



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

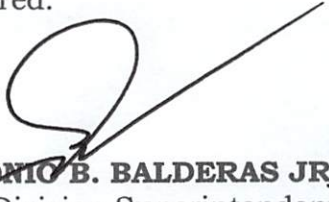
14 July 2026

DIVISION MEMORANDUM
No. 475 s. 2026

DIVISION CAPACITY-BUILDING ON THE IMPLEMENTATION OF LEARNING SYSTEMS REFORM POLICIES (LSRP)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the issuances of **Department of Education (DepEd) Order No. 009, s. 2026**, titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**, and the dissemination of other key **Learning Systems Reform Policies**, this Office shall conduct the **Division Capacity-Building on the Implementation of Learning Systems Reform Policies** on **03-05 August 2026**, at a venue to be announced in a separate memorandum.
2. This activity aims to:
 - a. provide comprehensive orientation on the *Learning Systems Reform Policies* among instructional leaders;
 - b. create necessary adjustments in the Teacher/Class Program
 - c. showcase samples of ILAW framework-compliant lesson exemplars (by grade level and learning area)
 - d. develop school action plan in ensuring seamless basic education implementation based on stipulated guidelines, and
 - e. commit oneself in the process of school continuous improvement anchored on these policies.
3. The participants' food and training supplies shall be charged against the Program Support Fund (PSF) with Account Code: 5021408000. Travelling expenses of the participants shall be charged against any available local funds such as school/division MOOE subject to the usual government accounting and auditing rules and regulations.
4. Attached are the list of participants (Enclosure 1), activity matrix (Enclosure 2), and technical working group (Enclosure 3) for your reference.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DO 009, s.2026
DO 014, s.2026
DO 015, s.2026
DO 016, s.2026,
DO 017, s.2026

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

LEARNING SYSTEMS REFORM POLICIES

CID- division capacity-building on the implementation of learning systems reform policies (lsrp)
CIDFJNGM-003411/July 14, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Position	Office/School
1	Celedonio B. Balderas, Jr.	Schools Division Superintendent	OSDS
2	Herbert D. Perez	Assistant Schools Division Superintendent	OSDS
3	Edwin R. Rodriguez	Chief Education Supervisor	CID
4	Joseph Jay U. Aureada	Education Program Supervisor – GMRC/ESP	
5	Christian J. Bables	Education Program Supervisor – Filipino	
6	Jerome A. Chavez	Education Program Supervisor – Mathematics	
7	Geraldine M. Constantino	OIC, Education Program Supervisor – AP/Makabansa	
8	Louie L. Fulleo	Education Program Supervisor – EPP/TLE	
9	Mildred Z. Galleno	Education Program Supervisor – Kindergarten/ALS/SNED	
10	Michael Leonard D. Lubiano	Education Program Supervisor – Science	
11	Sherwin C. Quesea	Education Program Supervisor – MAPEH	
12	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor – English	
13	Generosa F. Zubieta	Education Program Supervisor – LRMDs	
14	Marife R. Lagar	Planning Officer III	SGOD
15	Montano L. Agudilla, Jr.	SEPS – SMME	
16	John Cavin S. Rodil	SEPS – HRDD	
17	Ariel O. Cabuyao	PDO II	
18	Jerome A. Javin	Data Analyst	OSDS
19	Lorynel C. De Sagun	Head Teacher III	Alsam IS
20	Cherry G. Hugo	Principal II	BANHS
21	Lilibeth B. Vargas	Teacher III/Officer-in-Charge	Busal IS
22	Honesto P. Caagbay, Jr.	School Principal I	Calumpang IS
23	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES
24	Mary Grace M. Cabili	School Principal II	Dapdap IS
25	Baby Lyn T. Olandes	Head Teacher III	Domoit ES
26	Teresa E. Andaya	School Principal II	East Palale ES
27	Emelia R. Eclarin	School Principal I	Eugenio Francia IS
28	Alona C. Crisanto	School Principal III	Froilan E. Lopez ES
29	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
30	Michael M. Safred	School Principal I	Ilasan IS
31	Girlie G. Abaricia	Head Teacher III	Ipilan-Alitao ES

32	Ronald O. Hugo	Master Teacher I/Officer-in-Charge	Katigan-Alupay ES
33	Larvin O. Labrada	School Principal I	Lakawan ES / Tayabas City NHS
34	Regicelle D. Cabaysa	School Principal I	Lalo ES
35	Wenefredo B. Baylongo	School Principal I	Lawigue ES
36	Gregorio I. Racelis	School Principal IV	LPIHS
37	Ronan R. Ranillo	School Principal III	Malaoa-Calantas ES
38	Arlene D. Pagana	Teacher III/Officer-in-Charge	Masin ES
39	Evelyn R. Palambiano	School Principal II	Mate IS
40	Joel N. Dela Cruz	Master Teacher I/Officer-in-Charge	Mayuwi IS
41	Luz A. Pacaigue	School Principal I	North Palale ES
42	Democrito C. Cabile, Jr.	School Principal I	Pandakake ES
43	Dennis O. Labita	School Principal III	Potol ES
44	Rempson P. Sumilang	School Principal I	RQINHS
45	Ingrid A. Palad	School Principal II	South Palale ES
46	Adrian A. Naynes	Head Teacher I	Talolong ES
47	Elpidia C. Palayan	School Principal II	Tayabas East CS
48	Lea A. Cosico	School Principal II	Tayabas West CS I
49	Roderick O. Hugo	School Principal II	Tayabas West CS II
50	Natalia A. Andaya	School Principal II	Tayabas West CS III
51	Julieta M. Labita	School Principal I	Tayabas West CS IV
52	Reniel C. Cabuyao	School Principal I	Valencia ES
53	Corazon M. Oabel	School Principal II	West Palale ES
54	Joy B. Go	School Principal IV	WPNHS

Enclosure 2

ACTIVITY MATRIX

Day 1: Foundations and the New School Calendar Structure			
Time	Duration (minutes)	Session Topic/Activity and Learning Facilitators	Key Outputs/ Objective
07:30 AM – 08:00 AM	30	Arrival and Registration	
08:00 AM – 08:30 AM	30	Opening Program	Setting of Expectations
08:30 AM – 09: 30 AM	60	Opening Preliminaries & Framework Keynote: The Landscape of DepEd Learning System Reforms Dr. Herbert D. Perez, CESO VI Assistant Schools Division Superintendent	Map out the legal bases, systemic targets, and vision of the 2026 reform policies.
09:30 AM – 10:00 AM	30	Health Break	
10:00 AM – 12:00 NN	120	Session 1: Deep Dive into DO 009, s.2026 (The Three-Term School Calendar) Dr. Edwin R. Rodriguez Chief Education Supervisor-CID Marife R. Lagar Planning Officer III	Understand the rationale behind the shifting timelines and protecting instructional time.
12:00 NN – 01:00 PM	60	Lunch Break	
01:00 PM – 02:30 PM	90	Session 2: Navigating the Three-Term Budgets of Work (BOW) Michael Leonard D. Lubiano Education Program Supervisor-Science	Master how curriculum competencies are reorganized across the new three-term structure.
02:30 PM – 03:00 PM	30	Health Break	
03:00 PM – 04:00 PM	60	Workshop 1: School-Level Calendar Simulation & Class Program Adjustment Dr. Christian J. Bables Education Program Supervisor-Filipino Marife R. Lagar Planning Officer III	Draft/revise a modified, compliant school-year calendar layout for individual school stations.
04:00 PM – 04:30 PM	30	Presentation of select class program adjustments	
04:30 PM – 05:00 PM	30	Clearinghouse & Open Forum for Day 1 Updates	Address administrative

		End-of-day evaluation	anxieties regarding co-curricular limits and non-negotiable term windows.
Day 2: Instructional Delivery and Simplified Lesson Planning			
Time	Duration (minutes)	Session Topic/Activity and Learning Facilitators	Key Outputs/ Objective
08:00 AM – 08:30 AM	30	Management of Learning	Synthesize operational calendar key-takeaways.
08:30 AM – 09: 30 AM	60	Session 3: Unpacking DO 016, s. 2026 (Simplifying and Clarifying Lesson Design) Dr. Geraldine M. Constantino OIC-Education Program Supervisor – AP/MAKABANSA	Deconstruct the new, lean lesson planning templates meant to eliminate unnecessary clerical burdens.
09:30 AM – 10:00 AM	30	Health Break	
10:00 AM – 11:00 AM	60	Session 3 <i>continuation</i>	
11:00 AM – 12: 00 NN	60	Session 4: Maximizing Instructional Contact Time & Decongesting the Classroom Luzviminda Cynthia Richelle F. Quintero Education Program Supervisor-English Montano L. Agudilla, Jr SEPS-SMME	Learn practical methods to isolate teaching minutes from external administrative disruptions.
12:00 NN – 01:00 PM	60	Lunch Break	
01:00 PM – 02:30 PM	90	Workshop 2: Presentation of Compliant Lesson Plan / Exemplar (By Learning Area & Grade) Dr. Joseph Jay U. Aureada Education Program Supervisor-GMRC/VE	Produce a peer-reviewed, simplified Lesson Plan aligned with the new Policy Guides.
02:30 PM – 03:00 PM	30	Health Break	
03:00 PM – 04:30 PM	90	Workshop 2 <i>continuation</i>	
04:30 PM – 05:00 PM	30	Day 2 Synthesis & Wrap-up End-of-day Evaluation	Prepare for the assessment policy focus on Day 3.
Day 3: Assessment Reforms and Institutional Rollout			
Time	Duration (minutes)	Session Topic/Activity and Learning Facilitators	Key Outputs/ Objective
08:00 AM – 08:30 AM	30	Management of Learning	Synthesize operational calendar key-takeaways.
08:30 AM – 09: 30 AM	60	Session 5: Mastery of DO 015, s. 2026 (Classroom	Dig into the updated assessment weight

		Assessment and Grading System) and DO 017, s.2026 (Strengthened SHS) Dr. Jerome A. Chavez Education Program Supervisor-Mathematics	distributions, authentic feedback loops, and grading templates.
09:30 AM – 10:00 AM	30	Health Break	
10:00 AM – 11:00 AM	60	Session 5 continuation	
11:00 AM – 12: 00 NN	60	Session 6: Guidelines on Learning Continuity in Emergencies (DO 014, s.2026) Louie L. Fulleo Education Program Supervisor-EPP/TLE Ariel O. Cabuyao PDO II – DRRM	Make granular, highly localized decisions regarding class suspensions without compromising learning.
12:00 NN – 01:00 PM	60	Lunch Break	
01:00 PM – 02:30 PM		Session 7: Monitoring, Evaluation, and Utilizing the Checklist for School Heads Mildred Z. Galleno Education Program Supervisor-SNED/Kinder/ALS	Equip school leaders to audit their station's readiness for the 3-term system shift.
01:00 PM – 02:30 PM	90	Workshop 3: Crafting the Local School Rollout and Action Plan John Cavin S. Rodil SEPS-HRDD Sherwin C. Quesea Education Program Supervisor-MAPEH	Develop a School-Based Training (SBTT) or LAC Session schedule to echo these reforms locally.
02:30 PM – 03:00 PM	30	Health Break	
03:00 PM – 04:30 PM	90	Presentation of Implementation Plans & Signing of Commitments	Secure accountability from participating school instructional leaders.
04:30 PM – 05:00 PM	30	Day 3 Synthesis & Wrap-up End-of-day Evaluation and Closing Program	Complete programmatic orientation evaluation.

Enclosure 3

TECHNICAL WORKING GROUP

Overall Chairperson: CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Co-chairpersons: HERBERT D. PEREZ
Assistant Schools Division Superintendent
EDWIN R. RODRIGUEZ
Chief Education Supervisor – CID

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Michael Leonard D. Lubiano	• Prepares Activity Design, Division Memoranda, and Procurement Request, • Coordinates with resource speakers/learning facilitator • Prepares activity completion report and other documents for liquidation
QAME	Montano L. Agudilla, Jr.	• Prepares end-of-day evaluation tool and conduct QATAME and gathers feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Welfare Officer	SDO nurse	• Ensures observance/ compliance of health protocols including but not limited to conduct of training. • Administers first aid and health services during the event.
Resource Speakers/Learning Facilitators	Herbert D. Perez, CESO VI Edwin R. Rodriguez Joseph Jay U. Aureada Christian J. Bables Jerome A. Chavez Geraldine M. Constantino Louie L. Fullido Mildred Z. Galleno Michael Leonard D. Lubiano Sherwin C. Quesea Luzviminda Cynthia Richelle F. Quintero Generosa F. Zubieta Marife R. Lagar Montano L. Agudilla, Jr.	• Lead the discussion of topics and/or facilitate/s workshop. • Attend/s engages in the debriefing sessions.

	John Cavin S. Rodil Ariel O. Cabuyao	
Documentation and Program Preparation	Generosa F. Zubieta Erison T Albis Jerome A. Javin	• Facilitate the completion of participants' day-to-day attendance • Ensure that registration meals and attendance sheets are properly and completely accomplished. • Take pictures from the opening until closing programs. • Assist the session facilitators/s. • Ensure that sound system and projectors are properly set up. • Manage unexpected system glitches • Prepare Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.