



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

31 July 2024

DIVISION MEMORANDUM
No. 503 s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 483, S. 2024 TITLED
PROVISION OF TECHNICAL ASSISTANCE ON THE PREPARATION OF CLASS
PROGRAMS AND TEACHING LOADS IN THE IMPLEMENTATION OF THE
MATATAG CURRICULUM FOR SY 2024-2025**

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

1. In reference to **Division Memorandum No. 483, s. 2024 titled Provision of Technical Assistance on the Preparation of Class Programs and Teaching Loads in the Implementation of the MATATAG Curriculum for SY 2024-2025**, this Office announces the venue of the in-person provision technical assistance on August 1, 2024 that will be conducted at **M.I. Sevilla's Resort, Brgy. Domoit, Lucena City**.
2. Participants for the said activity are identified in **Enclosure 1**. Likewise, they shall be required to bring their laptops and extension cords for the editing of their draft class and teachers' program.
3. A registration fee of Php 600.00 shall be collected from the participants chargeable to their available office/station's (School or Division) MOOE subject to usual accounting and auditing procedures.
4. This Memorandum shall serve as the travel authority of the identified participants in Enclosure 1.
5. Should there be clarifications and queries, please contact the Curriculum Implementation Division through (042) 785-9615 local 107.
6. All other provision of Division Memorandum No. 483, s. 2024 not changed remains in effect.
7. Immediate and wide dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



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Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

Encl.: as stated

Reference: Division Memorandum No. 483, s. 2024

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

CLASS PROGRAM
TEACHING LOAD
TECHNICAL ASSISTANCE

CID – addendum to division memorandum no. 483, s. 2024 titled provision of technical assistance on the preparation of class programs and teaching loads in the implementation of the matatag curriculum for sy 2024-2025

CIDGR408-000879 / July 31, 2024

Enclosure 1

List of Participants

No.	Name	Designation	Office/School
1	Celedonio B. Balderas, Jr.	SDS	OSDS
2	Herbert D. Perez	ASDS	OSDS
3	Edwin R. Rodriguez	CES	CID
4	Imelda Raymundo	CES	CID
5	Mikael Sandino Andrey	EPS	CID
6	Joseph Jay Aureada	EPS	CID
7	Christian Bables	EPS	CID
8	Jerome Chavez	EPS	CID
9	Louie Fulleo	EPS	CID
10	Mildred Galleno	EPS	CID
11	Michael Leonard Lubiano	EPS	CID
12	Sherwin Quesea	EPS	CID
13	Generosa Zubieta	EPS	CID
14	Teofila Ocumin	EPS II	CID
15	Ermelo A. Escobinas	PDO II	CID
16	Adrian Aguirre	Admin. Aide VI	CID
17	John Marfin M. Tabaquero	Admin. Aide II	OSDS
18	Marife Lagar	Planning Officer III	SGOD
19	Grasiela Hernandez	HRMO II	OSDS – HRMU
20	Larvin Labrada	Head Teacher III	Alsam IS
21	Johncent Roy Tibordo	Master Teacher – OIC	Busal IS
22	Girlie Abaricia	Head Teacher III	Domoit ES
23	Elpidia Palayan	School Principal II	East Palale ES
24	Luz Pacaigue	Head Teacher III	Eugenio Francia IS
25	Dennis Labita	School Principal II	Froilan E. Lopez ES
26	Aldwin Capistrano	Head Teacher III	Gibanga ES
27	Joy Go	School Principal IV	Ilasan IS
28	Alona Crisanto	School Principal III	Ipilan Alitao ES
29	Teresa Andaya	School Principal I	Kalumpang ES
30	Akeem Aaron Valdeavilla	Teacher-in-Charge	Katigan Alupay ES
31	Lea Cosico	School Principal	Lakawan ES
32	Juelita Labita	Head Teacher III	Lalo ES
33	Ingrid Palad	School Principal II	Lawigue ES
34	Lorynel De Sagun	Head Teacher III	Malao-a Calantas ES
35	Arlene Pagana	Teacher-in-Charge	Masin ES
36	Alita Rodriguez	Teacher-in-Charge	Mate IS
37	Jeffrey Dimailig	Master Teacher – OIC	Mayuwi CS
38	Babylyn Olandes	Head Teacher III	North Palale ES
39	Adrian Maano	Head Teacher III	Pandakaki IS
40	Roderick Hugo	School Principal I	Potol ES
41	Corazon Oabel	School Principal I	South Palale ES
42	Ronan Ranillo	School Principal II	Tayabas East CS
43	Cherry Hugo	School Principal II	Tayabas West CS I
44	Honesto Caagbay, Jr.	School Principal I	Tayabas West CS II

45	Natalia Andaya	School Principal I	Tayabas West CS III
46	Rowena Sabiduria	School Principal I	Tayabas West CS IV
47	Adrian Naynes	Head Teacher I	Valencia ES
48	Waldymar Pasacsac	School Principal II	Wakas ES
49	Wenefredo Baylongo	School Principal I	West Palale ES
50	Evelyn Palambiano	School Principal I	Buenaventura Alandy NHS
51	Michael Safred	School Principal I	Dapdap IS
52	Gener Delos Reyes	School Principal IV	Luis Palad IHS
53	Democrito Cabile, Jr.	Head Teacher III	Rosario Quesada INHS
54	Emelia R. Eclarin	Assistant Principal II	Tayabas City NHS
55	Mary Grace Cabili	School Principal II	West Palale NHS
56	Montano Agudilla	SEPS – OIC	Talolong IS

Enclosure 2

Activity Matrices

August 1, 2024 (In-Person Provision of Technical Assistance)

Venue: M.I. Sevilla's Resort, Brgy. Domoit, Lucena City

Time: 8:00 am – 5:00 pm

Time	Activity	In-Charge/ Mode
8:00 – 8:15	Arrival and Registration	TWG
8:15 – 8:45	Opening Program <ul style="list-style-type: none"> - National Anthem - Prayer - Bagong Pilipinas Hymn - Calabarzon March - Tayabas Hymn Checking of Attendance <ul style="list-style-type: none"> - Generosa Zubieta Inspirational Messages <ul style="list-style-type: none"> - Herbert D. Perez - Celedonio B. Balderas, Jr. Statement of Purpose <ul style="list-style-type: none"> - Dr. Edwin R. Rodriguez 	AVP EPS - LRMSDS ASDS SDS Chief ES – CID
8:45 – 9:15	Presentation of the Salient Features of the Policy Guidelines on the Implementation of the MATATAG Curriculum DepEd Order No. 10, s. 2024	CES / EPS
9:15 – 9:45	Presentation of Process of Approval and Submission of Class and Teachers' Programs and e-SF7	CES / EPS / Planning Officer
9:45-10:00	Open Forum	
10:00 – 10:15	Health Break	
10:15 – 12:00	Breakout Sessions per Cluster	SHs and Cluster EPSs
12:00 – 1:00	Lunch Break	
1:00 – 3:15	Sample Presentation of Cluster Outputs (Class Program) <ul style="list-style-type: none"> - Cluster 1 (15 mins) - Cluster 2 (15 mins) - Cluster 3 (15 mins) - Cluster 4 (15 mins) - Cluster 5 (15 mins) - Cluster 6 (15 mins) - Cluster 7 (15 mins) - Cluster 8 (15 mins) - Cluster 9 (15 mins) 	SHs
3:15 – 3:45	Open Forum	
3:45 – 4:15	Submission and Approval of Class Programs	SHs / EPS / CES
4:15 – 5:00	Closing Ceremonies and Distribution of Certificates	AVP