



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

05 Jan 2026

DIVISION MEMORANDUM
No. 008, s. 2026

**CORRIGENDUM/ADDENDUM TO DM NO. 711, S. 2025, CAPACITY
BUILDING OF KEY STAGE 1 TEACHERS ON LEARNING RECOVERY IN
LITERACY AND NUMERACY (BATCH 2)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
OIC- Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. Pursuant to DM No. 711, s. 2025, Capacity Building of Key Stage I Teachers on Learning Recovery in Literacy and Numeracy (Batch 2), please be informed that the said activity will be held at BSA Twin Towers, Mandaluyong City on January 20-23, 2026.
2. In connection with this, the preparation for the training of the members of the Technical Working Group (TWG) will be done on Day 0, January 19, 2026.
3. The participants' first meal will be *breakfast* on Day 1 (January 20, 2026), and their last meal will be *afternoon snacks* on Day 4 (January 23, 2026).
4. Please refer to the enclosures for the final list of participants, matrix of activity, members of the PMT and TWG, and terms of reference.
5. This memorandum serves as the participants' travel order.
6. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Encl. As stated

Reference: DM No. 711, s. 2025

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

Issuances-Division Memorandum

LVI/ CORRIGENDUM/ADDENDUM TO DM NO. 711, S. 2025, CAPACITY BUILDING OF KEY STAGE 1 TEACHERS ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)/ R2-147936/01/05/2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Enclosure 1: List of Participants

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**
January 20-23, 2026

No.	Name	Sex	Designation	School	Sub-Office
1.	Ma. Michelle D. Beloso	Female	Teacher III	Putol Elementary School	Balayan East
2.	Amanda B. De Castro	Female	Teacher I	Flaviano-Pelagia Pantoja MES	Balayan West
3.	Juliet M. Sanoy	Female	Teacher I	Don Juan Integrated School	Cuenca
4.	Edelyn V. Aquino	Female	Master Teacher II	Prenza Elementary School	Lian
5.	Gina B. Lacas	Female	Master Teacher II	San Teodoro Elementary School	Mabini
6.	Sales A. Bautista	Female	Teacher III	Malimatoc Elementary School	Mabini
7.	Liberty M. Martinez	Female	Teacher III	Gasang Elementary School	Mabini
8.	Norielyn H. Bernarte	Female	Teacher III	Paaralang Elementarya ng Calubcub I	San Juan East
9.	Marcelina M. Mendoza	Female	Master Teacher I	Paaralang Elementarya ng Tipas	San Juan East
10.	Aileen B. Endaya	Female	Teacher I	Paraalang Elementarya ng Janaojanao	San Juan West
11.	Rechel M. Comia	Female	Teacher I	Balabag Elementary School	San Juan West
12.	Jesusana L. Tolentino	Female	Teacher III	Ilat Elementary School	San Pascual
13.	Lina I. Dimatatac	Female	Master Teacher I	Alalum Elementary School	San Pascual
14.	Maria Francisca A. Maranan	Female	Teacher III	Buli Elementary School	Taal
15.	Ellaine S. San Andres	Female	Teacher I	Corona Elementary School	Tingloy
16.	Jenny Lyn B. Estacion	Female	Teacher III	Santiago Zobel ES	Calatagan
17.	Annabelle A. Tenorio	Female	Teacher III	Bukal ES	Lemery
18.	Jo Ann M. Dulongbinte	Female	Teacher I	Balibago ES	Calatagan
19.	Shiela Mae S. Navarro	Female	Teacher I	Wawa ES	NasugbuWest
20.	Teodora M. Adove	Female	Teacher III	Bayudbud Elementary School	Tuy
21.	Mariefa M. Manalo	Female	Master Teacher I	Bolo ES	Bauan West
22.	Minagel L. Sawali	Female	Teacher III	San Andres ES	Bauan East
23.	Emelina A. Calangi	Female	Master Teacher I	Soloc Elementary School	Lobo



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

24.	Pamela Ann M. Layron	Female	Teacher I	Mahabang Parang ES	San Luis
25.	Leonila A. Landicho	Female	Master Teacher I	Pook ES	Agoncillo
26.	Preicy M. Bituin	Female	Teacher III	Looc ES	Balete
27.	Ahngel D. Javier	Female	Teacher I	Ibaan CS	Ibaan
28.	Antonina M. Mendoza	Female	Master Teacher II	San Gregorio Integrated School	Laurel
29.	Karen Christine H. Piol	Female	Teacher II	Malvar Central School	Malvar
30.	Nancy R. Manalo	Female	Master Teacher I	Paaralang Elementary ng Kinalaglagan	Mataasnakahoy
31.	Winie B. Lopez	Female	Master Teacher I	Bukal Elementary School	Padre Garcia
32.	Eulaliana F. Hosmillo	Female	Teacher I	Alupay Elementary School	Rosario East
33.	Roselyn B. De Villa	Female	Master Teacher I	Julian D. Luna ES	Rosario West
34.	Nancy D. Andal	Female	Master Teacher I	Muzon Elementary School	Alitagtag
35.	Asuncion P. Landicho	Female	Teacher III	Calan Elementary School	Balayan East
36.	Nila D. Maullon	Female	Teacher III	Sucol Elementary School	Balayan East
37.	Maria Cecilia B. Garcia	Female	Teacher III	Caloocan Elementary School	Balayan West
38.	Psyche Mae I Pere	Female	Teacher III	Lumaniag Elementary School	Lian
39.	Dulce Amor D. Sanchez	Female	Master Teacher I	Malaruhatan Elementary School	Lian
40.	Annalyn A. Dolor	Female	Teacher III	Talaga Elementary School	Mabini
41.	Wilma B. Busag	Female	Teacher III	Cawongan Elementary School	Padre Garcia
42.	Melinda C. Mendoza	Female	Teacher I	Hugom Elementary School	San Juan East
43.	Ronald Ramos	Male	Master Teacher II	Bayabasan Elementary School	Nasugbu East
44.	Rochelle G. Altobar	Female	Teacher III	San Pascual Central School	San Pascual
45.	Roland R. Dimaculangan	male	Teacher III	Malakimpook Elementary School	San Pascual
46.	Jinky B. Barba	Female	Teacher III	Venancio Trinidad Sr. MS	Talisay
47.	Sheryll Marie R. Cabral	Female	Teacher III	Miranda Elementary School	Talisay
48.	Catherine C. Agno	Female	Master Teacher I	Banga Elementary School	Talisay
49.	Gellie A. Maralit	Female	Teacher III	Pinagtungulan ES	San Jose
50.	Bernadeth S. Madres	Female	Teacher II	Calangay Elementary School	San Nicolas
51.	Jonnell P. Abalos	Male	Teacher I	Burol Elementary School	Sta. Teresita
52.	Irene A. Pesigan	Female	Teacher III	Tulo ES	Taal

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

53.	Liza Mae M. De Chavez	Female	Teacher II	Pisa Elementary schools	Tingloy
54.	Noreen G. Yngente	Female	Teacher III	Bubuyan Elementary School	Mataasnakahoy
55.	Glaidel Marie S. Piol	Female	Teacher II	Lemery Pilot ES	Lemery
56.	Allan Joseph Salanguit	Male	Master Teacher I	Catandaan ES	Nasugbu East
57.	Sharmaine G. Mendoza	Female	Teacher I	Balaytigue ES	Nasugbu West
58.	Edilberta N. Escalante	Female	Teacher III	Bolbok Elementary School	Tuy
59.	Kimverly U. Abu	Female	Teacher III	Cupang ES	Bauan West
60.	Jessica A. Medrano	Female	Teacher III	San Andres ES	Bauan East
61.	Mary Jane D. Villadarez	Female	Teacher III	Banalo ES	Lobo
62.	Ma. Cristina M. Macatangay	Female	Teacher III	Talon ES	San Luis
63.	Rhodora Humarang	Female	Master Teacher I	Agoncillo CS	Agoncillo
64.	Marjorie M. Tapay	Female	Teacher I	Solis ES	Balete
65.	Sairhene M. Torino	Female	Teacher I	Lucsuhin IS	Ibaan
66.	Leizl A Biscocho	Female	Teacher III	Martin Esperanza ES	Laurel
67.	Juvy Manalo	Female	Teacher III	Agustin T. Ramos Memorial ES	Balayan West
68.	Arsenia N. Lainez	Female	Master Teacher I	Caloocan Elementary School	Balayan West
69.	Ruby J. Umali	Female	Teacher III	Lumampao Elementary School	Cuenca
70.	Brenda V. Buen	Female	Teacher III	Bricio Pantas MES	Cuenca
71.	Melissa B. Delos Reyes	Female	Teacher III	Prenza Elementary School	Lian
72.	Corazon H. Babaan	Female	Master Teacher I	Bungahan Elementary School	Lian
73.	Marife S. Casapao	Female	Teacher I	Mainaga-San Francisco IS	Mabini
74.	Marie Dulce I. De Mesa	Female	Teacher III	Mabini Central Schoo	Mabini
75.	Maritess D. Erguiza	Female	Teacher II	Catmon Elementary School	San Juan East
76.	Marilou R. Bolaños	Female	Teacher III	Libjo Sapangan Elementary School	San Juan West
77.	Loreveil R. Ragas	Female	Teacher III	Balimbang Elementary School	San Pascual
78.	Velijean Opo Rosaros	Female	Teacher III	Caloocan Elementary School	Talisay
79.	Shaina Noshka A. Aranas	Female	Teacher I	Gamaw Elementary School	Tingloy
80.	Digna B. Jonson	Female	Teacher I	Tanag Elementary School	Lian
81.	Lailanie Q. De Castro	Female	Teacher I	Payapa Elementary School	Malvar
82.	Donna M. Gaje	Female	Teacher III	Rosario West Central School	Rosario West
83.	Lilybeth A. Escartin	Female	Teacher II	Libato Elementary School	San Juan West

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

84.	Lea A. Casalla	Female	Teacher III	San Juan West CS	San Juan West
85.	Jenny Rose B. Bacay	Female	Teacher I	Corona Elementary School	Tingloy
86.	Carla Mae D. Reglos	Female	Kindergarten Teacher	San Juan West Central School	San Juan West
87.	Mary Charewil M. Arnegia	Female	Teacher. I	Talahib Elementaey School	Tingloy
88.	Edita D. Calatong	Female	Teacher II	Ilat Elementary School	San Pascual
89.	Marife M. Limbo	Female	Master Teacher I	Balagtasin Elementary School	San Jose
90.	Cristina M. Sandoval	Female	Teacher III	Corona Elementary School	Tingloy
91.	Elsie E. Bantugon	Female	Master Teacher I	Laurel Elementary School	Mabini
92.	Sharmaine G. Mendoza	Female	Teacher I	Balaytigue Elementary School	Nasugbu East
93.	Lorena V. Lamio	Female	Teacher II	Lumaniag Elementary School	Lian
94.	Anabelle A. Carbayar	Female	Teacher III	Gumapac Brgy.School	Tuy
95.	Perlie M. Medrano	Female	Teacher III	Manalupang-San Vicente ES	Bauan West
96.	Lorna A. Agulo	Female	Teacher III	San Andres ES	Bauan East
97.	Villa E. Mercado	Female	Teacher I	Banalo ES	Lobo
98.	Edna E. Dimayuga	Female	Master Teacher I	Balibago Elementary School	Rosario East
99.	Ma. Georgenia S. De Claro	Female	Teacher III	Luya Integrated School	San Luis
100.	Julie Ann G. Mendoza	Female	Teacher I	Paaralang Elementarya ng Marcal	San Juan West



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

Enclosure 2: Matrix of Activities

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

MATRIX OF ACTIVITIES

January 20, 2026

Time	Session/Activity	Persons Involved	Resources Needed
7:00-8:30 AM	Arrival and Registration	PMT/Secretariat	Registration Forms
8:31 – 9:30 (Inclusive of Break)	Opening Program Philippine National Anthem Opening Prayer CALABARZON March DepEd Quality Policy Statement Participants Check Leveling of Expectations Presentation of Activity Matrix and Other Protocols Overview of the Program	PMT & Participants	AVP
9:31 – 10:30	Pre-test	PMT	Post-test Link
10:31-11:00	Levelling of Expectation	LF	Slide Decks
11:01-12:00	Module 1 Session 1 BUILDING SKILLS IN READING <i>(Getting Main Idea & Noting Details)</i>	LF - 1 & 2	Session Guide Slide Decks
12:01-1:00	Lunch Break		
1:01 – 2:00	Module 1 Session 1 BUILDING SKILLS IN READING <i>(Getting Main Idea & Noting Details)</i>	LF - 1 & 2	Session Guide Slide Decks
2:01-3:00	Module 1 Session 2 Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension	LF- 2 & 1	Session Guide Slide Decks
3:01 – 3:15	PM Break		
3:16-4:15	Module 1 Session 2 Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension	LF-2 & 1	Session Guides Slide Decks
4:16 – 4:45	Important Reminders Closing Prayer	PMT	Slide Decks
4:46-5:30	Day 1 Evaluation	QAME	Evaluation Link



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)
 BSA TWIN Towers, Mandaluyong City
 January 20-23, 2026**

MATRIX OF ACTIVITIES

January 21, 2026

Time	Session/Activity	Persons Involved	Resources Needed
7:45-8:00 AM	Management of Learning	Assigned Group	AVP
8:01-9:00	Module 1 Session 3 <i>Cause and Effect Artsy Attack!</i>	LF - 1 & 2	Session Guides Slide Decks
9:01-9:15	AM Break		
9:16 – 10:15	Module 1 Session 3 <i>Cause and Effect Artsy Attack!</i>	LF - 1 & 2	Session Guides Slide Decks
10:16-11:15	Module 1 Session 4 Words Worth Teaching	LF- 2 & 1	Session Guides Slide Decks
11:16-12:15	Module 1 Session 4 Words Worth Teaching	LF- 2 & 1	Session Guides Slide Decks
12:16-1:15	Lunch Break		
1:16 – 2:30	Module 1 Session 5 <i>Making Contextual Meaning</i>	LF - 1 & 2	Session Guides Slide Decks
2:31 – 3:30	Module 1 Session 5 <i>Making Contextual Meaning</i>	LF - 1 & 2	Session Guides Slide Decks
3:31-3:45	PM Break		
3:46 – 4:45	Module 2 Session 1 <i>Learning More About Dissimilar Fractions</i>	LF - 1 & 2	Session Guides Slide Decks
4:46-5:15	Important Reminders Closing Prayer	Assigned Group	AVP
5:16-6:00	Day 2 Evaluation	QAME	Evaluation Link



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

MATRIX OF ACTIVITIES

January 22, 2026

Time	Session/Activity	Persons Involved	Resources Needed
7:45-8:00 AM	Management of Learning	Assigned Group	AVP
8:01-9:00	Module 2 Session 1 Learning More About Dissimilar Fractions	LF - 1 & 2	Session Guides Slide Decks
9:01-10:00	Module 2 Session 2 Journey Through Time Conversion	LF- 2 & 1	Session Guides Slide Decks
10:01-10:15	AM Break		
10:16 – 11:15	Module 2 Session 2 Journey Through Time Conversion	LF- 2 & 1	Session Guides Slide Decks
11:16-12:15	Module 2 Session 3 <i>Becoming Smarter in Applying Strategies for Solving Routing Problems in Numeracy</i>	LF - 3 & 4	Session Guides Slide Decks
12:16-1:15	Lunch Break		
1:16 – 2:15	Module 2 Session 3 <i>Becoming Smarter in Applying Strategies for Solving Routing Problems in Numeracy</i>	LF - 3 & 4	Session Guides Slide Decks
2:16-3:15	Module 2 Session 4 <i>Power Builders in Applying Appropriate Strategies in Answering Simple Word Problems</i>	LF-4 & 3	Session Guides Slide Decks
3:16-3:30	PM Break		
3:31 – 4:30	Module 2 Session 4 <i>Power Builders in Applying Appropriate Strategies in Answering Simple Word Problems</i>	LF-4 & 3	Session Guides Slide Decks
4:31-5:00	Important Reminders Closing Prayer	Assigned Group	AVP
5:01-6:00	Day 3 Evaluation	QAME	Evaluation Link



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

MATRIX OF ACTIVITIES

January 23, 2026

Time	Session/Activity	Persons Involved	Resources Needed
7:45-8:00 AM	Management of Learning	Assigned Group	AVP
8:01-9:00	Module 2 Session 5 <i>High-End Quality in Solving Routine Problems</i>	LF -1 & 2	Session Guides Slide Decks
9:01-10:00	Module 2 Session 5 <i>High-End Quality in Solving Routine Problems</i>	LF -1 & 2	Session Guides Slide Decks
10:16-10:30	AM Break		
10:31-11:30	Workplace Application Plan	LF	Session Guides Slide Decks
11:31-12:30	Post test	PMT	Post-test Link
12:31-1:30	Lunch Break		
1:31 – 2:30	Wrap Up, Synthesis, Clearing House	Learning Managers	Slide Decks
2:31-3:00	Day 4 Evaluation	QAME	Evaluation Link
3:01-3:15	PM Break		
3:16 – 4:45	Important Reminders Closing Program	Assigned Group	AVP

Prepared by:

LORETA N. ILAO
Education Program Supervisor I



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

Enclosure 3: List of TWG Members

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

List of TWG Members

January 19-23, 2026

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/SCHOOL	OFFICE/ DISTRICT
1	Loreta V. Ilao	F	EPSVR-I, Filipino/Proponent Learning Manager	CID	SDO Batangas
2	Elizabeth R. Tolentino	F	EPSVR-I, Math Proponent/ Learning Manager/ Resource Speaker	CID	SDO Batangas
3	Miguel B. Ularte	M	EPSVR-I, English/Proponent Learning Manager	CID	SDO Batangas
4	Nancy D. Lubis	F	PSDS/Resource Speaker/PO	CID	Balete & Mataasnakahoy
5	Agrifina A. Dirain	F	PSDS/Resource Speaker/PO	CID	Malvar
6	Imelda C. Tapero	F	P-III/Resource Speaker/PO	Rosario West CS	Rosario West
7	Bernadette T. Mendoza	F	ASP II/Class Manager/Logistics	Cuenca Senior High School	Cuenca
8	Edzel M. Leopango	F	HT-II/ Class Manager/Logistics	Tipas INHS	San Juan East
9	Rodessa D. Paragas	F	T-III/Logistic/TWG	Subukin ES	San Juan East
10	Rosemarie J. Gonzales	F	PDO I/QAME	SGOD	SDO Batangas
11	Glecy M. Calingasan	F	MT/Logistics/TWG	Munlawin ES	Alitagtag

January 20-23, 2026

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/SCHOOL	OFFICE/ DISTRICT
1	David M. Nuay	M	CID Chief/ Program Owner	CID	SDO Batangas
2	Evelyn C. De Sagun	F	SEPS-HRDS/ Monitoring Official	SGOD	SDO Batangas
3	Rolena Garcia	F	P-I/Process Observer	Alalum ES	San Pascual
4	Antonio M. Ilagan	M	PSDS/Resource Speaker/PO	CID	Sta. Teresita
5	Alreen Mitzchel S. Alvarez	F	T-II/TWG/Documenter	Talisay SHS	Talisay



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

List of TWG Members

January 20-21, 2026

NO.	NAME	SEX	DESIGNATION	SECTION/UNIT/SCHOOL	OFFICE/DISTRICT
1	Movita O. Cruzat	F	P-IV/ Resource Speaker	As-is Integrated School	Bauan East
2	Melissa A. Ariola	F	PSDS/Resource Speaker	CID	Agoncillo
3	Ginalyn U. Macaraig	F	PSDS/ Resource Speaker	CID	Talisay
4	Chiela A. Bagnes	F	P-I/Resource Speaker	Balagbag ES	San Juan West
5	Nancy C. Napili	F	P-III/Resource Speaker	Payapa ES	Malvar

January 22-23, 2026

1	Lucky May L. Pasia	F	PSDS/ Resource Speaker	CID	Rosario East
2	Liberty D. Rodriguez	F	P-III/Resource Speaker	Cepriana Ascue MES	Balayan West
3	Aris U. Dimaano	M	Division Planning Officer III/ Member-TWG	SGOD	SDO Batangas
4	Rosemarie Encarnacion	F	SEPS II, Planning and Research/ Member-TWG	SGOD	SDO Batangas

Medical Staff

January 20, 2026

1	Gina Hosmillo	F	Nurse II	SGOD	SDO Batangas
2	Princess Manalo	F	Nurse II	SGOD	SDO Batangas

January 21, 2026

1	Leigh A. Lintan	F	Nurse II	SGOD	SDO Batangas
2	Joan Fides Kaguitla	F	Nurse II	SGOD	SDO Batangas

January 22, 2026

1	Randy Malabanan	M	Nurse II	SGOD	SDO Batangas
2	Arjay Petil	M	Nurse II	SGOD	SDO Batangas

January 23, 2026

1	John Rhys Manalo	M	Nurse II	SGOD	SDO Batangas
2	Lhondon De Verla	M	Nurse II	SGOD	SDO Batangas



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)
BSA TWIN Towers, Mandaluyong City
January 20-23, 2026

Terms of Reference

Program Manager	<ul style="list-style-type: none">❖ Ensure and monitor the implementation of the training❖ Conducts debriefing with the PMT resource persons/learning facilitators❖ Prepares and communicates to participants' immediate heads regarding program completion and the importance of implementing Workplace Application Projects.
Program Proponents/ Learning Managers	<ul style="list-style-type: none">❖ Ensure the smooth flow of the activity❖ Lead the team on the implementation of daily activities❖ Attend debriefing sessions❖ Check the completeness of participants' outputs
Monitoring Official	<ul style="list-style-type: none">❖ Monitors the implementation of the training❖ Attends debriefing sessions
Resource Speakers/ Facilitators	<ul style="list-style-type: none">❖ Attend planning and coordination meetings with the Division PMT❖ Deliver and facilitate the assigned session/s on the scheduled day/s and time;❖ Attend the debriefing sessions on the day before and during the day of the delivery of the assigned session/s;❖ Responsible for the learning of the participants❖ Inform the class managers of the activities and materials needed in the session❖ Observe time management❖ Assist the Division PMT in checking the participants' outputs
Class Managers	<ul style="list-style-type: none">❖ Ensure the attendance of the participants in the assigned class❖ Assist the resource speakers/facilitators during the session, including the distribution of materials❖ Monitor strictly the time indicated on the matrix and serve as the timekeeper❖ Serve as class adviser and monitor the whereabouts of the participants❖ Prepare completion report

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Class Managers	❖ Coordinate with other class managers and the training management team for the closing program
Process Observers	❖ Conduct observation ❖ Accomplish Process Observation Form ❖ Prepare a report ❖ Provide a report during the debriefing
Documenters	❖ Keep proper documentation of the daily activities with the narrative report and pictorials
QAME	❖ Implements the Monitoring and Evaluation Plan in collaboration with the PMT; ❖ Applies process observation and prescribed tools to monitor and evaluate program delivery; ❖ Administers and analyzes the results of the Level 1 evaluation, which is to be presented during the debriefing; ❖ Assists the Program Manager/Program Proponents in administering and analyzing the results of the Level 2 evaluation; and ❖ Prepares Post-Program Delivery M&E Report and submits to the PMT for inclusion in the Program Implementation Report.
Logistics/TWG	❖ Organize the safe and efficient distribution of supplies/materials ❖ Liaising with and managing staff ❖ Plans for and negotiates technical difficulties ❖ Ensure health and safety standards are met ❖ Prepare paperwork like certificates, attendance sheets, etc.
Medical Staff	❖ Attend to the medical needs of the participants ❖ Keep records on critical incidents about health concerns ❖ Ensure that the participants can attend the sessions