



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 6, 2025

DIVISION MEMORANDUM

No. 434, s. 2025

UPDATES ON THE CONDUCT OF THE DIVISION CAPABILITY BUILDING FOR SENIOR HIGH SCHOOL TEACHERS ON ENHANCING STUDENTS' 21ST CENTURY SKILLS

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Secondary School Heads
Senior High School Teachers
HRD District Focal Persons
All Others Concerned

1. Relative to Division Memorandum No. 411, s. 2025 titled "Division Capability Building for Senior High School Teachers on Enhancing Students' 21st Century Skills," this Office, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), hereby issues the following updates on the schedule and venue of the activity:

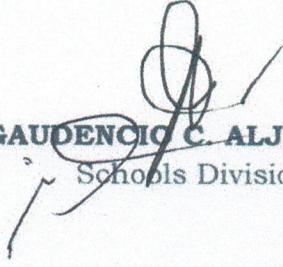
Batch	Date	Venue
Batch 1	November 13-17, 2025	Ciriaco
Batch 2	November 26-30, 2025	Hotel

2. Services rendered on Saturdays, Sundays, declared Holidays by all personnel involved shall be granted Compensatory Time-Off (CTO), Overtime Pay, or Service Credits, pursuant to the provisions of DepEd Order No. 30, s. 2016, and CSC Memorandum Circular No. 9, s. 1998. Furthermore, services rendered by members of the Program Management Team during the conduct of daily debriefing sessions shall likewise be accorded with the same compensatory provisions.

3. Attached are the updated List of Participants, Matrix of Activities, and Program Management Team.

4. Expenses incurred relative to the conduct of the activity such as meals, room accommodation, training kits, supplies and materials, honorarium of the invited Resource Person, and other contingencies shall be charged against the 2024 and 2025 HRTD Funds, while traveling and other incidental expenses of the participants, learning facilitators, and other SDO-based personnel shall be charged against their respective School/Division/local funds subject to the usual accounting and auditing rules and regulations.

5. This Memorandum shall serve as the **Authority to Travel** for all involved.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR. PhD, CESO VI
Schools Division Superintendent

Enclosures: As stated

References: DM No. 411, s. 2025

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

CAPABILITY BUILDING

SHS TEACHERS

21ST CENTURY SKILLS

DEPED Northern Samar
RECEIVED

PL
date: NOV 11 2025

Annex A

LIST OF PARTICIPANTS

Batch 1 November 13-17, 2025			
NO	DISTRICT	SCHOOL	NAME
1.	Allen I	Allen NHS	Edwin P. Bonabon Jr.
2.	Allen I	Allen NHS	Rhea P. Tarrayo
3.	Allen II	Cabacungan NHS	Kenith A. Dadap
4.	Allen II	Cabacungan NHS	Vanessa E. Hao
5.	Biri	Biri NHS	Jonas M. Heroda
6.	Biri	Biri NHS	Myrna S. Quiling
7.	Biri	San Antonio NHS	Mary Grace S. Palce
8.	Biri	San Antonio NHS	Krizzia Lyn P. Cabahug
9.	Bobon	Bobon SPC	Fatima H. Araza
10.	Bobon	Bobon SPC	Vergie A. Morillo
11.	Bobon	Bobon SPC	Jean G. Baylon
12.	Bobon	Eladio T. Balite MSF	Rolina M. Ragub
13.	Bobon	Eladio T. Balite MSF	Ailine P. Lipata
14.	Bobon	Eladio T. Balite MSF	Meletano T. Centino
15.	Bobon	Acereda IS	Rhian P. Gubat
16.	Capul	Capul AIS	Maricar B. Blasquillo
17.	Capul	Capul AIS	April Joy S. Cascaño
18.	Catarman I	Galutan NHS	Milven G. Virtudes
19.	Catarman I	Galutan NHS	Reynaldo B. Perez
20.	Catarman II	Washington NHS	Joan Grace D. Abata
21.	Catarman II	Washington NHS	Airece M. Tan
22.	Catarman III	Catarman NHS	Abegail N. Luna
23.	Catarman III	Catarman NHS	Lovely April I. Basierto
24.	Catarman III	Catarman NHS	Rhodora D. Caguerhab
25.	Catarman IV	Raymundo Bocboc Daza SASHS	Lerma Charita
26.	Catarman IV	Raymundo Bocboc Daza SASHS	Mary Grace P. Robenos
27.	Catarman IV	Raymundo Bocboc Daza SASHS	Emmanuel Gutay
28.	Catarman V	Rosario Lim Uy NHS	Chelsi Lumella P. Dante
29.	Catarman V	Rosario Lim Uy NHS	Cristopher E. Pait
30.	Catarman VI	Francisco B. Rosales Sr. NHS	Noel A. Dato
31.	Catarman VI	Francisco B. Rosales Sr. NHS	Melchor O. Oserraos
32.	Catarman VI	Polangi NHS	John Bernard Balading
33.	Catarman VI	Polangi NHS	Jason Cardenas
34.	Catubig I	Catubig Valley NHS	Narlyn C. Acebuche
35.	Catubig I	Catubig Valley NHS	Blessy Anne M. Gabelo
36.	Catubig II	Hibubullao NHS	Sonny M. Hiramia
37.	Catubig II	Hibubullao NHS	Rica Ella M. Rascano
38.	Catubig II	San Vicente NHS	Rosie B. Magallanes
39.	Catubig II	San Vicente NHS	Camille M. Renay
40.	Gamay I	Anito NHS	Patricia Luz L. Abiena
41.	Gamay I	Anito NHS	Melanie P. Ada
42.	Gamay I	Gala VS	Sheryl B. Suyo
43.	Gamay I	Gala VS	Sunday G. Mengullo
44.	Gamay I	Gala VS	Ma. Lourdes B. Soria
45.	Gamay I	Gamay NHS	April Stephanie L. Quilicol
46.	Gamay I	Gamay NHS	Jelli B. Crebello

Batch 1
November 13-17, 2025

NO	DISTRICT	SCHOOL	NAME
47.	Gamay II	Bangon NHS	Melchor N. Cairo
48.	Gamay II	Bangon NHS	Trixie Joyce N. Capoquian
49.	Laoang I	Laoang NTHS	Joan A. Turdillo
50.	Laoang I	Laoang NTHS	Pretzel Glaze I. Dumaraog
51.	Laoang I	Vigo NHS	Winmar J. Luna
52.	Laoang I	Vigo NHS	Edgar O. Anacta
53.	Laoang II	Cahayagan NHS	Carena D. Olivas
54.	Laoang II	Cahayagan NHS	Mae P. Morales
55.	Laoang II	Laoang NHS	Edmundo A. Echano Jr.
56.	Laoang II	Laoang NHS	Rizalyn I. Acebuche
57.	Laoang III	Catigbi-an NHS	Ma. Kristine J. Galing
58.	Laoang III	Catigbi-an NHS	Junalyn P. Jugal
59.	Laoang III	Rawis NHS	Cristine Grace A. Nebrao
60.	Laoang III	Rawis NHS	Romeo L. Irinco, Jr.
61.	Laoang IV	Batag NHS	Maverick C. Acebuche
62.	Laoang IV	Batag NHS	Nijel E. Bantilo
63.	Laoang IV	Marubay NHS	Romnick C. Floresca
64.	Laoang IV	Marubay NHS	Kristel F. Giray
65.	Laoang V	Oleras NHS	Reinerio E. Martinez Jr.
66.	Laoang V	Oleras NHS	Janellyn A. Dulay
67.	Lapinig	Lorenzo S. Menzon AIS	Romel O. Rabara
68.	Lapinig	Lorenzo S. Menzon AIS	Jeremy Porlares
69.	Lapinig	Lorenzo S. Menzon AIS	Erica G. Yruma
70.	Lapinig	Potong NHS	Lorena O. De Vera
71.	Lapinig	Potong NHS	Leogem B. Longcop
72.	Mapanas	Mapanas AIHS	Levy O. Bajado
73.	Mapanas	Mapanas AIHS	Lerma O. Pomasin
74.	Mapanas	Mapanas AIHS	Dennis B. Rejano

Batch 2
November 26-30, 2025

NO	DISTRICT	SCHOOL	NAME
1.	Las Navas I	Las Navas NHS	Cyrel R. Corong
2.	Las Navas I	Las Navas NHS	Loida D. Dablo
3.	Las Navas I	Romualdo T. Vicencio NHS	Janrey G. Pajantoy
4.	Las Navas I	Romualdo T. Vicencio NHS	Edzel A. Celajes
5.	Las Navas I	Romualdo T. Vicencio NHS	Jesulito O. Gudgad
6.	Las Navas II	San Isidro NHS	Jissa A. Sacay
7.	Las Navas II	San Isidro NHS	Jimboy R. Senobio
8.	Las Navas II	San Miguel NHS	Jeanivev R. Catalan
9.	Las Navas II	San Miguel NHS	Jaquilyn Jone Q. Pajantoy
10.	Lavezares I	Basilio B. Chan MAIS	Mary Grace C. Mantal
11.	Lavezares I	Basilio B. Chan MAIS	Cindy S. Magnao
12.	Lavezares II	Guillermo C. Adriatico Sr. NHS	Rhymer C. Mejos
13.	Lavezares II	Guillermo C. Adriatico Sr. NHS	Glaiza G. Esposo
14.	Lope De Vega	Lope de Vega NHS (Stand Alone)	Edgardo Cantong
15.	Lope De Vega	Lope de Vega NHS (Stand Alone)	Loyd D. Adongay
16.	Lope De Vega	Lope de Vega NHS (Stand Alone)	Jeraline D. Cagorong
17.	Lope De Vega	Lope de Vega NHS (Stand Alone)	Cecily Maye S. Atencio
18.	Mondragon I	Leonardo M. Amigo HS	Jennifer Gallano
19.	Mondragon I	Leonardo M. Amigo HS	Rica Mae O. Infante
20.	Mondragon II	Nenita NHS	Arlina M. Dumalaon
21.	Mondragon II	Nenita NHS	Rose-Ann G. Loyogoy
22.	Mondragon III	Francisca Dominice NHS	Dinnes N. De Leon
23.	Mondragon III	Francisca Dominice NHS	Maria Cristina P. Dones
24.	Mondragon III	Mondragon AIHS	Marlon Curato
25.	Mondragon III	Mondragon AIHS	Zozimo Enano
26.	Mondragon III	Mondragon AIHS	Nimrod G. Banawis
27.	Palapag I	Cabatuan NHS	Jhoannee T. Monteras
28.	Palapag I	Cabatuan NHS	Leonila M. Papel
29.	Palapag I	Sumoroy AIS	Adelina R. Mejos
30.	Palapag I	Sumoroy AIS	Pinky L. Caparroso
31.	Palapag II	Jangtud IS	Shiela S. Aoyang
32.	Palapag II	Jangtud IS	Reynaldo RB Romance
33.	Palapag III	Capacujan NHS	Flormina T. Mejos
34.	Palapag III	Capacujan NHS	Melanie C. Barsolaso
35.	Pambujan I	Canjumadal NHS	Shaira Mae J. Macalma
36.	Pambujan I	Canjumadal NHS	Daryl Rose S. Dupan
37.	Pambujan I	Pambujan NHS	Jack Renan B. Tan
38.	Pambujan I	Pambujan NHS	Lester Morales
39.	Pambujan II	Froctuoso B. Regulacion NHS	Adilyn E. Pinca
40.	Pambujan II	Froctuoso B. Regulacion NHS	Rolando Mila
41.	Pambujan II	San Roque-Pambujan VHS	Jude B. Tan
42.	Pambujan II	San Roque-Pambujan VHS	Eman John C. Morado
43.	Pambujan II	Zoilo T. Lobos MHS	Rachelle Arandia
44.	Pambujan II	Zoilo T. Lobos MHS	Ruth Sayde
45.	Rosario	Buenavista NHS	Junrey C. Porio
46.	Rosario	Buenavista NHS	Robert S. Salgado
47.	Rosario	Rosario NHS	Quency C. Pedong
48.	Rosario	Rosario NHS	Jomar B. Donor
49.	San Antonio	San Antonio AVS	Malou D. Poso
50.	San Antonio	San Antonio AVS	Kathleen Kaye L. Gallano

Batch 2
November 26-30, 2025

NO	DISTRICT	SCHOOL	NAME
51.	San Isidro I	San Isidro AIHS	Don Redentor C. Evasco
52.	San Isidro I	San Isidro AIHS	Alpha Joy S. Siago
53.	San Isidro I	San Isidro NHS	Jessica V. Benzon
54.	San Isidro I	San Isidro NHS	Arbie M. Estinopo
55.	San Isidro II	Alegria NHS	Marivic B. Enaje
56.	San Isidro II	Alegria NHS	Kent Mark G. Loyola
57.	San Jose	San Jose THS	Shamier M. Nualla
58.	San Jose	San Jose THS	Ethyl D. Evangelista
59.	San Roque	Balnasan NHS	Ma. Marisol B. Tuballas
60.	San Roque	Balnasan NHS	Ruin E. Orio
61.	San Roque	Bantayan NHS	Nimfa Yakit
62.	San Roque	Bantayan NHS	Domingo D. Flordelis
63.	San Roque	Don Juan F. Avalon NHS	Jigs T. Roncesvalles
64.	San Roque	Don Juan F. Avalon NHS	Mary Rose S. Damiar
65.	San Vicente	Mongolbongol NHS	Jeralyn M. Banagbanag
66.	San Vicente	Mongolbongol NHS	Analie D. Bandal
67.	San Vicente	San Vicente SF	Princess E. Mahinay
68.	San Vicente	San Vicente SF	Madel M. Bergado
69.	Silvino Lubos	Silvino Lubos VHS	Maricel M. Atecio
70.	Silvino Lubos	Silvino Lubos VHS	Rio S. Morillo
71.	Victoria	Victoria SHS (Stand Alone)	Anthony P. Salor
72.	Victoria	Victoria SHS (Stand Alone)	Michael Angelo G. Quijoy
73.	Victoria	Victoria SHS (Stand Alone)	Manel G. Cerbito
74.	Victoria	Victoria SHS (Stand Alone)	Sheryl C. Estinopo

Annex B

INDICATIVE PROGRAM OF ACTIVITIES

DIVISION CAPABILITY BUILDING FOR SENIOR HIGH SCHOOL TEACHERS ON ENHANCING STUDENTS' 21ST CENTURY SKILLS

Day 1 November 13, 2025 (Batch 1); November 26, 2025 (Batch 2)		
Inclusive Time	Activity	Resource Person/ Person-in-Charge
7:00 AM – 12:00 NN	Travel Time	
1:00 PM – 2:00 PM	Arrival/ Registration	HRDS/PMT
2:00 PM – 3:00 PM	Opening Program Pre-test	HRDS
3:00 PM – 5:00 PM	Overview (NATG12 and Survey Results)	Dr. Noe M. Hermosilla
5:00 PM onwards	PMT Debriefing Session Dinner	HRDS/PMT
Day 2 November 14, 2025 (Batch 1); November 27, 2025 (Batch 2)		
8:00 AM – 8:30 AM	Management of Learning	PMT
8:30 AM – 10:00 AM	Session 1: Developing Information Literacy Skills: Identifying Information <i>By the end of the session, the participants will be able to:</i> <ol style="list-style-type: none"> 1. differentiate data and information; 2. identify the classifications of information; and 3. recognize techniques in organizing information. 	Leoniza Frances P. Nebrida
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Session 2: Developing Information Literacy Skills through Enhancing Learners' Ability to Manage Information <i>By the end of the session, the participants will be able to:</i> <ol style="list-style-type: none"> 1. identify and describe information literacy model that support the students' development of information literacy skills; 2. manage different types of information using Big6 Model of Information Literacy; and 3. foster adaptability and openness to embracing Big6 Model for Information Literacy 	Dr. George M. Pinca
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:15 PM	Continuation of Session 2: Ability to Manage Information	
2:15 – 2:30 PM	Health Break	

2:30 PM – 5:00 PM	Session 3: Transcoding: Communicating information across different media <i>By the end of the session, the participants will be able to:</i> <ol style="list-style-type: none"> 1. identify media formats that can be used to present information; 2. present information in another medium; 3. organize and re-organize information in another medium; and 4. reflect on the value 21st Century Skills especially presenting information in different media in the teaching and learning process 	Fontina Gracia D. Pecayo
5:00 PM onwards	PMT Debriefing Session Dinner	HRDS/PMT
Day 3 November 15, 2025 (Batch 1); November 28, 2025 (Batch 2)		
8:00 AM – 8:30 AM	Management of Learning	PMT
8:30 AM – 10:00 AM	Session 4: Towards Thinking about Thinking <i>By the end of the session, the participants will be able to:</i> <ol style="list-style-type: none"> 1. recognize teaching strategies in developing critical thinking 2. break down broad concepts to relevant concepts; and 3. reflect on how to implement research-based strategies in developing critical thinking skills 	Franco Tonog II
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Session 5: Evaluating Sources of Information <i>By the end of the session, the participants will be able to:</i> <ol style="list-style-type: none"> 1. identify sources of information; 2. evaluate the credibility of the sources; 3. develop criteria for source evaluation; and 4. value the importance of critically evaluating sources of information. 	Jezrel Manlangit
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Session 6: Using Evidence to Build Arguments	Hermie C. Visaya
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Session 7: Analyzing Outcomes: Strengthening Problem-Solving Skills for 21st Century Learners	Jerry Cangayao

	<p><i>By the end of the session, the participants will be able to:</i></p> <ol style="list-style-type: none"> 1. identify the key concepts of analyzing outcomes; 2. apply problem-solving techniques on how to analyze outcomes by identifying associations, cause and effect, and predicting potential results; and 3. appreciate the importance of analyzing outcomes. 	
5:00 PM onwards	PMT Debriefing Session Dinner	HRDS/PMT
Day 4 November 16, 2025 (Batch 1); November 29, 2025 (Batch 2)		
8:00 AM – 8:30 AM	Management of Learning	PMT
8:30 AM – 9:15 AM	Continuation of Session 7: Analyzing Outcomes	
9:15 AM – 10:00 AM	<p>Session 8: From Questions to Solutions: Empowering Learners through Strategic Thinking</p> <p><i>By the end of the session, the participants will be able to:</i></p> <ol style="list-style-type: none"> 1. recognize and articulate various problem-solving strategies and methods applicable across different learning areas; 2. select and apply problem solving strategies or methods based on the nature of the problem and the learners' context; and 3. reflect on how students might choose or struggle with strategies, and propose classroom approaches to build students' strategic problem-solving skills. 	Levi V. Calubag
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Continuation of Session 8: Executing Strategy/Method	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Session 9: Understanding the Problem	Dr. Roberto T. Orias
3:15 PM – 3:30 PM	Health Break	
3:45 PM onwards	Lesson Planning	
5:00 PM onwards	PMT Debriefing Session Dinner	HRDS/PMT
Day 5 November 17, 2025 (Batch 1); November 30, 2025 (Batch 2)		
8:00 AM – 8:30 AM	Management of Learning	PMT
8:30 AM – 10:30 AM	Simulation	Participants
10:30 AM – 11:00 AM	Health Break Post-test	PMT
11:00 AM – 11:30 NN	Workplace Application Plan Crafting	HRDS

11:30 AM – 12:00 NN	Closing Program	PMT
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM onwards	Homebound	

PROGRAM MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE / UNIT	ROLE	TERMS OF REFERENCE
GAUDENCIO C. ALJIBE JR., PhD, CESO VI	OSDS	Overall Lead	<ul style="list-style-type: none"> • Oversees the implementation of the entire program.
REY F. BULAWAN, EdD	OSDS	Assistant Overall Lead	<ul style="list-style-type: none"> • Assists the Schools Division Superintendent in providing overall direction and supervision in the conduct of the program.
SYLVIA D. VILLANUEVA	CID	Learning Manager	<ul style="list-style-type: none"> • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject- matter experts. • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. • Oversees the implementation of the entire program. • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. • Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. • Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. • Prepares the CPD documents for submission to the PRC through the NEAP-R. • Leads in crafting the Program Completion Report. • Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.
NOE M. HERMOSILLA ELNA D. ENANO	SGOD	Program Manager	<ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. • Leads ocular inspection of venues to ensure adherence to standards and specifications. • Checks that session rooms are always ready for use and conducive to learning. • Attends to registration needs of learners. • Ensures that learners fill up attendance sheets every day.
MR. PETER R. BOBILES MR. PEPTO E. SALDO JR. JOCELYN I. ACEBUCHE APRIL BALICUD	HRDS/ Planning	Logistics Officer & Documenter	

Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telephone Nos: (055) 500 1020

Email Address: northernsamar@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>



DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF NORTHERN SAMAR

TEMOTHY CLUTARIO			<ul style="list-style-type: none"> • Prepares directory of participants based on registration forms. • Assists in the distribution of learning materials and supplies. • Assists in posting and collection of session outputs. • Compiles session documents and learning resource materials. • Documents the proceedings of the learning sessions using the prescribed documentation template. • Takes photos of the different parts of the program delivery.
WILKINS WONG			
MERLITA B. FAJARDO	M&E	M&E Manager	<ul style="list-style-type: none"> • Prepares Post-Program Delivery M and E Report and submits to PM for inclusion in the Program Completion Report. • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. • Applies process observation and prescribed tools to monitor and evaluate program delivery. • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. • Prepares Post-Program Delivery M and E Report and submits to PM for inclusion in the Program Completion Report.
REYNEL M. IGNACIO	M&E	M&E Asst. Manager	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. • Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.). • Applies effective presentation and facilitation techniques in conducting assigned sessions. • Provides expert content input during learning sessions. • Applies effective presentation and facilitation techniques in conducting assigned sessions. • Provides expert content input during learning sessions.
Resource Speakers/ Subject Matter Experts	Writer-Developers of the Resource Package	SGOD	<p>School Health Section</p> <p>Welfare Officer</p> <p>Learning Facilitators</p>

Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telephone Nos: (055) 500 1020

Email Address: northernsamar@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>



		for the CB	
ROLANDO P. LUCENECIO	OSDS	IT Officer	<ul style="list-style-type: none"> Ensures the quality, adequacy, and availability of facilities and equipment to support the successful implementation of the program Provides assistance with technology setup, troubleshooting, and ensuring all equipment functions properly. Facilitates the day-to-day management of their assigned class throughout the duration of the training. Ensures that all participants are informed of the daily schedule, venue arrangements, and session requirements. Monitors attendance and participation of assigned class members and promptly reports absences or concerns to the Secretariat. Coordinates with the Logistics Officer and Welfare Officer on participants' needs related to accommodation, materials, and welfare. Provides guidance and support to participants to maintain order, engagement, and positive learning environment. Assists in distributing and collecting learning materials, evaluation tools, and session outputs. Consolidates class feedback and submits a summary report to the Program Manager during debriefing. Ensures that participants complete post-session evaluations and Workplace Application Plans. Upholds professional conduct and promotes a collaborative and inclusive learning atmosphere.

Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telephone Nos: (055) 500 1020

Email Address: northernsamar@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>



DEPARTMENT OF EDUCATION

BACONG PHILIPPINES