



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

28 October 2025

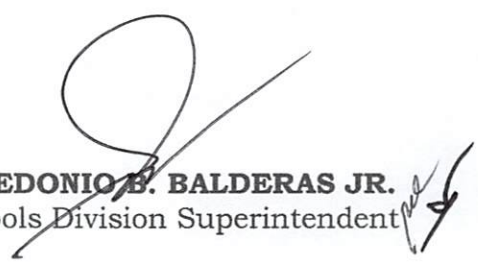
DIVISION MEMORANDUM
No. 771 s. 2025

**TRAINING AND WRITESHOP ON LEARNING AND SERVICE
CONTINUITY PLAN (LSCP)**

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

1. In relation to the Department of Education's 5 Point Agenda, which call for taking care of the students by promoting learners' wellbeing, inclusive education, positive learning environment and continuity of learning during calamities and emergencies, this Office informs the field of the conduct of the **Training and Writeshop on Learning and Service Continuity Plan (LSCP)** on **November 18-19, 2025, at M.I. Sevilla Resort, Lucena City.**
2. This activity focuses on the development of a Learning and Service Continuity Plan (LSCP) for every school. The LSCP serves as a proactive framework that equips schools to anticipate, prepare for, and effectively respond to disruptions that may impact the continuity of learning and essential services. To ensure that education delivery remains resilient and responsive in the face of emergencies, disasters, or other unforeseen challenges.
3. Attached herewith are **Enclosure 1**- List of Participants (school heads or school alternate DRRM Coordinators), **Enclosure 2** – Indicative Matrix of Activities and **Enclosure 3** - Program Management Team and Terms of Reference.
4. Participants are expected to bring their own laptops, soft copy of DepEd Order No. 22 s. 2024, previous School Contingency Plans, School DRRM Team and extension wires that will be used in the activity.
5. Meals and venue shall be charged against the Disaster Preparedness Response Program (DPRP) Funds while travel expenses relative to the conduct of this activity shall be charged against the schools' Maintenance and Other Operating Expenses (MOOE), local/school funds whichever is applicable. All expenses are subject to the usual accounting and auditing rules and regulations.
6. For further queries and clarification, you may contact Ariel C. Cabuyao, PDO II at 09338177135 or ariel.cabuyao@deped.gov.ph

7. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 22 s. 2024
To be indicated in the Perpetual Index
Under the following subject:

TRAINING WRITESHOP
LSCP
DRRM

SGOD – training and writeshop on learning and service continuity plan (lscp)
8TPQ3-000021/October 28, 2025

Enclosure 1: List of Participants

No.	Participants	Position/Designation	School
1.	Lorynel C. De Sagun	Head Teacher III	Alsam Integrated School
2.	Lilibeth B. Vargas	Teacher III/ Officer in-Charge	Busal Integrated School
3.	Honesto P. Caagbay Jr.	School Principal I	Calumpang Integrated School
4.	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES
5.	Mary Grace M. Cabili	School Principal II	Dapdap Integrated School
6.	Baby Lyn T. Olandes	Head Teacher III	Domoit Elementary School
7.	Teresa E. Andaya	School Principal II	East Palale Elementary School
8.	Emelia R. Eclarin	Assistant School Principal II/ Officer-in-Charge	Eugenio Francia IS
9.	Roderick O. Hugo	School Principal III	Froilan.E. Lopez ES
10.	Aldwin V. Capistrano	Head Teacher III	Gibanga Elementary School
11.	Michael M. Safred	School Principal I	Ilasan Integrated School
12.	Alona C. Crisanto	School Principal III	Ipilan-Alitao Elementary School
13.	Ronald O. Hugo	Master Teacher I / Officer in-Charge	Katigan-Alupay ES
14.	Larvin O. Labrada	Head Teacher III	Lakawan Elementary School
15.	Regicelle D. Cabaysa / Beatrice Salazar	School Principal I / Alternate DRRM Coor	Lalo Elementary School
16.	Wenefredo B. Baylongo	School Principal I	Lawigue Elementary School
17.	EJ Fhiel Palmero	Alternate DRRM Coor	Malao-a/Calantas ES
18.	Arlene D. Pagana	Teacher III / Officer in-Charge	Masin Elementary School
19.	Evelyn R. Palambiano	School Principal II	Mate Integrated School
20.	Joel N. Dela Cruz	Master Teacher I BANHS/ Officer in-Charge	Mayuwi Community School
21.	Luz A. Pacaigue	School Principal I	North Palale Elementary School
22.	Democrito C. Cabile Jr.	School Principal I	Pandakake Integrated School
23.	Dennis O. Labita	School Principal III	Potol Elementary School
24.	Ingrid A. Palad	School Principal II	South Palale Elementary School
25.	Adrian N. Naynes	Head Teacher I	Talolong Integrated School
26.	Ronan R. Ranillo	School Principal III	Tayabas East Central School
27.	Lea A. Cosico	School Principal II	Tayabas West Central School I

28.	Girle A. Abaricia	Head Teacher III	Tayabas West Central School II
29.	Natalia A. Andaya	School Principal II	Tayabas West Central School III
30.	Julieta M. Labita	School Principal I	Tayabas West Central School IV
31.	Reniel N. Cabuyao	Teacher III / Officer in-Charge	Valencia Elementary School
32.	Corazon M. Oabel	School Principal II	West Palale Elementary School
33.	Cherry G. Hugo	School Principal II	Buenaventura Alandy NHS
34.	Gener C. Delos Reyes	School Principal IV	Luis Palad IHS
35.	Rempson P. Sumilang	ASP II SHS/ Officer in-Charge	Rosario Quesada INHS
36.	Joy B. Go	School Principal IV	West Palale NHS
37.	Russell Paderagao Vizarra	School Head	ACEBA Science and Technology Institute (ASTI) Inc.
38.	Marietta Bajar Cabuyao	School Head	Casa del Niño Jesus de Tayabas
39.	Father Alfonso M. Pena II	School Head	CNJP INC.
40.	Cherryl Odiaman Barrientos	School Head	Ilasan Adventist Elementary School
41.	Raydis Palacio Rea	School Head	Little Mikko Child Learning Center
42.	Hazel Oribiana Hernandez	School Head	Maryhill College, Inc.
43.	Jollie Ann L. Velacruz	Alternate DRRM Coor	Metro Lucena Integrated Learning Center, Inc.
44.	Hee Rye Jeong	School Head	Philippine Valor Mission School Inc.
45.	Pastor Dante Narzabal	School Head	Pillars of Faith Christian Academy
46.	Carol Maceda	School Head	Prime Elite Integrated School Inc.
47.	SR. Ma. Minda Derillo, MCST	School Head	Saint John Bosco College of Tayabas, Inc.
48.	Salem Salunoy Rugina	School Head	Saint Therese of Leveriza Children's House Incorporated
49.	Raquel Diasanta Pacaigue	School Head	San Roque Parochial School
50.	Louie Fulleo	EPS – TLE	CID
51.	Mikael Sandino T. Andrey	EPS - AP	CID
52.	Imelda C. Raymundo	CES - SGOD	SGOD
53.	Montano L. Agudilla, Jr.	SEPS - SMME	SGOD
54.	Mariles Contreras / Lailani T. Omlas	Nurse II	SGOD

55.	John Oliver O. Marquez	Administrative Aide I	SGOD
56.	Ivana B. Cuna	GIP	SGOD
57.	Drioden G. Nuqui	GIP	SGOD
58.	Shyra C. Rojas	Administrative Aide I	SGOD
59.	Ariel C. Cabuyao	PDO II	SGOD

Enclosure 2: Indicative Matrix of Activities

Day 1			
Time	Duration	Session	Resource Person
8:00 - 8:30	30 min	Opening Program/Preliminaries	PMT
8:30 -10:00	90 min	Discussion on ADM	Louie Fulleo
10:00 -10:15	15 min	Health Break	
10:15 -12:00	105 min	Discussion on Different parts of the LSCP	Ariel C. Cabuyao
12:00 – 1:00	60 min	Lunch	
1:00 – 3:00	120 min	Discussion on Different parts of the LSCP/Witeshop	Ariel C. Cabuyao/ Participants
3:00 – 3:15	15 min	Health Break	
3:15 – 5:00	105 min	Discussion on Different parts of the LSCP/Witeshop	Ariel C. Cabuyao/ Participants
Day 2			
8:00 - 8:30	30 min	Preliminaries	PMT
8:30 – 10:00	90 min	CID Protocol on Checking the Academic output	Mikael Sandino T. Andrey
10:00 - 10:15	15 min	Health Break	
10:15 – 12:00	105 mins	Discussion on Score Card	Ariel C. Cabuyao
1:00 – 4:00	180 mins	Printing/Submission/Signing of the output (LSCP)	Participants
4:00 – 4:15	15 mins	Health Break	
4:15 – 5:00	45 min	Closing Program, Giving of Certificates	Speakers/Participants

Enclosure 3

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Leads in crafting the Program Completion Report
Learning Manager	Ariel C. Cabuyao	<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed
Resource Speakers / Subject Matter Experts	Ariel Cabuyao Louie Fulleo Mikael Sandino T. Andrey	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha Dalit Nicole May Lumanglas San Mark Morcoso	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Welfare Officer	Mariles Contreras / Lailani T. Omlas	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource

		persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officers	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none">- Oversees 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 follow up fund's disbursement with appropriate offices- Monitors and documents all disbursements against budget to support liquidation.- Liquidates all fund disbursement and prepares a financial report.