME) Asther E. Bachar EPS II (SMME) Rosalia M. Rivera SMM&E Eric R. Doroja PDO III/ DRRM ITO 1 Drixel Idol R. Ortega ADAS III	SGOD SMME	M & E Officers	- Prepares the completion report and its attachments for submission to PRC via CPDAS - 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
Dr. Arlene C. Catalan Medical Officer and Division Nurses	Health & Nutrition Section	Health Officers	- 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