



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

16 May 2025

DIVISION MEMORANDUM

No. 258, s. 2025

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
ON LEARNING RECOVERY IN LITERACY AND NUMERACY**

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

1. In support of the training intervention for teachers in Key Stage I of Region IV-A CALABARZON through the Human Resource Development Division (HRDD, the Schools Division of Batangas will conduct the Capacity Building of Key Stage I Teachers on Learning Recovery in Literacy and Numeracy from June 10 to 13, 2025. The venue will be announced through a separate memorandum.

2. This four-day live-in activity aims to:

- develop lesson exemplars and activity sheets incorporating varied teaching and assessment strategies and activities that promote literacy and numeracy
- model varied teaching and assessment strategies and activities that promote literacy and numeracy through simulation
- evaluate lesson plans and activity sheets focused on the application of strategies and activities used in developing literacy and numeracy

3. Participants in this capacity building are the proficient and highly proficient teachers from 35 sub-offices in SDO Batangas.

4. The members of the Program Management Team (PMT) and Technical Working Group (TWG) are advised to attend the planning meeting on **May 30, 2025**, 8:30 a.m. at the SDO Batangas Conference Hall, Provincial Sports Complex, Bolbok, Batangas City.

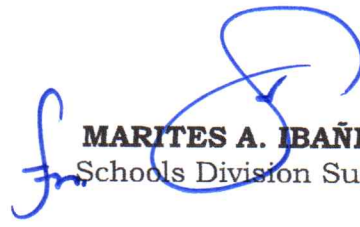
5. Teaching personnel involved in this activity shall be given service credit based on the number of hours served, DepEd Order No. 013, s. 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers.

"Service credits shall be granted to teachers for attendance/participation in trainings, seminars, and special DepEd projects and activities which are fully funded, partnered by DepEd and are short-term in duration such as English, Science, Math, and other learning area's mentor's training, curriculum writing workshop, planning, workshop, and alike, if such are held during weekends, holidays, Christmas, and summer/long vacation."



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6. Meanwhile, the non-teaching personnel shall be given compensatory time off as stated in CSC and DBM Joint Circular No. 2, s. 2004, Re: Non-Monetary Remuneration for Overtime Services Rendered.
7. The food of the members of the PMT/TWG during the planning meeting; food and accommodation of the participants, members of the PMT and TWG, supplies and materials, and other related expenses in the four-day activity shall be charged against the FY 2024, GAAAO, RA 11975 fund, downloaded Sub-ARO.
8. Meanwhile, the travel, incidental, and other related expenses of the participants, members of PMT and TWG, shall be charged against local funds/school/division MOOE and/or other available funds, subject to the usual accounting and auditing rules and regulations.
9. The participants' first meal will be *breakfast* on Day 1 (June 10, 2025), and their last meal will be *afternoon snacks* on Day 4 (June 13, 2025).
10. The members of the PMT and TWG are advised to be at the venue on **Day 0, June 9, 2025**, for the smooth and proper conduct of the activity.
11. Please refer to the enclosures for the list of participants, matrix of activity, members of the PMT and TWG, and terms of reference.
12. For some questions and additional information, you can contact Dr. Loreta V. Ilao, EPSVR-I, Filipino, Dr. Miguel B. Ulate, EPSVR-I, English, and Dr. Elizabeth R. Tolentino, EPSVR-I, Mathematics, at the telephone no. 043-722-1796 loc. 213.
13. This memorandum serves as the participants' travel order.
14. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent
5-20-25 dm

LVI/ CAPACITY BUILDING OF KEY STAGE 1 TEACHERS ON LEARNING RECOVERY IN LITERACY AND NUMERACY/R2-143190/05/16/2025



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
June 10-13, 2025**

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/SCHOOL	OFFICE/ DISTRICT
1	Herson C. Singsing	M	Master Teacher I	Baclaran Elementary School	Balayan East
2	Lailani C. Dela Vega	F	Master Teacher I	Don Leon Martinez MES	Balayan East
3	Celestina F. Lopez	F	Master Teacher II	Santol Elementary School	Balayan West
4	Monina S. Licoben	F	Master Teacher I	Maria J. Lopez ES	Calaca City
5	Cynthia B. Alcoy	F	Master Teacher I	Bagong Tubig ES	Calaca City
6	Wilma A. Verzosa	F	Master Teacher II	Pedro Palacio Sr. Memorial Elementary School	Calatagan
7	Raquel M. Custodio	F	Master Teacher I	Florencio D. Firmante Elementary School	Calatagan
8	Hazzl A. Canteras	F	Teacher III	Lemery Pilot ES	Lemery
9	Janneth B. Almazen	F	Master Teacher 2	Sambal Elementary School	Lemery
10	Gina G. Esguerra	F	Master Teacher I	Lian Central School	Lian
11	Lilibeth D. Marasigan	F	Teacher III	Lumaniag Elementary School	Lian
12	Mylene V. Bautista	F	Teacher III	Paaralang Elementarya ng Banilad	Nasugbu East
13	Shirley Grace M. Nollora	F	Teacher III	Bayabasan Elementary School	Nasugbu East
14	Carmina Francesca L. Abellera	F	Master Teacher I	Nasugbu West Central School	Nasugbu West
15	Alme M. Perucho	F	Master Teacher II	Wawa Elementary School	Nasugbu West
16	Jane C. Canada	F	Teacher III	Isabelo Baleros Memorial Elementary School	Taal
17	Donalyn Vergara	F	Teacher III	Taal Central School	Taal
18	Maria Joanna B. Abiod	F	Master Teacher II	Gregorio Paradero ES	Tuy
19	Gemma Cabrera	F	Master Teacher I	Magahis ES	Tuy
20	Donna L. De Villa	F	Master Teacher I	Bauan East Central School	Bauan East
21	Gina D. Vael	F	Master Teacher II	San Roque Elementary School	Bauan East
22	Kimverly U. Abu	F	Teacher III	Cupang Elementary School	Bauan West
23	Marilaila B. Alcantara	F	Master Teacher I	Biga Elementary School	Lobo
24	Riza R. Delica	F	Master Teacher I	Mabilog na Bundok ES	Lobo
25	Brenda R. Mendoza	F	Master Teacher I	Mainaga-San Francisco Integrated School	Mabini



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June 10-13, 2025

NO.	NAME	SEX	DESIGNATION	SECTION / UNIT / SCHOOL	OFFICE / DISTRICT
26	Ligaya G. Mendoza	F	Master Teacher II	Talaga Elementary School	Mabini
27	Mildred R. Moreno	F	Teacher II	Balite Primary School	San Luis
28	Mysheel V. Famarin	F	Teacher II	Bonliw ES	San Luis
29	Aillen A. Bauan	F	Master Teacher I	San Antonio ES	San Pascual
30	Angelica B. Nitro	F	Master Teacher I	Sto. Niño Elementary School	San Pascual
31	Katherine Joyce P. Aguilar	F	Master Teacher I	Gamaw Elementary School	Tingloy
32	ROSHIEL D. BAGON	F	Master Teacher I	Tingloy Central School	Tingloy
33	Cecilia C. Maala	F	Master Teacher II	Subic ES	Agoncillo
34	Analyn T. Maderazo	F	Teacher III	Pinagkurusan ES	Alitagtag
35	Rosalinda V. Abu	F	Master Teacher II	Ping-as Coral ES	Alitagtag
36	Maricel M. Closa	F	Teacher III	Emilia L. Malabanan IS	Balete
37	Abegael P. Moldogo	F	Teacher III	Balete Central School	Balete
38	Ma. Cristina H. Ramos	F	Master Teacher II	Emmanuel Elementary School	Cuenca
39	Maicah D. Loria	F	Master Teacher I	Ramon Paterno MES	Cuenca
40	Marites A. Landicho	F	Master Teacher I	Pantay Elementary School	Laurel
41	Josephine Hernandez	F	Master Teacher I	Laurel Central School	Laurel
42	Lida T. Chavez	F	Master Teacher I	Malvar CS/Malvar Sub-Office	Malvar
43	Cristaline H. Ilagan	F	Teacher III	Paaralang Sentral ng Mataasnakahoy	Mataasnakahoy
44	Manilyn I. Pascua	F	Teacher III	Bubuyan Elementary School	Mataasnakahoy
45	Renalie G. Boy	F	Teacher III	Munlawin Elementary School	San Nicolas
46	Mojica V. De Castro	F	Teacher III	Bancoro Elementary School	San Nicolas
47	Jennifer M. Belo	F	Teacher III	Irukan-Kalayaan Elementary School	Sta. Teresita
48	Melea Mariz B. Maranan	F	Teacher III	Mohon Elementary School	Sta. Teresita
49	Jonaliza R. Tabing	F	Teacher III	Banga Elementary School	Talisay
50	Leynor B. Biscocho	F	Teacher III	Tranca Elementary School	Talisay



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June 10-13, 2025

NO.	NAME	SEX	DESIGNATION	SECTION / UNIT / SCHOOL	OFFICE / DISTRICT
51	Marge A. Del Mundo	F	Master teacher I	San Agustin Integrated School	Ibaan
52	Perla T. Paña	F	Master teacher I	Coliat Elementary School	Ibaan
53	Janet P. Digol	F	Teacher III	San Miguel Elementary School	Padre Garcia
54	Babyline V. Cordero	F	Teacher III	Payapa Elementary School	Padre Garcia
55	Jennifer D. Pagcaliwagan	F	Teacher III	Bagong Pook ES	Rosario East
56	Marilyn D. Buisan	F	Master Teacher I	Rosario East CS	Rosario East
57	Niña C. Castillo	F	Master Teacher I	Marilag Elementary School	Rosario West
58	Lutgarda B. Magadia	F	Master Teacher I	Mayuro Elementary School	Rosario West
59	Marilyn B. Hidalgo	F	Master Teacher I	Balagtasin Elementary School	San Jose
60	Crizel U. Carandang	F	Teacher III	Tugtug Elementary School	San Jose
61	Editha E. Ilao	F	Master Teacher I	Laiya Ibabao Elementary School	San Juan East
62	Mary Grace Manalo	F	Master Teacher I	Paaralang Elementary ng Talahiban 1.0	San Juan East
63	Evangeline R. De Torres	F	Master Teacher I	Paaralang Elementarya ng Escribano	San JuanWest
64	Marilou O. Tolentino	F	Teacher III	Pinagbayanan Elementary School	Taysan
65	Marites G. Arenas	F	Master Teacher I	Balayan East CS	Balayan East
66	Ofelia A. Chua	F	Master Teacher I	Balayan East CS	Balayan East
67	Ma. Teresa B. Delos Reyes	F	Master Teacher I	Balayan West Central School	Balayan West
68	Emma Matira	F	Master Teacher I	Navotas Elementary School	Balayan West
69	Melba L. Alipustain	F	Master Teacher I	Jose T. Unson MES	Balayan West
70	Jessica B. Custodio	F	Teacher III	Balibago Elementary School	Calatagan
71	Jeline A. De Roxas	F	Teacher III	Payapa Elementary School	Lemery
72	Eden Lou A. Limboc	F	Master Teacher I	Cumba Elementary School	Lian
73	Lyca P. Guevarra	F	Master Teacher I	Looc Elementary School	Nasugbu East
74	Michelle V. Salanguit	F	Master Teacher I	Cogonan Elementary School	Nasugbu East
75	Melanie P. Granados	F	Teacher III	Balaytigue Elementary School	Nasugbu West



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June 10-13, 2025

NO.	NAME	SEX	DESIGNATION	SECTION / UNIT / SCHOOL	OFFICE / DISTRICT
76	Cheryl D. Montenegro	F	Teacher in Charge	Antonio Bonsol Elementary	Taal
77	Jennifer D. Lazaro	F	Master Teacher I	Taal Central School	Taal
78	Andrea D. Salagubang	F	Master Teacher I	Eulogio G. Cerrado ES	Tuy
79	Lovely M. Cusi	F	Master Teacher I	As-is Integrated School	Bauan West
80	Krystel M. Datinguinoo	F	Teacher III	CENTEX Batangas	BauanWest
81	Arceli A. Camo	F	Master Teacher I	Balibago Elementary School	Lobo
82	Marilaila B. Alcantara	F	Master Teacher I	Biga Elementary School	Lobo
83	Ronalyn S. Dela Cruz	F	Teacher III	Solo Elementary School	Mabini
84	Nicetas B. Martinez	F	Master Teacher I	Mabini Central School	Mabini
85	Jiezel M. Bayani	F	Master Teacher 1	Sta. Monica Elementary School	San Luis
86	Cenen Cortez	F	Master Teacher II	Mataas na Lupa Palsahingin ES	San Pascual
87	Julie Ann C. Roxas	F	Teacher III	San Jose Elementary School	Tingloy
88	Leonila A. Landicho	F	Master Teacher I	Pook ES	Agoncillo
89	Rhia Alma B. Castillo	F	Teacher II	Pinagkurusang ES	Alitagtag
90	Ronnah H. Gonzalvo	F	Teacher II	San Jose T. Reyes Integrated School	Alitagtag
91	Marbe A. Boongaling	F	Teacher III	Muzon ES	Alitagtag
92	Maria Fe V. Sahagun	F	Teacher III	Paligawan ES	Balete
93	Josephine C. Almanzor	F	Master Teacher 1	Ibabao ES	Cuenca
94	Maridel D. Dieron	F	Master Teacher 1	Ticub Elementary School	Laurel
95	Imelda C. De Leon	F	Master Teacher I	Sta. Maria Elementary School	Laurel
96	Tessie T. Morcilla	F	Master Teacher I	Malvar Central School	Malvar
97	Whilma A. Ganggangan	F	Master Teacher I	San Pedro Elementary School	Malvar
98	Leah C. Dalawangbayan	F	Teacher I	Paaralang Sentral ng Mataasnakahoy	Mataasnakahoy
99	Vitanie R. De Leon	F	Teacher III	San Nicolas Central School	San Nicolas
100	Maria Eloisa L. Bilog	F	Teacher III	Calangay Elementary School	San Nicolas



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June 10-13, 2025

NO.	NAME	SEX	DESIGNATION	SECTION / UNIT/SCHOOL	OFFICE / DISTRICT
101	Rasel A. Cabrera	F	Teacher III	Sampa-Pacifico IS (Kto 12)	Sta. Teresita
102	Jacqueline Malaluan	F	Teacher III	Venancio Trinidad Sr. Memorial School	Talisay
103	Rocelyn D. Tenorio	F.	Teacher III	San Guillermo Elementary School	Talisay
104	Emma M. Cantos	F	Master Teacher I	Sabang Elementary School	Ibaan
105	Princess Ann A. Lunar	F	Teacher III	Castillo Elementary School	Padre Garcia
106	Nikki K. Corpuz	F	Master Teacher I	Alupay Elementary School	Rosario East
107	Thereza A. Lumanglas		Master Teacher II	Putingkahoy ES	Rosario East
108	Liza I. Nuay	F	Master Teacher I	Baybayin ES	Rosario East
109	Celeste G. Ramirez	F	Master Teacher II	Rosario West Central School	Rosario West
110	Analyn D. Ramos	F	Master Teacher I	Bulihan ES	Rosario West
111	Roselyn B. De Villa	F	Master Teacher I	Julian D Luna Elementary School	Rosario West
112	Minerva L. Magnaye	F	Master Teacher I	Padre Imo Luna MES	San Jose
113	Glorina K. Ocbian	F	Master Teacher I	Florencia A. Masilungan MES	San Jose
114	Marilou C. Masakayan	F	Master Teacher I	Roman Ozaeta MS	San Jose
115	Evelyn T. Barrion	F	Teacher III	San Juan East Central School	San Juan East
116	Geraldine M. Evangelio	F	Master Teacher I	Libato Elementary School	San Juan West
117	Leni B. Cabato	F	Master Teacher I	Paaralang Elementarya ng Sampiro	San Juan West
118	Evelyn G. Malaluan	F	Master Teacher II	Dagatan Elementary School	Taysan
119	Flora B. Mercado	F	Master Teacher II	Mabayabas Elementary School	Taysan
120	Glecy Lynn A. Ebreo	F	Master Teacher I	Bilogo Elementary School	Taysan



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Enclosure 2

CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
ON LEARNING RECOVERY IN LITERACY AND NUMERACY
June 10-13, 2025

MATRIX OF ACTIVITY

Day 1: June 10, 2025

Time	Session/Activity	Persons Involved	Resources Needed
7:00-8:30 AM	Arrival and Registration	PMT/Secretariat	Registration Forms
8:30 – 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 Program Manager/ Learning Manager	AVP Slide Decks
9:30 – 10:30	Pre-test	PMT	Post-test Link
10:30-11:00	Levelling of Expectation	LF Literacy	Slide Decks
11:00-12:00	Module 1 Session 1 <i>BUILDING SKILLS IN READING</i> <i>(Getting Main Idea & Noting Details)</i>	LF -1 & 2	Session Guide Slide Decks
12:00-1:00	Lunch Break		
1:00 – 2:00	Module 1 Session 1 <i>BUILDING SKILLS IN READING</i> <i>(Getting Main Idea & Noting Details)</i>	LF -1 & 2	Session Guide Slide Decks
2:00-3:00	Module 1 Session 2 <i>Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension</i>	LF- 2 & 1	Session Guide Slide Decks
3:00 – 3:15	PM Break		
3:15-4:15	Module 1 Session 2 <i>Enhancing Predicting Outcome Skill Toward Improved Reading Comprehension</i>	LF-2 & 1	Session Guides Slide Decks
4:15 – 4:45	Important Reminders Closing Prayer	PMT	Slide Decks
4:45 -6:00	Day 1 Evaluation	QAME	Evaluation Link



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CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
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June 10-13, 2025

MATRIX OF ACTIVITY

Day 2: June 11, 2025

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



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CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
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June 10-13, 2025

MATRIX OF ACTIVITY

Day 3: June 12, 2025

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



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CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
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MATRIX OF ACTIVITY

Day 4: June 13, 2025

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



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Enclosure 3

**LIST OF MEMBERS OF PROGRAM MANAGEMENT TEAM (PMT)
 AND TECHNICAL WORKING GROUP (TWG)**

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
 ON LEARNING RECOVERY IN LITERACY AND NUMERACY**

June 10-13, 2025

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/ SCHOOL	OFFICE/ DISTRICT
1	David M. Nuay	M	CID Chief, Program Owner	CID	SDO Batangas
2	Elizabeth R. Tolentino	F	EPSVR-I, Math Proponent/ Learning Manager/ Resource Speaker	CID	SDO Batangas
3	Miguel B. Ulate	M	EPSVR-I, English/Proponent Learning Manager/PO	CID	SDO Batangas
4	Loreta V. Ilao	F	EPSVR-I, Filipino/Proponent Learning Manager/PO	CID	SDO Batangas
5	Evelyn C. De Sagun	F	SEPS-HRDS/ Monitoring Official	SGOD	SDO Batangas
6	Nancy D. Lubis	F	PSDS/Resource Speaker/PO	CID	Balete & Mataasnakahoy
7	Vicky De Torres	F	P-IV/Resource Speaker/PO	Balayan East CS	Balayan East
8	Rianita S. Pasigpasigan	F	P-IV/Class Manager	Sta. Maria-San Pedro ES	Bauan East
9	Norma N. Cantos	F	P-IV/Class Manager	San Agustin ES	Ibaan
10	Gina M. Laksamana	F	PSDS/PO	CID	San Luis
11	Liberty D. Rodriguez	F	P-III/Resource Speaker/PO	Cefriana Ascue MES	Balayan West
12	Grace M. Villanueva	F	School Head, Documenter	Gregorio Sison MES	Ibaan
13	Cedrick S. Torres	M	T-III, Documenter	Navotas Elementary	Balayan West
14	Aries T. Awatin	M	HT-III, QAME	Muzon ES	San Juan West
15	Jasmin M. Evangelio	F	P-I, Logistic/TWG	Munlawin ES	Alitagtag
16	Fernando M. Villanueva	M	MT-II, Logistic/TWG	Panuca ES	Nasugbu East
17	Basliza G. Sacdalan	F	MT-II, Logistic/TWG	Balayan East CS	Balayan East



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**LIST OF MEMBERS OF PROGRAM MANAGEMENT TEAM (PMT)
AND TECHNICAL WORKING GROUP (TWG)**

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NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/ SCHOOL	OFFICE/ DISTRICT
June 9, 2025 – June 11, 2025 (Literacy)					
1	Movita C. Cruzat	F	P-IV//Resource Speaker	San Pascual CS	San Pascual
2	Maria Melissa M. Ariola	F	PSDS//Resource Speaker	CID	Agoncillo
3	Ginalyn U. Macaraig	F	PSDS//Resource Speaker	CID	Talisay
4	Agrifina A. Dirain	F	PSDS//Resource Speaker	CID	Malvar
5	Chiela A. Bagnes	F	P-I//Resource Speaker	Balagbag ES	San Juan West
June 12, 2025 – June 13, 2025 (Numeracy)					
1	Orlie del Mundo	M	PSDS/Resource Speaker	CID	Rosario West
2	Nancy C. Napili	F	P-III/Resource Speaker	Payapa ES	Malvar
3	Airene Hernandez	F	P-II/ Resource Speaker	Payapa ES	Lemery
4	Marissa D. De Ocampo	F	P-III/Resource Speaker	Alupay ES	Rosario East
5	Antonio Ilagan	M	PSDS/ Resource Speaker	CID	Sta. Teresita

MEDICAL STAFF

No.	NAME	SEX	DESIGNATION	OFFICE
June 10, 2025				
1	Jonathan Adan	M	Nurse II	SDO Batangas
2	Jeff Merrick De Jesus	M	Nurse II	SDO Batangas
June 11, 2025				
1	Rodelio Alvarez	M	Nurse II	SDO Batangas
2	Felix Fajarito	M	Nurse II	SDO Batangas
June 12, 2025				
1	Marlon Borillo	M	Nurse II	SDO Batangas
2	Abiezer De Guzman	M	Nurse II	SDO Batangas
June 13, 2025				
1	Maria Regina Cabantog	F	Nurse II	SDO Batangas
2	Charlotte Casuncad	F	Nurse II	SDO Batangas



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Enclosure 4

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS
ON LEARNING RECOVERY IN LITERACY AND NUMERACY**

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
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
Monitoring Official	<ul style="list-style-type: none">❖ Monitors the implementation of the training❖ Attends debriefing sessions
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 time keeper❖ Serve as class adviser and monitor the whereabouts of the participants❖ Prepare completion report



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	<ul style="list-style-type: none">❖ Coordinate with other class managers and the training management team for the closing program
Process Observers	<ul style="list-style-type: none">❖ Conduct observation❖ Accomplish Process Observation Form❖ Prepare a report❖ Provide a report during the debriefing
Documenters	<ul style="list-style-type: none">❖ Keep proper documentation of the daily activities with the narrative report and pictorials
QAME	<ul style="list-style-type: none">❖ 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	<ul style="list-style-type: none">❖ 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	<ul style="list-style-type: none">❖ Attend to the medical needs of the participants❖ Keep records on critical incidents about health concerns❖ Ensure that the participants are capable of attending the sessions