



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

16 JAN 2020

DIVISION MEMORANDUM

No. 014 s. 2020

**CORRIGENDUM TO DM-SGOD-19-450**

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

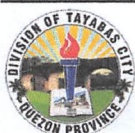
1. In reference to DM-SGOD- 19-450 re: Orientation to L&D System, Its Subsystem and Its Standard to be held on December 9-11, 2019, at the venue to be determined, this office informs the field about the changes made to wit:

From	To
Title: Orientation to L&D System, Its Subsystem and Its Standard	Division Orientation of L&D System of Selected Teaching and Non-Teaching Personnel
Date and Venue: December 9-11, 2019.	Date and Venue: January 22-24, 2020
Participants/ See attached list	Participants / See attached list

2. Enclosed are the final list of participants and the Technical Working Committee Terms of Reference. All participants in the list are encouraged to pre-register using this link <https://tinyurl.com/Fluces2020>.
3. Travel expenses and other incidental expenses of the participants from the schools shall be charged against their respective local funds subject to the usual government accounting and auditing rules and regulations.
4. Other details of the previous memorandum are still in effect.
5. Immediate dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Encl.:  
As stated



Brgy. Poto, Tayabas City  
(042) 710-0329 or 797-0773

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**List of Participants**  
**Division Orientation on L & D Sytem, It's Subsystem and Its Standards**  
**January 22-24, 2020**

**Queen Margarett Hotel and Resort, Brgy. Domoit, Lucena City**

1	Fideliza V. Luces	41	Maria Corazon A. Borbon
2	Joritz Phillip Cabriga	42	Luzviminda E. Saldares
3	Mariles F. Contreras	43	Ma. Jobelle Malijan
4	Ma. Elizabeth Pastrana	44	Marilou Cuaterno
5	Corazon M. Oabel	45	Jayron J. Baer
6	Lea A. Cosico	46	Adrian N. Naynes
7	Elpidia C. Palayan	47	Luz A. Pacaigue
8	Julieta M. Labita	48	Cherry C. Hugo
9	Natalia A. Andaya	49	Arlene D. Pagana
10	Patria D. Cabriga	50	Girlie Abaricia
11	Wenefredo B. Baylongo	51	Melinda A. Buncayo
12	Honesto A. Caagbay Jr.	52	Ingrid A. Palad
13	Leah Clado	53	Dennis O. Labita
14	Evelyn R. Palambiano	54	Rowena O. Sabiduria
15	Leonora L. De Rama	55	Mykel Mayor Safred
16	Lalaine Calabano	56	Cecilia R. Pingol
17	Mariell Cesario	57	Jasmin Flores
18	Agnes Lagdameo	58	Michelle Anyayahan
19	Annabel Malvar	59	May Ester Rubio
20	Maria Paz Jamilano	60	Glenda Perseveranda Ranillo
21	Marian Flores	61	Laarni Abulencia
22	Marilou S. Razalan	62	Roberta V. Esmiller
23	Esmeralda J. Quesea	63	Loida R. Decal
24	Bryan Argete	64	Maria Edissa Contreras
25	Lorynel de Sagun	65	Jarnel Cabalsa
26	Ryan Chester Manzanares	66	Jovelyn Dimayuga
27	Samia Joy Rasay	67	Priscilla Infante
28	John Benedict Aguerra	68	Jay Mark Pabelonia
29	Abbegail Aguerra	69	Abegail O. Zagala
30	Ayessa Pabularcon	70	Akeem Arron Valdeavilla
31	Karmela Veluz	71	Shiela Balamban
32	Jewel Cabriga	72	Mildred Añoso
33	La Trisha Dalit	73	Babylyn Olandes
34	Jobelle Jardin	74	Leannie Cabuyao
35	Cherry Joy Villanueva	75	Deanne Engcanto
36	Diane Charise Cabuyao	76	Maricel Magtibay
37	Jeric Cabriga	77	Roxanne Pernia
38	Rosalina Llorin	78	Joan Eclarin
39	Carmen Malto	79	Arcedel Pagana
40	Novelyn Caponpon	80	Venus G. Quijano

This serves as travel order.



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# I. Technical Working Committee / Term of Reference

Over all Chairperson: Aniano M. Ogayon , CESO V  
Co - chairpersons: Maylani L. Galicia  
Dr. Edwin R. Rodriguez

Lead person for the Event: Fideliza V. Luces

Committee	Chairperson/s	Terms of Reference
Program Preparation	Fideliza V. Luces	<ul style="list-style-type: none"> <li>Plan on conduct of the Program</li> <li>Identify the facilitators and TWG of the activity</li> <li>Prepare Training Design and Coordinate to Region for the Training Matrix</li> <li>Officer of the day for 3 days <ul style="list-style-type: none"> <li>Monitor the day to day activity, preparedness of the 2 class and needs of the participants and facilitators.</li> </ul> </li> </ul>
Documentation	Joritz Philip Cabriga/Ma. Elizabeth Pastrana	<ul style="list-style-type: none"> <li>Document the 3 day activities from the opening until the closing program</li> <li>Prepare and submit complete report including photo taken (Narrative Report)</li> </ul>
Masters of Ceremony	Joritz Cabriga	<ul style="list-style-type: none"> <li>Coordinate with the HRD SEPS for the Program flow of the activity.</li> </ul>
Class Managers	Joritz Philip Cabriga/ Ma. Elizabeth Pastrana	<p>Assisted the facilitators in preparing training materials and distributed as needed to the participants.</p> <p>Monitor the attendance of participants for 3 days trainings.</p> <p>Lead in MOL of the class.</p> <p>Prepare opening and closing program.</p>
Medical / First Aid	Mariles Contreras	<ul style="list-style-type: none"> <li>Provide viable medical and health services for all the participants in the venue</li> </ul>

*We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.*

*S*-atisfy customers' needs    *O*-ptimize the use of ICT enabled system    *A*-dvocate the promotion of healthy schools    *R*-ender timely and responsive services

*H*-elp create a child-friendly environment    *I*-ntegrate QMS in all SDO activities    *G*-overn a gender sensitive and safe workplace    *H*-ail quality standards



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		<ul style="list-style-type: none"> <li>• Administer first aid and health services during the event</li> <li>• Ensure the provision of proper handling storage and serving of foods</li> <li>• Monitor the food being served</li> </ul>
Foods	Fideliza V. Luces	<ul style="list-style-type: none"> <li>• Develop a food budget</li> <li>• Coordinate with the caterer for requirements</li> <li>• Identify the menu to be served during the event</li> <li>• Ensure that all participants of the event have provision for food</li> <li>• Make sure all food items are available during the serving</li> </ul>
QAME		<ul style="list-style-type: none"> <li>• Assisted the M&amp;E SEPS in preparing evaluation tool and conduct M &amp; E and gather feedback</li> <li>• Report to the M&amp;E SEPS the preparedness on posted evaluation link</li> <li>• Ensure availability of free Internet Connection</li> </ul>
Registration/Arrangement of participants	Jayron Baer Co-chairperson: Fideliza V. Luces	<ul style="list-style-type: none"> <li>• Prepare registration forms, attendance sheets and meal attendance sheets with printed information of the participants thereon</li> <li>• Prepares the master list of expected and pre-registered participants</li> <li>• Coordinate closely with other committees as concerns arise.</li> <li>• Facilitate the registration properly by observing time and resources with outmost courteousness in dealing with the participants.</li> <li>• Validate the completion of registration forms, attendance sheets, meal attendance sheets by affixing the signatures at the bottom of each page of the forms</li> <li>• Prepares other forms as needed for the registration</li> </ul>

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DEPED-TAY-DM-SGOD-19- 450

TO : **CHIEF EDUCATION SUPERVISORS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
HEADS, UNIT/SECTION  
ALL OTHERS CONCERNED**

FOR : **ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

BY : **IMELDA C. RAYMUNDO**  
CID Chief

SUBJECT : **ORIENTATION OF L&D SYSTEM, ITS SUBSYSTEM AND ITS  
STANDARD**

DATE : **NOVEMBER 26, 2019**

1. In line with RA 9155, the Department of Education has to enable policies and mechanisms from which the delivery of quality basic education can continuously improve. One of these mechanisms is the Learning and Development System and its standards.
2. In connection to this, the Schools Division of Tayabas City shall conduct 3 – day **Orientation of L&D System, Its Subsystem and Its Standard** on December 9-11, 2019. The venue to be determined. (Please see attachment of list of participants and of training matrix.)
3. Travel expenses of the participants shall be charged against school MOOE, subject to usual accounting and auditing rules and regulations
4. Immediate dissemination of this memorandum is desired.

Encl.: As mentioned.





**List of Participants**  
**Orientation of L&D System, Its Subsystem and Its Standard**  
**December 9-11, 2019**

1	ASDS Maylani L. Galicia	41	Honesto A. Caagbay Jr.
2	Dr. Edwin R. Rodriguez	42	Dennis O. Labita
3	Imelda C. Raymundo	43	Ronan R. Ranillo
4	Sancho Calatrava	44	Leah Clado
5	Mildred Z. Galleno	45	Roderick O. Hugo
6	Sherwin Quesea	46	Rowena O. Sabiduria
7	Geogia Talabong	47	Evelyn R. Palambiano
8	Joseph Jay Aureada	48	Mykel Mayor Safred
9	Christian Bables	49	Gener C. Delos Reyes
10	Louie Fulleo	50	Mary Grace M. Cabili
11	Pelagia Manalang	51	Cecilia R. Pingol
12	Richelle Quintero	52	Leonora L. De Rama
13	Generosa Zubieta	53	Myrna B. Tabernilla
14	Fideliza Lucas	54	Patria D. Cabriga
15	Maria Corazon Borbon	55	Jean Rose Gonzaga
16	Marife Lagar	56	Anadel Gob
17	Luzviminda E. Saludaes	57	Remedios Placino
18	Joan Kathleen Brizuela	58	Flora Puchero
19	Aldwin Capistrano	59	Blanca Castillo
20	Jeffrey Dimailig	60	Roselle Javin
21	Larvin Labrada	61	Alita Rodriguez
22	Roderick Hugo	62	Jessa Nina Pagana
23	Alona Crisanto	63	Raquel Reyes
24	Teresa Andaya	64	Florencia Javin
25	Waldymar Pasacsac	65	Marissa Capistrano
26	Corazon M. Oabel	66	Johncent Tibordo
27	Adrian N. Naynes	67	Christine Cabuyao
28	Joy C. Buban	68	Roxanne Marie Pernia
29	Luz A. Pacaique	69	Ana Joy Asilo
30	Cherry C. Hugo	70	Regicelle Cabaysa
31	Lea A. Cosico	71	Michael Leonard Lubiano
32	Ferdinand T. Glor	72	Madel Rubia
33	Elpidia C. Palayan	73	Cynthia Zorilla
34	Arlene D. Pagana	74	Nezci Garcia
35	Julieta M. Labita	75	Wilma Zaide
36	Girlic Abaricia	76	Rowena Saul
37	Natalia A. Andaya	77	Marvin Rosales
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39	Wenefredo B. Baylongo	79	Josephine Ramos
40	Ingrid A. Palad	80	Aillen Averilla

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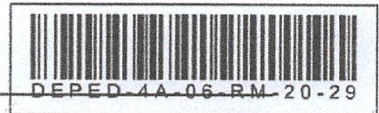
**Training Matrix**

Time	December 9, 2019 Day 1	December 10, 2019 Day 2	December 11, 2019 Day 3
07:00 – 08:00	Registration	Strategic Plan for Professional	L & D Program Delivery
08:00 – 08:30	Opening Program		
08:30- 10:30	Getting to Know You and More		
10:30- 12:00	1 <sup>st</sup> Session L&D System	L & D Planning	Quality Standards
12:00 – 1:00	Lunch		
01:00 – 3:00	Overview of the DepEd L&D system	Workshop	QATAME of L&D Program Delivery
03:00- 4:30	Governance and Enabling Mechanisms	Presentation of Output	QATAME Associates Competency standards
04:30- 5:00	De-Briefing		Closing Program





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



14 JANUARY 2020

**Regional Memorandum**


**LIST OF FACILITATORS DURING THE CONDUCT OF DIVISION ORIENTATION  
ON LEARNING AND DEVELOPMENT PROGRAM IN SDO TAYABAS CITY**

To **Schools Division Superintendents**  
(Antipolo City, Batangas Province, Sta. Rosa City, Tayabas City)

1. In reference to the letter from SDO Tayabas City requesting for Orientation on Learning and Development Program through the Human Resource Development Division training team, this Office requests the presence of the NEAP Learning Facilitators to serve SDO Tayabas City on January 22-24, 2020, at Queen Margaret Hotel, Tayabas City.
2. Below is the List of Learning Facilitators:

No	FACILITATOR	OFFICE/DIVISION
1	Jisela N. Ulpina	RO HRDD
2	Nadina G. Gaton	RO HRDD
3	Gayle Malibiran	SDO Antipolo City
4	Mervin Tortosa	SDO Antipolo City
5	Erickson T. Gutierrez	SDO Batangas Province
6	Movita O. Cruzat	SDO Batangas Province
7	Marigen N. Leosala	SDO Sta. Rosa
8	Mary Grace Cabili	SDO Tayabas City

3. Transportation and board and lodging expenses of the certified learning facilitators shall be charged against HRD fund of SDO Tayabas City.
4. Please refer to the attached matrix for the schedule of activity.
5. Immediate dissemination of this Memorandum is earnestly desired.

  
**WILFREDO B. CABRAL**  
Director III  
Officer-in-Charge  
Office of the Regional Director

cc: hrdd/ngg



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**DIVISION ORIENTATION ON LEARNING AND DEVELOPMENT PROGRAM IN SDO TAYABAS CITY**  
**TRAINING MATRIX**  
**January 22-24, 2020**

TIME	Day 1 (Jan 22)	Day 2 (Jan 23)	Day 3 (Jan 24)
7:00 – 8:00 a.m.	Registration	MOL	MOL
8:00 – 9:00 a.m.	Program	Session 5: L&D Resource Package development	Workshop on the L&D Plan and Report
9:00 – 10:00 a.m.	Session 1 Orientation on Learning and Development System		
10:00 – 10:30 a.m.	Health Break		
10:30 – 11:30 a.m.	Session 2 : L&D Needs Assessment	Session 6: L&D Program Delivery	Workshop on the Development of L&D Resource Package
11:00– 12:00 a.m.			
12:00-1:00 p.m.	Lunch Break		
1:00 – 2:00	Session 3: L&D Planning	Session 7: L&D QATAME Tools	Workshop on the Development of L&D Resource Package
2:00 – 3:00 p.m.			Critiquing of Outputs
3:00 – 3:30 p.m.	Health Break		
3:30 – 4:30 p.m.	Session 4: L&D Program Designing	Workshop on L&D Needs Assessment	
4:40 – 5:00 p.m.			
LFS	N. Gaton, M. Leosala, E. Gutierrez, M. Cruzat, G. Cabili G. Malibiran	J. Ulpina, E. Gutierrez, M. Cruzat, G. Cabili, M. Tortosa	E. Gutierrez, M. Cruzat, G. Cabili