



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

DIVISION LETTER
No. 062, s. 2026

MAY 06 2026

**PROPOSED SCHEDULE OF ACTIVITIES FOR XEPTO EDU-FIESTA IN
PREPARATION FOR SY 2026-2027**

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

This Office informs all concerned of the schedule of activities for the DepEd Bataan LMS (Xepto LMS) and One Literacy Program (Achieve 3000) for School Year 2026-2027.

The training and on-boarding schedule is provided for the advance scheduling of participants. In case the required participant is unable to attend, it is advised that a replacement be designated to ensure the accuracy and completeness of the school's training completion records.

Please see the attached request letter from the General Manager of Xepto Education, Mr. Antonio Ernesto R. Tarroza Jr., for the other details.

Immediate dissemination of this letter is desired.


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


Cj4/May 4, 2026

May 25, 2026

Dr. Carolina S. Violeta, EdD, CESO V
School Division Superintendent
Department of Education Division Office of Bataan
Abucay, Bataan

Subject: Adjusted Schedule of Activities for "Xepto EDU-Fiesta" in Preparation for SY 2026-2027

Dear Dr. Violeta:

Warm greetings from Xepto Education!

As we celebrate the successful conclusion of the current School Year, we would like to take this opportunity to congratulate you and the entire Schools Division of Bataan for your remarkable achievements in digital education. We are deeply grateful for the unwavering support your office has extended to our programs, which has been a cornerstone of our shared success.

In the spirit of celebrating these milestones while looking forward to new beginnings, we are proud to introduce the adjusted schedule for the **Xepto EDU-Fiesta: Pagdiriwang ng Dunong**. This branded series of activities serves as both a grand recognition of our past triumphs and a vibrant kickoff for the upcoming School Year 2026-2027.

I. Appreciation Day: A Celebration of Excellence

As a core component of the Xepto EDU-Fiesta, we have scheduled an **Appreciation Day** on **June 2, 2026** at **Lou-is Resort & Restaurant, Capitol Drive, City of Balanga, Bataan**. This face-to-face event is dedicated to recognizing the key performers and contributors who ensured the success of last year's implementation. By bringing together stakeholders, school heads, and coordinators, we aim to reward active participation and foster a community of excellence.

Date	Time	Activity	Participants	Venue
June 2, 2026	2:00 PM - 4:00 PM	Appreciation Day	SDO Administrators, School Heads,	Lou-is Resort and Restaurant,

			EPS, PSDSs, and LMS Champions	Capitol Drive, Balanga City
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II. Proposed Training and Onboarding Schedule

The Xepto EDU-Fiesta training program is designed to empower our educators through the following schedule of activities for June 2026.

Rationale and Objectives:

- Digital Competency: Equip teachers with the necessary skills to effectively use the LMS for teaching.
- Efficiency: Streamline lesson planning, grading, and content delivery to save time and reduce workload.
- Enhanced Outcomes: Integrate interactive and data-driven tools to promote student engagement and better learning outcomes.
- Seamless Transition: Familiarize teachers with XLMS and Achieve3000 to ensure readiness for the digital learning environment of the new SY.

The Xepto EDU-Fiesta will now be conducted on the following dates:

Date	Time	Activity	Participants	Mode	Venue
June 2, 2026	8:00 PM - 12:00 PM	LMS Champions Bootcamp (Day 1)	LMS Champions	Face-to-Face	Lou-is Resort and Restaurant, Capitol Drive, Balanga City
June 3, 2026	8:00 AM - 5:00 PM	LMS Champions Bootcamp (Day 2)	LMS Champions	Face-to-Face	Lou-is Resort and Restaurant, Capitol Drive, Balanga City
June 4, 2026	8:00 AM - 5:00 PM	Xepto LMS Teacher Training	Grade 9-12 Teachers (All Subjects)	In-school Online	Respective Schools
June 15, 2026	8:00 AM - 5:00 PM	Achieve3000 Teacher & ICT Coordinator Training	Grade 7-8 English Teachers and ICT Coordinators	In-school Online	Respective Schools

III. Requested Support and Administrative Directives

To ensure the success of the Xepto EDU-Fiesta, we respectfully request the

following support from your office:

- **Official Directive:** The issuance of a Division Memorandum and directive to formalize the proposed dates and enforce participation across the division.
- **Strategic Personnel Management:** We are fully mindful that these training blocks run parallel to the critical physical preparations of Brigada Eskwela, as well as other scheduled local teacher training programs. To ensure that our schools strike a balanced approach between professional development and campus readiness, we kindly propose the following deployment guidelines for the memorandum:
 - **Attendance Prioritization:** School heads are requested to safeguard the attendance of the targeted Grade 7–12 teachers, ICT Coordinators, and LMS Champions during their specific schedules to secure a smooth digital transition for SY 2026-2027.
 - **Mandatory Alternate System:** In instances where a primary LMS Champion is unable to attend due to a conflicting, non-negotiable training or an indispensable Brigada Eskwela leadership role, the School Head shall designate an official replacement attendee. This alternate must be the school's second-in-command for digital systems or a highly capable, tech-engaged educator who is fully prepared to take on the onboarding process and echo the learnings back to their respective faculties.
- **Facilitators and Service Credits:** We plan to engage your LMS Champions as facilitators to promote continuity and strong engagement. We request your support in granting service credits to these dedicated individuals.
- **Logistics and Coordination:** Assistance in coordinating the venue, technical requirements, and logistical needs for the face-to-face sessions.
- **Regulatory Guidance:** Provision of guidance on any required DepEd protocols or specific documentation necessary for the conduct of these activities.
- **Joint Certification:** We request your authorization to issue certificates bearing your signature to signify the official recognition of their training and contributions.

IV. School Readiness and Participant Checklist

We will be adopting an in-school online mode for the teacher training on June 4 wherein the teachers are together in their respective schools preferably in a

classroom setting. The classroom is then connected to the online training facility where remote interaction with the instructor as well as with the other school-based attendees are conducted.

To optimize the hands-on workshops and ensure a seamless training experience, we respectfully request school heads, LMS Champions, and ICT coordinators to ensure compliance with the following readiness parameters before the start of the activities:

Technical & Infrastructure Preparation:

- **Internet & Connectivity:** Verifying school Wi-Fi handling capacities and setting up a dedicated "Training Wi-Fi" or backup hotspot network.
- **Hardware Check:** Testing visual projection screens, setting up proper audio systems (microphones/speakers), and deploying heavy-duty extension power cords across the venue.
- **LMS Environment Setup:** Ensuring teacher accounts are pre-verified and active before the session kicks off.

Participant Readiness & Requirements:

- **Device Readiness:** Requiring all participating teachers to bring a functional, personal/school-issued laptop.
- **Credential Accessibility:** Ensuring teachers have their login profiles ready for frictionless access.

We look forward to your favorable response as we continue to work together for the benefit of the learners in Bataan.

Thank you very much.

Respectfully yours,



Antonio Ernesto R. Tarroza Jr.
General Manager

Xepto EDU-Fiesta: Pagdiriwang ng Dunong LMS Champions Bootcamp and Appreciation Day

June 2-3, 2026

Lou-is Resort & Restaurant, Capitol Drive, City of Balanga, Bataan

Program Matrix

TIME	ACTIVITY	SPEAKER/ FACILITATOR
JUNE 2, 2026 (LMS BOOTCAMP DAY 1 & APPRECIATION DAY)		
7:30 AM – 8:00 AM	Registration	
8:00 AM – 8:15 AM	Opening Program • National Anthem • Invocation / Prayer	
8:15 AM - 8:45 AM	Vision Setting: The Why of Xepto LMS	Ernie Tarroza General Manager, Xepto Education
8:45 AM - 9: 15 AM	Icebreaker & Team Building: My XLMS Superpower	Ernie Tarroza General Manager, Xepto Education
9:15 AM - 9:45 AM	Technical Deep Dive: Champion-Level Features	Ernie Tarroza General Manager, Xepto Education
9:45 AM - 10:00 AM	AM Break	
10:00 AM - 10:30 AM	Orientation to Teacher Training	Ernie Tarroza General Manager, Xepto Education
10:30 AM - 12:00 PM	Strategies for Adoption & Change Management	Ernie Tarroza General Manager, Xepto Education
12:00 PM - 1:00 PM	Lunch Break	
APPRECIATION DAY		
1:00 PM – 2:00 PM	Registration	
2:00 PM – 2:10 PM	Opening Program • National Anthem • Invocation / Prayer	
2:10 PM – 2:15 PM	Welcome Address	Paco Sandejas, President, Xepto Education
2:15 PM – 2:30 PM	Keynote Speech	Hon. Jose Enrique "Joet" Garcia III Governor, Province of Bataan
2:30 PM – 3:00 PM	Performance Awards	Ernie Tarroza

		General Manager, Xepto Education
3:00 PM - 3:15 PM	Video Presentation Snacks	
3:15 PM – 3:30 PM	Inspirational Address	Dr. Carolina Violeta, CESO V Schools Division Superintendent, SDO Bataan
3:30 PM – 3:45 PM	Champion’s Response	Champion Representative
3:45 PM – 4:00 PM	Pledge of Commitment	Champion Representative
4:00 PM	Closing / End of Program	
JUNE 3, 2026 (LMS BOOTCAMP DAY 2)		
7:30 AM – 8:00 AM	Day 2 Registration	
8:00 AM - 8:30 AM	Icebreaker: The Headline from 2027	
8:30 AM - 9:00 AM	Day 1 Review & Q&A	
9:00 AM - 10:15 AM	XLMS Use-Case Scenario Workshop	Xepto Facilitators
10:15 AM - 10:30 AM	AM Break	
10:30 AM - 11:30 AM	Peer-to-Peer Training Practice (Teach-Back Session)	Xepto Facilitators
11:30 AM - 12:00 PM	Feedback & Refinement	Xepto Facilitators
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	School Action Planning Workshop	Xepto Facilitators
2:00 PM - 2:30 PM	Peer Review of Action Plans	
2:30 PM - 3:00 PM	Finalizing Action Plans	
3:00 PM - 3:15 PM	PM Break	
3:15 PM - 3:45 PM	Presentation of Action Plans	
3:45 PM - 4:00 PM	Closing Remarks & Champion ‘s Commitment	

List of Attendees for LMS Champions Bootcamp

June 2-3, 2026

District	School Name	LMS CHAMPIONS	
		JHS	SHS
		Fullname	Fullname
Abucay	Abucay NHS	Lady Isabel V. Malit	
	B Camacho NHS-JHS	GEY M. GREGORIO	
	B Camacho NHS-SHS		JEREMY M. FLORES
			OLIVER B. LEONARDO
			PAULA MAY L. ALCARDE
	Mabatang NHS	Ma Viena Fe O. Tria	Argee G. Atuan
	Bangkal IS	Noleen L. Adoptante	Donna Lyn V. Dominguez
Bagac	E.C. Bernabe NHS	MARIETA C. HOLGADO	AILEEN C. ARZADON
	Bagac NHS-Parang	Villorita M. Mercado	Jesy Laurence D. Navarro
	BHSA	Pepito B. Hernandez	Melbourne L. Salonga
	Saysain NHS	Alain Cañete	
	Quinawan IS	John Bernard Bisalo	
Dinalupihan East	Pagalanggang NHS	Jacie N. Ronquillo	Ysabel Angela Embile
	Sta. Lucia NHS	Rellian Jay O. Malit	Rizza Mae C. Tullo
	Tucop IS	Jasmine C. Sangalang	
	Layac IS	Gemma Lyn D. Lalic	
Dinalupihan West	J.C. Payumo MHS	Aimee Maynigo	Antonio D. Nalaunan Jr
	Luakan NHS - Annex	Maloney L. Agustin	Jonnalyn B. Samaniego
	Luakan NHS	Donna De Jesus/ Adonis Angel Dimalanta	Cherryl D. Cordova/ Manuelito P. Salonga

	Magsaysay NHS	Raymond C. Black	Dessa Carisse Z. Reyes
	Roosevelt NHS	Maeve S. Esmale	John Christian Natanauan
	Payangan IS	Marjorie S. Abraham	
	Tube tube IS	Faithe D. Bauyon	
Hermosa	HERMOSA NHS	Wilchester C. Perez	Camille R. Atanacio/Jose Enrico I. Atanacio
	Hermosa NHS - Annex	<i>name to follow</i>	<i>name to follow</i>
	Balsik NHS	Perla S. Timbol	Alvin A. De Leon
Limay	Lamao NHS	Mark Joseph S. Francisco	Seychell D. Gacayan
	Kinaragan IS	Fatima B. Mercado	San-Mil A. Toyco
	Limay NHS-JHS		Rysy Mae G. Constantino
	Limay NHS-SHS		Louigene Donato
	St. Francis NHS	Erickson R. Esteban	Michael Adrian J. Cruz
Mariveles	Biaan Aeta IS	Merlyn D. Morna	Laarnie P. Oliveros
	MNHS Batangas II	Sarah Jane C. Yabut	Krizhel Frianela Simidian
	MNHS Sitio Mabuhay		KENNETH G. DOCTOLERO
	MNHS Malaya	LOUELA A. ALQUIZA	CATHERINE ORTEGA
	MNHS Alasasin	Sheena Rose N. Raya	Desiree M. Dela Cruz
	MNHS Alion	Zha Ann J. Nabor	Jonah Santos
	MNHS Camaya		Annie Rhose Rosales
	MNHS Poblacion	JEFFREY M. TAPAC	
	MNHS Cabcaban	BHEN JAY D. MERIÑO	
	Ipag NHS	HERSHEY JAYMEE M. FRANCISCO	
	MNHS Sisiman	Ma. Faith S. Brila	
	Baseco HS	ROGELIO B. TARROZA	
Morong	Kanawan IS	Jayvee A. Diwa	
	Mabayo NHS (formerly Morong)	Ana Marie B. Ulanday	Marjorie B. Mangalindan

	Annex)		
	Morong NHS-JHS	Jerald C. Calma	
	Morong SHS	Evangeline M. Fechalín	Noniel Rose Cyvette F. Bermejo
	Nagbalayong NHS	Lindsay M. Castro	Argel R. Salamanca
	Sampaloc IS	Jalene Mica M. Felerino	Xyra M. Angeles
Orani	Gov. Efren B. Pascual Sr.		Eric Vergara
	Orani NHS-Parang-Parang	Llanell M. Victoria	Joehilda C. Zuñiga
	Orani NHS-Pagasa	Kenneth I. Guanlao	Maria Jonalyn A. Lamon
	Legua ES	Haremzelle P. Manansala	Haremzelle P. Manansala
	Pulo IS	Ruzell S. Cruz	
	Orani NHS-JHS	Jefferson S. Carlos Jaymee Rose G. Galdones	Nathanael B. Pedron
Orion	Bataan School of Fisheries	Nika A. Mendoza	LESTER KING F. ALARCON
	Justice E.A. Gancayco MHS	RIZA Q. MENDOZA	CHELSEE M. ENRIQUEZ
	Udyong NHS	Lyka N. Martinez	
Pilar	Dr. Victoria B Roman MHS	Priscilla A. Almendras	Fatima Faye R. Romero
	Pablo Roman NHS	Noime Diwa	Edralyn R. Misláng/ Mary Grace C. Yumena
Samal	Samal NHS	Ryan M. Tiangco	Imee Rose Marabe
	PALILI IS	Ana Margarita Capule	
	FC Del Rosario IS	Mikaela Marie Santos	
	Samal NHS-Annex	Diana E. Rubiano	

List of Attendees for Xepto EDU-Fietsa: Pagdiriwang ng Dunong APPRECIATION DAY

June 2, 2026

EDUCATION PROGRAM SUPERVISORS (EPSs)

FULL NAME	LEARNING AREA
Danilo C. Caysido	Mathematics
Edwin Riel Bermillo	Science
Mila D. Calma	FILIPINO
Jacqueline C. Tuazon	ESP
Evelyn V. Mendoza	TLE
Maria Teresa C. Perez	MAPEH
Romeo M. Layug	AP
Jethro Nocom	ENGLISH
Jean A. Lintag	ALS
Edgar E. Garcia	LRMDS

PUBLIC SCHOOL DISTRICT SUPERVISORS (PSDsS)

FULL NAME	DISTRICT
Arlene S Carlos	Hermosa
Teresita R. Ordiales	Orion
Elma P.Dizon	Samal
Ronie S. Mendoza	Dinalupihan West
Jeolfa G. Reyes	Limay
Ruel D. Lingad	Dinalupihan East
Elvira R. Mina	Abucay
Francisco B. Bautista	Orani
Minerva P. Rillo	Pilar
Rodger R. De Padua	Mariveles
Jonathan De Guzman	Bagac
Mariel Labandilo	Morong

SCHOOL HEADS

DISTRICT	SCHOOL NAME	FULL NAME
Abucay	Abucay NHS	Milagros T. Mendoza
	B Camacho NHS-JHS	Reynaldo B. Visda
	B Camacho NHS-SHS	Arsenio N. Ongoco Jr.
	Mabatang NHS	Villamor B. Magat
	Bangkal IS	Rosemarie D. Inocencio
Bagac	E.C. Bernabe NHS	DAVE D. BASTO
	Bagac NHS-Parang	Jessica M. Quimlat
	BHSA	MIA ARIANA P. TANCIONGCO
	Saysain NHS	Leonardo M. Apales
	Quinawan IS	Norman T. Mosquida
Dinalupihan East	Pagalanggang NHS	Edgardo Jesus S. Basa II
	Sta. Lucia NHS	MARLENE G. LULU
	Tucop IS	Geraldine C. Flores
	Layac IS	
Dinalupihan West	J.C. Payumo MHS	OMAR G. MAGCALAS
	Luakan NHS - Annex	RONALDO A. PUNLA
	Luakan NHS	Ara S. Velasco
	Magsaysay NHS	
	Roosevelt NHS	
	Payangan IS	
	Tubo tubo IS	
Hermosa	HERMOSA NHS	
	Hermosa NHS - Annex	
	Balsik NHS	
Limay	Lamao NHS	
	Kinaragan IS	
	Limay NHS-JHS	Jennifer Dominguez
	Limay NHS-SHS	
	St. Francis NHS	Wilbert D. Langreo

Mariveles	Biaan Aeta IS	Christian G. Legaspi
	MNHS Batangas II	Arvin N. De Dios
	MNHS Sitio Mabuhay	Ludivina S. Omania
	MNHS Malaya	
	MNHS Alasasin	Jerry C. Perello
	MNHS Alion	Jenelyn E. Sibayan
	MNHS Camaya	Rolando T. Limua
	MNHS Poblacion	Marijoy B. Mendoza, EdD
	MNHS Cabcaban	June C. Servera
	Ipag NHS	MIRASOL M. TABARANGAO
	MNHS Sisiman	
	Baseco NHS	Maria May S. Forio
	Morong	Kanawan IS
Mabayo NHS (formerly Morong Annex)		Odissa P. Dasilao
Morong NHS-JHS		DR. GEMMA TERESA P. CABREROS
Morong SHS		Melody P. Del Rosario
Nagbalayong NHS		MA. LIZA P. INCLETO
Sampaloc IS		Emelita G. Paguio
Orani	Gov. Efren B. Pascual Sr.	Ariel S. Valencia
	Orani NHS-Parang-Parang	Troy B. Villasol
	Orani NHS-Pagasa	Crisanto V. Santos
	Legua ES	Sherwin Serrano
	Pulo IS	
	Orani NHS-JHS	
Orion	Bataan School of Fisheries	
	Justice E.A. Gancayco MHS	DR. FREDERICK Y. SIMBOL
	Udyong NHS	Jesusa D. Pizarro
Pilar	Dr. Victoria B Roman MHS	ANGELO R. BASILIO
	Pablo Roman NHS	Myrna E. Castillo
Samal	Samal NHS	

	PALILI IS	
	FC Del Rosario IS	
	Samal NHS-Annex	Antonio B. Venegas Jr.

LMS CHAMPIONS

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	Payangan IS	Marjorie S. Abraham	
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	MNHS Malaya	LOUELA A. ALQUIZA	CATHERINE ORTEGA
	MNHS Alasasin	Sheena Rose N. Raya	Desiree M. Dela Cruz
	MNHS Alion	Zha Ann J. Nabor	Jonah Santos
	MNHS Camaya		Annie Rhose Rosales
	MNHS Poblacion	JEFFREY M. TAPAC	
	MNHS Cabcaben	BHEN JAY D. MERIÑO	
	Ipag NHS	HERSHEY JAYMEE M. FRANCISCO	
	MNHS Sisiman	Ma. Faith S. Brila	
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	Morong SHS	Evangeline M. Fechalín	Noniel Rose Cyvette F. Bermejo
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	Udyong NHS	Lyka N. Martinez	
Pilar	Dr. Victoria B Roman MHS	Priscilla A. Almendras	Fatima Faye R. Romero
	Pablo Roman NHS	Noime Diwa	Edralyn R. Misláng/ Mary Grace C. Yumena
Samal	Samal NHS	Ryan M. Tiangco	Imee Rose Marabe
	PALILI IS	Ana Margarita Capule	
	FC Del Rosario IS	Mikaela Marie Santos	
	Samal NHS-Annex	Diana E. Rubiano	

Xepto EDU-Fiesta: Pagdiriwang ng Dunong LMS Teacher Training

June 4, 2026

In-School Online Training

Program Matrix

TIME	ACTIVITY	SPEAKER/ FACILITATOR
JUNE 4, 2026 (LMS Teacher Training)		
7:30 AM – 8:00 AM	Registration	
8:00 AM – 8:10 AM	Opening Program • National Anthem • Invocation / Prayer	
8:10 AM - 8:15 AM	Welcome Remarks	Dan Caysido Education Program Supervisor
8:15 AM - 8:30 AM	Inspirational Address	Dr. Carolina Violeta, CESO V Schools Division Superintendent, SDO Bataan
8:30 AM - 9:30 AM	XLMS Basic Navigation	Berna Agsalon Xepto Education Educ Team
9:30 AM - 11:00 AM	XLMS Content Development	Cheryl Cordova Xepto Education TWG Member
11:00 AM - 12:00 PM	XLMS Assessment	Lloyd Dizon Xepto Education TWG Member
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	XLMS Special Features	Jeremy Flores Xepto Education TWG Member
2:00 PM - 2:30 PM	Q&A	
2:30 PM - 3:30 PM	HYFLEX BREAK-OUT SESSIONS Facilitated by the Champion Teachers in their schools	
3:30 PM - 4:00 PM	Live Presentation of Outputs	
4:00 PM - 4:30 PM	Training Assessment	
4:30 PM - 5:00 PM	Closing Remarks: Call to Action	Ernie Tarroza General Manager, Xepto Education

HyFlex LMS Training Checklist for Grade 9 to 12 Teachers - XTOT 2026 (XEPTO TRAINING OF TEACHERS 2026)

Use this sheet to monitor technical, infrastructure, and LMS environment preparation before the training day.

NOTE: The Xepto Training of Teachers for SY 2026-2027 (XTOT 2026) is the initial onboarding/refresher training for JHS and SHS Bataan teachers. It will be delivered in HYFLEX mode - with the Xepto trainers and resource persons presenting from the Main Source (Central Training Hub - CTH) and the champion teachers facilitating the teachers from their schools in different Breakout Training Classrooms - BTC). **This checklist is to guide Xepto Team's preparation for the HYFLEX training modality.**

No.	Category	Preparation Area	Venue	Checklist Item
1	Technical & Infrastructure Preparation	Internet & Connectivity	Breakout Training Classroom	Verify the school's Wi-Fi network can handle simultaneous connections from all participating teachers. (Stable high-speed internet connection - Recommended: at least 20–50 Mbps per classroom with reliable Wi-Fi router or LAN connection.)
2	Technical & Infrastructure Preparation	Internet & Connectivity	Breakout Training Classroom	May ask teachers to bring their own internet connection of at least 20–50 Mbps AND/OR backup mobile data or pocket Wi-Fi for emergencies
3	Technical & Infrastructure Preparation	Internet & Connectivity	Breakout Training Classroom	Set up a dedicated “Training Wi-Fi” network or prepare a backup hotspot in case of connectivity issues.
4	Technical & Infrastructure Preparation	Hardware Check	Breakout Training Classroom	Ensure the training venue has a working projector, smartboard, or large display screen. (Smart TV or LED TV (50 inches or larger) OR projector with screen)
5	Technical & Infrastructure Preparation	Hardware Check	Breakout Training Classroom	Confirm audio systems such as microphones and speakers are working, especially if the room is large.
6	Technical & Infrastructure Preparation	Hardware Check	Breakout Training Classroom	Provide extension cords and power strips so teachers can plug in their laptops during the session.
7	Technical & Infrastructure Preparation	LMS Environment Setup	Breakout Training Classroom	Account Verification: Ensure all participating teachers have active LMS login credentials before the session begins.

8	Technical & Infrastructure Preparation	Classroom Set-Up	Breakout Training Classroom	Seating for 30 – 50 students Whiteboard or blackboard Proper lighting and ventilation Quiet learning environment for online participation
9	Technical & Infrastructure Preparation	Champion's Hardware, Connectivity, Software/Online Access, and Training Kit	Breakout Training Classroom	<p>CHAMPION'S CHECKLIST:</p> <ul style="list-style-type: none"> Laptop or desktop computer for the Champion Teacher Webcam (optional for interaction with speakers/trainers) HDMI cable or wireless screen-casting device Extension cords and power strips Backup power source or UPS (recommended) Own stable high-speed internet connection - Recommended: at least 20–50 Mbps Backup mobile data or pocket Wi-Fi for emergencies Zoom account/access link Access to the online training platform or LMS Updated browser and Zoom application Digital copies of training materials and worksheets
10	Technical & Infrastructure Preparation	Support Human Resources	Breakout Training Classroom	May assign ICT support person or school technician (recommended)