



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OCT 29 2025

DIVISION MEMORANDUM
No. 486, s. 2025

**PLANNING MEETING OF RESOURCE SPEAKERS AND TECHNICAL
WORKING GROUP (TWG) FOR THE DIVISION TRAINING OF SENIOR
HIGH SCHOOL TEACHERS AND SCHOOL LEADERS IN PILOT SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Pilot Senior High School Heads
All Others Concerned

1. In preparation for the conduct of the Division Training for Senior High School Teachers and School Leaders in Pilot Schools scheduled on November 16–19, 2025, the Schools Division Office of Bataan through the Curriculum Implementation Division – Learning Resources Management and Development Section (CID-LRMDS) shall hold a Planning Meeting of Resource Speakers and Technical Working Group (TWG) on **November 7, 2025 (Friday) 8:00 AM to 2:30 PM at Mabatang Elementary School, Mabatang, Abucay, Bataan.**
2. This activity aims to ensure the organized, efficient, and quality implementation of the upcoming Division Training through the finalization of the program design, assignment of session responsibilities, and alignment of workshop content and materials.
3. The specific objectives of the meeting are to:
 - a. review and finalize the training design, program flow, and schedule;
 - b. assign session topics and responsibilities among resource speakers and TWG members;
 - c. align content standards, objectives, and expected outputs per session; and
 - d. identify logistical and materials requirements for each training session.
4. Participants are advised to bring their laptops and extension cords to facilitate efficient coordination and hands-on collaboration during the workshop sessions.
5. Meals, supplies and materials necessary for the conduct of this activity shall be charged to SARO No. DEPED-ROIII-2024-07-1585 and SARO No. DEPED-ROIII-2024-07-1665



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6. Travel expenses of participants shall be charged to the School MOOE or any available local fund, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum shall also serve as the official travel authority of the identified participants.
8. Please refer to the attached list of participants and activity matrix for reference.
9. Immediate and wide dissemination of this Memorandum to all concerned is requested.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

CI5/

References:

RO3 Letter dated October 17, 2025

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

PILOT SCHOOLS
SENIOR HIGH SCHOOL
STRENGTHENED SHS CURRICULUM
TRAINING



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PARTICIPANTS

Planning Meeting for the Division Training for Senior High School Teachers and School Leaders in Pilot Schools

NO.	STATION	COMPLETE NAME	POSITION	ROLE
1	JC Payumo MHS - SHS	Omar G. Magcalas	Principal	Resource Speaker
2	JC Payumo MHS - SHS	Dennis V. Casabal Ed.D.	Asst. Principal	Resource Speaker
3	JC Payumo MHS - SHS	Menandro S. Reyes	Asst. Principal	Resource Speaker
4	Lamiao NHS-SHS	John R. Quiroz	Principal	Resource Speaker
5	Lamiao NHS-SHS	Amelyn R. Zulueta	Asst. Principal	Resource Speaker
6	Lamiao NHS-SHS	Angelle P. Bliss	Teacher II	Resource Speaker
7	Lamiao NHS-SHS	Jasmin B. Campos	Teacher II	Resource Speaker
8	Lamiao NHS-SHS	Jhunner T. Buan	Teacher I	Resource Speaker
9	Lamiao NHS-SHS	Jojie M. Daco	Teacher I	Resource Speaker
10	Lamiao NHS-SHS	Maria Gladys D. Herrera	Teacher III	Resource Speaker
11	Lamiao NHS-SHS	Maricel U. Agapay	Teacher III	Resource Speaker
12	Lamiao NHS-SHS	Marie Cris Q. Toribio-Lagahit	Master Teacher I	Resource Speaker
13	Lamiao NHS-SHS	Reysie S. Inieto	Teacher II	Resource Speaker
14	Lamiao NHS-SHS	Rodanie V. Laag	Teacher II	Resource Speaker
15	Lamiao NHS-SHS	Rowel D. Serrano	Teacher II	Resource Speaker
16	Orani NHS - SHS	Gleceria C. Mateo	Principal	Resource Speaker
17	Orani NHS - SHS	Loreta S. Manabat	Asst. Principal	Resource Speaker
18	Orani NHS - SHS	Alex M. Calixtro	Teacher III	Resource Speaker
19	Orani NHS - SHS	Cornelio S. Gloria	Master Teacher I	Resource Speaker
20	Orani NHS - SHS	John Keneth L. Cabarle	Teacher III	Resource Speaker
21	Orani NHS - SHS	Mary Lou E. Guinto	Teacher I	Resource Speaker
22	Orani NHS - SHS	Nathanael B. Pedron	Teacher III	Resource Speaker
23	Orani NHS - SHS	Priscilla F. Salazar	Master Teacher II	Resource Speaker
24	Pagalangang NHS-SHS	Edgardo Jesus S. Basa li	Principal	Resource Speaker
25	Pagalangang NHS-SHS	Sherwin G. Serrano	Asst. Principal	Resource Speaker
26	SDO Bataan	Edgar E. Garcia	EPSvr	LR Staff
27	SDO Bataan	Joan T. Briz	PDO II	LR Staff
28	SDO Bataan	Rosita P. Serrano	Librarian II	LR Staff
29	SDO Bataan	Jerico P. Usi	CAS	LR Staff
30	SDO Bataan	Ronaldo R. Andaya	ADA I	TWG
31	SDO Bataan	Ariel A. Mangabat	ADA I	TWG
32	SDO Bataan	Josephine Gutierrez	ADA I	TWG
33	SDO Bataan	Mark Anthony M. Sobrevinas	ICT - Technical	TWG
34	Capunitan ES	Rico D. Calma	PDO II	TWG

ACTIVITY MATRIX

Planning Meeting of Resource Speakers and Technical Working Group (TWG)
Division Training for Senior High School Teachers and School Leaders in Pilot Schools

Date: November 7, 2025 (Friday) **Venue:** Mabatang Elementary School

Time	Activity	Description / In-charge / Facilitator
8:00 AM – 8:30 AM	Registration and Settling In	Arrival and registration of participants; distribution of materials. In-charge: Secretariat / TWG
8:30 AM – 9:00 AM	Opening Program	Prayer, Philippine National Anthem, and Opening Remarks. In-charge: Secretariat / TWG
9:00 AM – 9:30 AM	Overview of the Planning Meeting Objectives Presentation of Training Design and Schedule	Presentation of the purpose expected outputs, and workflow of the planning session. Review and finalization of the proposed program flow, session topics, and timeline for the Division Training. Facilitator: Mr. Edgar E. Garcia, LRMDS Division Supervisor
9:30 AM – 10:30 AM	Discussion on Session Assignments and Responsibilities	Allocation of topics and facilitation duties among resource speakers and TWG members. Facilitator: Mr. Edgar E. Garcia, LRMDS Division Supervisor
10:30 AM – 11:00 AM	HEALTH BREAK	
11:00 AM – 12:00 NN	Content Preparation and Workshop Alignment	Coordination of content standards, learning objectives, and expected outputs per session. Facilitator: Resource Speakers / TWG
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:30 PM	Finalization of Materials and Logistics Requirements	Identification of training kits, equipment, and support needs for each session. Summary of agreements, task distribution, and reminders for submission of session materials. Facilitator: TWG / Secretariat