



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

November 3, 2023

**DIVISION MEMORANDUM**  
 No. 547 s. 2023

**CHANGE TO DIVISION MEMORANDUM NO. 485, S. 2023 TITLED “DIVISION TRAINING-WORKSHOP ON THE USE AND CARE OF SCIENCE EQUIPMENT (JUNIOR HIGH SCHOOL)”**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors  
     Curriculum Implementation Division  
     School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Senior Education Program Specialists  
 Heads of Public Elementary, Integrated and Secondary Schools  
 All Others Concerned

1. In reference to Division Memorandum No. 485, s. 2023 titled **Training-Workshop on the Use and Care of Science Equipment for Junior High School Science Teachers**, please be informed that the date of the conduct of this activity is changed to **November 12, 18 and 19, 2023** instead of November 11, 12 and 18, 2023.
2. Additional participants to this activity are the following:

Name	Position	Office
Judy B. Dunton	Head Teacher V	Capiz NHS
Federico B. Barrera	Head Teacher I	Comm'r Luis R. Asis NHS
Elizabeth M. Toledo	Head Teacher	Daivid Moises NHS
Josie G. Cruzada	Head Teacher	Estefania Montemayor NHS
Armida F. Dela Cruz	Head Teacher III	Feliciano Yusay Consing NHS
Rina L. Subade	Head Teacher III	Jamindan NHS
Arthur B. Escosia	Head Teacher	Jose Diva Avelino, Jr. NHS
Rompy A. Insular	Head Teacher III	Panitan NHS
Ginalyn A. Huqueriza	Head Teacher	Ramon A. Benjamin Sr. NHS
Glenna Grace I. Oducado	Head Teacher III	Sapian NHS
Ma. Rowena S. Gloria	Head Teacher	Tapaz NHS
Joanah V. Rojo	Head Teacher	Vicente Andaya, Sr. NHS
Glenn P. Dollete	Project Development Officer II	SDO - Capiz
Ma. Frances Therese Zamora	Librarian II	SDO - Capiz
Armida Gonzalez	Administrative Assistant III	SDO - Capiz
Ian Barcena	Administrative Officer III	SDO - Capiz
Mary Grace C. Daradar		SDO - Capiz



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3. Other provisions of the aforementioned memorandum remain in effect.
4. Immediate and wide dissemination of this memorandum is desired.

*Miguel*

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be included in the Perpetual Index  
Under the following subjects:

SCHOOL LEADERS

TEACHERS

TRAININGS



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Republic of the Philippines  
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September 19, 2023

**DIVISION MEMORANDUM**  
No. **485** s. 2023

**DIVISION TRAINING-WORKSHOP ON THE USE AND CARE OF SCIENCE  
EQUIPMENT  
(Junior High School)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Heads of Public Elementary, Integrated and Secondary Schools  
All Others Concerned

1. In line with the MATATAG agenda and the National Learning Recovery Program (NLRP), this Office, through the Curriculum Implementation Division (CID), will conduct a **Training-Workshop on the Use and Care of Science Equipment for Junior High School Science Teachers** on November 11, 12 and 18, 2020 at a venue to be announced later.
2. This training-workshop aims to:
  - a. familiarize the junior high school science teachers with the functionality, operation, application and maintenance of the science equipment for maximum utilization; and
  - b. raise their level of awareness and competence in the manipulation and proper care of the equipment and to have them cascade the knowledge and skills acquired to other secondary science teachers in their respective areas.
3. There shall be one (1) Junior High School (JHS) science teacher participant from each integrated and secondary school. Participants are to be identified by the Secondary School Science Department Heads / Coordinators with the approval of the School Head. Participants are advised to bring laptop, and extension cord.
4. The members of the technical working group, facilitators, resource speakers and the management team are advised to attend a conference and walkthrough of the training on November 4, 2023 at a venue to be announced later. Below is the composition of those groups.



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**TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS**

	<b>Name</b>	<b>School</b>
1.	Rodelyn J. Denosta	Capiz National High School
2.	Ellen Grace V. Daria	Capiz National High School
3.	Stephen John A. Baes	Capiz National High School
4.	Buddy E. Alvarez, EdD	Sapian National High School
5.	Felix F. Bullos III	Feliciano Yusay Consing NHS
6.	Jobane U. Capapas, Jr.	Ivisan National High School
7.	Gilbert C. Galagate	Capiz National High School
8.	Lonie L. Baranda	Mambusao National High School
9.	Pressym Joy D. Denosta	Florentina B. Degala NHS
10.	Frence D. Dorado	Maayon National High School
11.	Jevie C. Barrera	Capiz National High School
12.	Ann Marie D. Villamor	Sapian National High School
13.	Odena T. Siano	Casanayan National High School
14.	Liezel B. Delfin	Commissioner Luis R. Asis NHS
15.	Christy G. Badoles	Capiz National High School
16.	Federico B. Barrera	Commissioner Luis R. Asis NHS
17.	John Paul G. De Juan	Vicente Andaya, Sr. NHS
18.	Jenifer B. Andrade	Felix Balgos National High School

**MANAGEMENT TEAM**

<b>Name</b>	<b>Position</b>	<b>Office</b>
Dr. Segundina F. Dollete	CID, Chief Education Supervisor	SDO-CAPIZ
Andres D. Quiachon	EPS - Science	SDO-CAPIZ
Dr. Joy Arnold T. Lejos	SDO Capiz Medical Personnel	SDO-CAPIZ
Dr. Immaculada Amores	SEPS-HRTD	SDO-CAPIZ
Ronald Dile	SEPS-M&E	SDO-CAPIZ

- Participants are advised to attend all sessions of the activity. The first session will start at 08:00 o' clock in the morning on the first day and conclude at 4:30 pm on the final day. The first meal is breakfast on Day 1 and the last meal is afternoon snacks on Day 3.
- In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal.



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7. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Attached is the activity matrix for your perusal. For further information, please contact Andres D. Quiachon, EPS - Science at cellphone number 09984615082.
9. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the Division HRTD Fund while travel expenses of the participants and members of the technical working group shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent ✓

Attachment: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

TEACHER	TRAINING	WRITESHOP	SCIENCE
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