



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

30 October 2025

DIVISION MEMORANDUM
No. 776 s. 2025

DIVISION SKILLS ENHANCEMENT FOR EPP/TLE KEY STAGE 2 TEACHERS

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

1. The Schools Division Office through the Curriculum Implementation Division shall conduct the Division Skills Enhancement for EPP/TLE Key Stage 2 Teachers on **November 12-15, 2025** at **Buenaventura Alandy National High School, Potol, Tayabas City**.
2. The activity aims to:
 - a. Advance the level of competence among TLE teachers in terms of their teaching roles across curriculum content, pedagogical praxis, and assessment and evaluation dealings;
 - b. Revitalize their curriculum knowledge, pedagogical skills, and assessment and evaluation techniques in line with national and global standards;
 - c. Improve or re-familiarize the fundamental concepts and basic principles and theories in EPP/TLE; and
 - d. Expose TLE teachers to effective and innovative teaching practices and approaches.
3. The participants to attend the division skills enhancement are EPP/TLE Teachers from Key Stage 2.
4. A registration fee in the amount of Thousand One Hundred Sixty Pesos Only (Php 2160.00) to be paid by each participant to cover the meal expenses and or other incidental expenses such as activity materials shall be charged against the school MOOE or any available local funds, subject to the usual government accounting and auditing rules and regulations.
5. Enclosed are the List of Participants, Activity Matrix, and list of materials to be brought by the participants, and Term of References of the division activity for guidance.
6. Immediate and widest dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: None

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

CURRICULUM
PROGRAMS

TRAININGS
TEACHERS

CID- division skills enhancement for epp/tle key stage 2 teachers
CIDPH7LA-002275/October 30, 2025

Enclosure 1

LIST OF PARTICIPANTS

LIST ELEMENTARY EPP/TLE TEACHERS/PARTICIPANTS

No.	Name	School
1	Ligaya E. Nanez	Alsam Integrated School
2	Shella R. Pasacsac	
3	Anthony Tome Oriasel	Busal Integrated School
4	Jansen Almonte	Dapdap Integrated School
5	Rodina Bellalba	
6	Trisha Carillo	
7	Angeline R. Tagun	Domoit Elementary School
8	Imelda M. Zarsadias	
9	Nalinda R. Casino	East Palale Elementary School
10	Nina Carla A. Reyes	Eugenio Francia Integrated School
11	Maria Consuelo Figueroa	Froilan E. Lopez Elementary School
12	Mylene V. Cataquiz	
13	Juliet V. Recto	Gibanga Elementary School
14	Rhea Mariz O. Llaneras	Ilasan Integrated School
15	Sheryl C. Dela Puerta	
16	Roberta V. Esmille	
17	Evangeline E. Malundas	Ipilan-Alitao Elementary School
18	Arcedel R. Pagana	Calumpang Integrated School
19	Estelita S. Grayde	
20	Ma. Luisa E. Abuel	
21	Mia Katrine N. Barao	Katigan-Alupay Elementary School
22	Denver A. Tabernilla	Lakawan Elementary School
23	Jay Mark Pabelonia	Lalo Elementary School
24	Anna Monica P. Bautista	Lawigue Elementary School
25	EJ Fhiel Palmero	Malaoa Calantas Elementary School
26	Jecel C. Degran	Masin Elementary School
27	Akeem Aron Valdeavilla	Mate Integrated School
28	Sherwen Tiera Ferreras	Mayuwi Integrated School
29	Sarah Jane C. Romero	North Palale Elementary School
30	Rowena C. Oabel	
31	Mariane Padua	Pandakaki Integrated School
32	Eloisa E. Lagar	Potel Elementary School
33	Loriebel A. Sombrero	
34	Fe C. Cabriga	South Palale Elementary School
35	Rechelle Cabriga	
36	John Renyl D. Oabel	Talolong Integrated School
37	Ryan O. Sombrero	Tayabas East Central School
38	Cleotilde S. Hugo	
39	Raquel P. Vergara	
40	Victorino V. Cabanas	
41	Jerico M. Nanez	Tayabas West Central School I
42	Inrico A. Jalbuena	
43	43. Wenifreda Manzano	Tayabas West Central School II
44	Lester R. Gob	Tayabas West Central School III
45	Angela Mae A. Gob	
46	Raquel F. Tabanao	

47	William V. Rondilla	Tayabas West Central School III
48	Shara Lou P. Reyes	Valencia Elementary School
49	Nancy C. Nadera	Cipriano J. Querubin Elementary School (Formerly Wakas ES)
50	Kristine Plasuelo	West Palale Elementary School

Enclosure 2

Activity Matrix

Time	Activities/Tasks	Presenter
DAY 1		
8:00am – 9:00am	- Registration - Opening Program	AVP
9:00am – 10:00am	Session 1: Review of the EPP/TLE Curriculum Framework and Understanding the Critical Learning Competencies	Louie L. Fulleldo EPS, EPP/TLE/TVL
9:00am – 10:00am	Session 2: Skills Enhancement on MS Productivity Tools and Integration of Artificial Intelligence in Classroom Instruction.	Mark Bryan Valencia Division Information Technology Officer
10:00am – 10:15am	SNACK	SNACK
10:15am – 12:00pm	Workshop	Mark Bryan Valencia Division Information Technology Officer
12:00pm – 1:00pm	LUNCH BREAK	
1:00pm – 3:00pm	Skills Enhancement on MS Productivity Tools and Integration of Artificial Intelligence in Classroom Instruction.	Mark Bryan Valencia Division Information Technology Officer
3:00pm – 3:15pm	SNACK	SNACK
3:15pm – 5:00pm	Presentation of Outputs	

DAY 2		
8:00am – 8:30 am	MOL	Assigned Group
8:30-10:30 am	Session 3: Skills Enhancement in embroidery stitches, garment construction.	Maria Paula Talavera Leslee Diana V. Edrad Editha Laude
10:30- 12:00	Workshop	Maria Paula Talavera Leslee Diana V. Edrad Editha Laude Cherry R. Lua
12:00-1:00	LUNCH BREAK	LUNCH BREAK
1:00-4:00	Skills Enhancement in embroidery stitches, garment construction.	Maria Paula Talavera Leslee Diana V. Edrad Editha Laude
4:00 – 5:00	Presentation of Outputs	
DAY 3		
8:00-8:30 am	MOL	Assigned Group
8:30 – 12:00	Session 4: Skills Enhancement in Extension Cord and Switch Assembly for Industrial Arts (IA)	Kimberly M. Noriel Wensore Cambia Ronaldo Navajas
12:00 – 1:00 pm	LUNCH BREAK	LUNCH BREAK
1:00 – 4:00	Skills Enhancement in Extension Cord and Switch Assembly for Industrial Arts (IA)	Kimberly M. Noriel Wensore Cambia Ronaldo Navajas

4:00 – 5:00	Presentation of Outputs	
DAY 4		
8:00-8:30 am	MOL	Assigned Group
8:30 – 12:00	Session 5: Workshop on the Development of learning materials and interactive formative assessment tools using AI.	Mark Bryan Valencia Division Information Technology Officer
12:00-1:00	LUNCH BREAK	LUNCH BREAK
1:00 – 4:00	Session 6: Skills Enhancement in food preparation and presentation	Cherry R. Lua Adelina Onofre
4:00 – 5:00	Closing Program	

Enclosure 3

List of Materials to be provided by the Participants

Component Area	Industrial Arts
Session Topic	Extension Cord with Switch Assembly
Technical Specification	<p>Materials:</p> <ol style="list-style-type: none"> 1. 6 meters # 14 stranded wire 2. 1foot # 14 THHN electrical wire 3. 1 pc surface type utility box 4. 1 pc single pole single throw switch 5. 2 pcs convenience outlet 6. 1 set 3-gang plate 7. 1 pc male plug (15A) <p>Tools:</p> <ol style="list-style-type: none"> 1. Electrical tools (long nose, pliers, Phillips and flathead screwdriver) 2. Multi Tester <p>Appropriate PPE</p>

Component Area	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
Session Topic	Microsoft Productivity Tools
Technical Specification	<p>Materials</p> <p>Laptop with installed with MS Office Standards and internet connectivity</p>

Component Area	FAMILY AND CONSUMER SCIENCE/HOME ECONOMICS	
Session Topic	Garments Construction, Embroidery Stitches, Food Preparation and Presentation	
Technical Specification	<p>Food Preparation and Presentation Materials</p> <ol style="list-style-type: none"> 1. 1 kg Chicken (leg part) 2. Marketable ingredients 3. Cooking utensils 4. Gas Stove 5. Dinner plates for presentation 6. Extension Cords 7. PPE 	<p>Garments Construction Materials</p> <ol style="list-style-type: none"> 1. L-square 2. Hip Curve 3. Pins 4. French Curve 5. Pencil 6. Tape Measure 7. Eraser 8. Scissors
	<p>Embroidery Stitches Materials</p> <ol style="list-style-type: none"> 1. ¼ yard plain color yarn/fabric (like Aida cloth) 2. a tapestry needle 3. scissors 4. pencil 5. embroidery thread floss (3 to 5 colors) 6. a pattern 7. an embroidery hoop or frame 	

Enclosure 4

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Division Skills Enhancement for EPP/TLE Key Stage 2 Teachers

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	Edwin R. Rodriguez	<ul style="list-style-type: none">- Oversee 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
Learning Manager	Louie L. Fulleo	<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- Facilitates integration session at the end of the intervention, including preparation of Work Application Plan

Facilitators	Mary Grace Cabili Mark Bryan Valencia Geraldine M. Constantino Kimberly M. Noriel Wensore Cambia Ronaldo Navajas Maria Paula Talavera Leslee Diana V. Edrad Editha Laude Cherry R. Lua Adelina Onofre	<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 Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist - 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
Documenters	San Mark Morcoso Erison D. Albis	<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
Secretariat	Generosa F. Zubieta Nissa A. Merto Jessica S. Fortuny	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials

Welfare Officer	Division Nurses	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and 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.)
Logistics Officers	Regicelle D. Cabaysa Myra Flores Cherry Hugo Geraldine M. Constantino Mary Grace Cabile Enrique Cabuyao Marvin Andaya	<ul style="list-style-type: none"> - 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 venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Finance Officer/s	Benjie A. Millares. Agnes M. 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 follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report