



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 November 2025

DIVISION MEMORANDUM

No. 824 s. 2025

### **DIVISION PRE-PLANNING MEETING FOR THE CONDUCT OF THE DIVISION ORIENTATIONS AND TRAININGS FOR THE IMPLEMENTATION OF FLEXIBLE LEARNING PROGRAM**

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 Pe-Planning Meeting for the Conduct of the Division Orientations and Trainings for the Implementation of Flexible Learning Program for recommended 100 Pilot Schools in CALABARZON on **November 25, 2025** on a venue to be identified in a separate memorandum.
2. The activity aims to:
  - a. Present the key provision and implementation strategies outlined in the Policy Guidelines on ADM One-Stop Shop Program and the draft guidelines for the Flexible Learning Program;
  - b. Draft plans and programs for the utilization of downloaded program support funds;
  - c. Prepare tools and protocols for learning profiling, instructional planning, monitoring and reporting; and
  - d. Foster a network of pilot implementers that can serve as learning hubs and mentoring sites for future scale-up.
3. The participants to attend the activity are the school heads and focal person of the recommended FLP Pilot Schools.
4. Enclosed are the List of Participants, and the Activity Matrix.
5. Immediate and widest dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**EDWIN R. RODRIGUEZ**  
Chief Education Supervisor – CID  
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  
CIDDJBF8-002385/November 20, 2025

Enclosure 1

**LIST OF PARTICIPANTS**

Name	School/Office
Dr. Edwin R. Rodriguez	CID Chief
Cherry G. Hugo	Buenaventura Alandy National High School
Mary Grace M. Cabili	Dapdap Integrated School
Joy B. Go	West Palale National High School
Geraldine M. Constantino	Luis Palad Integrated High School
Rempson P. Sumilang	Rosario Quesada Integrated NHS
Louie L. Fulleo	SDO
Adrian R. Aguirre	AO, Pandakaki Integrated School
Garry Villaverde	MT, Buenaventura Alandy National High School



Enclosure 2

### Activity Matrix

Time	Activities/Tasks	Presenter
8:00am – 9:00am	- Registration - Opening Program	AVP
9:00am – 10:00am	<b>Agenda 1:</b> Review of the FLP Guidelines	Louie L. Fulleldo EPS, EPP/TLE/TVL
9:00am – 10:00am	<b>Agenda 2:</b> Workshop for the Preparation of Proposed Activity Designs for FLP Trainings and Orientations for School Heads and ADM Teachers for Fiscal Year 2025-2026	Louie L. Fulleldo EPS, EPP/TLE/TVL
10:00am – 10:15am	SNACK	SNACK
10:15am – 12:00pm	Continuation of Workshop	
12:00pm – 1:00pm	LUNCH BREAK	
1:00pm – 2:00 pm	Agenda 3: Podcast as Teaching Strategy for OHSP Implementation	Garry Villaverde MT I
2:00pm – 3:00 pm	Agenda 4: Preparing Budgetary Documents for the Proposed Training Activities	Adrian Aguire AO II
3:00pm – 3:15pm	SNACK	SNACK
3:15pm – 5:00pm	Presentation of Outputs	