



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

03 Dec 2025

DIVISION MEMORANDUM  
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)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. Believing that the mechanism for learning recovery must continue, the Schools Division of Batangas will conduct the Capacity Building of Key Stage I Teachers on Learning Recovery in Literacy and Numeracy (Batch 2) on December 16-19, 2025. The venue will be announced through a separate memorandum.
2. This four-day live-in activity aims to:
  - a. develop lesson exemplars and activity sheets incorporating varied teaching and assessment strategies and activities that promote literacy and numeracy
  - b. model varied teaching and assessment strategies and activities that promote literacy and numeracy through simulation
  - c. 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 Key Stage 1 proficient and highly proficient teachers from 34 sub-offices in SDO Batangas who have no training in literacy and numeracy.
4. The 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 Human Resource and Development Section (HRDS) funds, subject to usual accounting and auditing rules and regulations.
5. 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.
6. The participants' first meal will be *breakfast* on Day 1 (December 16, 2025), and their last meal will be *afternoon snacks* on Day 4 (December 19, 2025).



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7. The select members of the PMT and TWG are advised to be at the venue on **Day 0, December 15, 2025**, for the smooth and proper conduct of the activity.
8. Please refer to the enclosures for the list of participants, matrix of activity, members of the PMT and TWG, and terms of reference.
9. 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.
10. This memorandum serves as the participants' travel order.
11. Immediate and wide dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

Enc. As stated

Reference: D.O. 12, S.2015

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

**Issuances-Division Memorandum**

LVI/ CAPACITY BUILDING OF KEY STAGE 1 TEACHERS ON LEARNING RECOVERY IN LITERACY  
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*Enclosure 2: Matrix of Activities*

**CAPACITY BUILDING OF KEY STAGE 1 TEACHERS  
ON LEARNING RECOVERY IN LITERACY AND NUMERACY (BATCH 2)**  
**Venue: TBD**  
**December 16-19, 2025**

**MATRIX OF ACTIVITIES**

**December 16, 2025**

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)	<b>Opening Program</b> Philippine National Anthem Opening Prayer CALABARZON March DepEd Quality Policy Statement  Participants Check Leveling of Expectations Presentation of Activity Matrix and Other Protocols  <b>Overview of the Program</b>	PMT & Participants      Program Manager/ Learning Manager	AVP      Slide Decks
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 <i>BUILDING SKILLS IN READING</i> <i>(Getting Main Idea &amp; Noting Details)</i>	LF - 1 & 2	Session Guide Slide Decks
12:01-1:00	Lunch Break		
1:01 – 2:00	Module 1 Session 1 <i>BUILDING SKILLS IN READING</i> <i>(Getting Main Idea &amp; Noting Details)</i>	LF - 1 & 2	Session Guide Slide Decks
2:01-3:00	Module 1 Session 2 <i>Enhancing Predicting Outcome Skill</i> <i>Toward Improved Reading Comprehension</i>	LF- 2 & 1	Session Guide Slide Decks
3:01 – 3:15	PM Break		
3:16-4:15	Module 1 Session 2 <i>Enhancing Predicting Outcome Skill</i> <i>Toward Improved Reading Comprehension</i>	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



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**Venue: TBD**

**December 16-19, 2025**

**MATRIX OF ACTIVITIES**

**December 17, 2025**

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





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**Venue: TBD**  
**December 16-19, 2025**

**MATRIX OF ACTIVITIES**

**December 18, 2025**

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



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Venue: TBD  
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**MATRIX OF ACTIVITIES**

**December 19, 2025**

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 V. ILAO  
 Education Program Supervisor I





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*Enclosure 3: List of TWG Members*

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**Venue: TBD**  
**December 16-19, 2025**

**List of TWG Members**

**December 15-19, 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. Ularte	M	EPSVR-I, English/Proponent Learning Manager	CID	SDO Batangas
4	Loreta V. Ilao	F	EPSVR-I, Filipino/Proponent Learning Manager	CID	SDO Batangas
5	Nancy D. Lubis	F	PSDS/Resource Speaker/PO	CID	Balete & Mataasnahoy
6	Agrifina A. Dirain	F	PSDS/Resource Speaker	CID	Malvar
7	Ginalyn U. Macaraig	F	PSDS/Resource Speaker	CID	Talisay
8	Hilda G. Garbin	F	P-I/Class Manager/Logistics	Julian D. Luna ES	Rosario West
9	Edzel M. Leopango	F	HT-II/ Class Manager/Logistics	Tipas INHS	San Juan East
10	Rodessa D. Paragas	F	T-III/Logistic/TWG	Subukin ES	San Juan East

**December 16-19, 2025**

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/ SCHOOL	OFFICE/ DISTRICT
1	Grace M. Villanueva	F	HT-I/Documenter	Gregorio Sison MES	Ibaan
2	Mariel H. Barcelon	F	MT-II, QAME/ Technical Staff	Pantalan SHS	Nasugbu West
3	Rhadcel M. Alvarez	M	T-I/Documenter	Agoncillo SHS	Agoncillo
4	Helton E. Pedrajas	M	T-I/Logistic/TWG	Pinagbayan ES	Taysan



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**List of TWG Members**

**December 16-17, 2025**

NO.	NAME	SEX	DESIGNATION	SECTION/ UNIT/ SCHOOL	OFFICE/ DISTRICT
1	Melissa A. Ariola	F	PSDS/Resource Speaker	CID	Agoncillo
2	Chiela A. Bagnes	F	P-I/Resource Speaker	Balagbag ES	San Juan West
3	Nancy C. Napili	F	P-III/Resource Speaker	Payapa ES	Malvar
4	Evelyn C. De Sagun	F	SEPS-HRDS/ Monitoring Official	SGOD	SDO Batangas
5	Catherine V. Gonzales	F	P-II/Process Observer	Malvar SHS	Malvar
6	Sonia Dimayuga	F	P-II/ Process Observer	Mataasnakahoy SHS	Mataasnakahoy
7	Evangeline Catilo	F	Nurse II	SGOD	SDO Batangas
8	Eula Mariese Umali	F	Nurse II	SGOD	SDO Batangas

**December 18-19, 2025**

1	Lucky May L. Pasia	F	PSDS/ Resource Speaker	CID	Rosario East
2	Antonio M. Ilagan	M	PSDS/Resource Speaker	CID	Sta. Teresita
3	Imelda C. Tapero	F	P-III/Resource Speaker	Rosario West CS	Rosario West
4	Liberty D. Rodriguez	F	P-III/Resource Speaker	Cepriana Ascue MES	Balayan West
5	Lanny A. Tolentino	F	P-II/Process Observer	Placido T. Amo SHS	Laurel
6	Bernadita D. Andal	F	P-II/Process Observer	Agoncillo SHS	Agoncillo
7	Assigned Medical Staff			SDO Batangas	
8	Assigned Medical Staff			SDO Batangas	





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**Terms of Reference**

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



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Class Managers	<ul style="list-style-type: none"><li>❖ Coordinate with other class managers and the training management team for the closing program</li></ul>
Process Observers	<ul style="list-style-type: none"><li>❖ Conduct observation</li><li>❖ Accomplish Process Observation Form</li><li>❖ Prepare a report</li><li>❖ Provide a report during the debriefing</li></ul>
Documenters	<ul style="list-style-type: none"><li>❖ Keep proper documentation of the daily activities with the narrative report and pictorials</li></ul>
QAME	<ul style="list-style-type: none"><li>❖ Implements the Monitoring and Evaluation Plan in collaboration with the PMT;</li><li>❖ Applies process observation and prescribed tools to monitor and evaluate program delivery;</li><li>❖ Administers and analyzes the results of the Level 1 evaluation, which is to be presented during the debriefing;</li><li>❖ Assists the Program Manager/Program Proponents in administering and analyzing the results of the Level 2 evaluation; and</li><li>❖ Prepares Post-Program Delivery M&amp;E Report and submits to the PMT for inclusion in the Program Implementation Report.</li></ul>
Logistics/TWG	<ul style="list-style-type: none"><li>❖ Organize the safe and efficient distribution of supplies/materials</li><li>❖ Liaising with and managing staff</li><li>❖ Plans for and negotiates technical difficulties</li><li>❖ Ensure health and safety standards are met</li><li>❖ Prepare paperwork like certificates, attendance sheets, etc.</li></ul>
Medical Staff	<ul style="list-style-type: none"><li>❖ Attend to the medical needs of the participants</li><li>❖ Keep records on critical incidents about health concerns</li><li>❖ Ensure that the participants can attend the sessions</li></ul>