



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

November 5, 2024

DIVISION MEMORANDUM  
No. **693** s. **2024**

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 635, S. 2024 TITLED “MASTERING LAB EQUIPMENT: BEST PRACTICES FOR USE AND CARE”**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Integrated and Secondary Schools  
All Others Concerned

1. In reference to Division Memorandum No. 635, s. 2024 titled **Mastering Lab Equipment: Best Practices for Use and Care**, please be informed that this training-workshop is accredited by the **Professional Regulation Commission with Accreditation No. PTR-2023-419-5631** with **12 CPD units**.
2. Further, the assistance and expertise of the following secondary school Science teachers are needed in the preparation, hauling and installation of the Science equipment in the venue on November 8 and 22, 2024.

| Name                   | School                            |
|------------------------|-----------------------------------|
| Ellen Grace V. Daria   | Capiz National High School        |
| Buddy E. Alvarez, EdD  | Sapian National High School       |
| Rolly Jun F. Abelarde  | Presentacion Diez Gregorio NHS    |
| Ronald D. Artillero    | David Moises National High School |
| Gilbert C. Galagate    | Capiz National High School        |
| Lonie L. Baranda       | Mambusao National High School     |
| Pressym Joy D. Denosta | Florentina B. Degala NHS          |
| Odenna T. Siano        | Casanayan National High School    |
| Liezel B. Delfin       | Capiz National High School        |
| John Paul G. De Juan   | Vicente Andaya, Sr. NHS           |



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|                        |                                   |
|------------------------|-----------------------------------|
| Jimson A. Degracia     | Capiz National High School        |
| Edmon B. Escosia       | Jose Diva Avelino Jr. NHS         |
| Christy G. Badoles     | Capiz National High School        |
| Federico B. Barrera    | Commissioner Luis R. Asis NHS     |
| Jobane U. Capapas, Jr. | Ivisan National High School       |
| Jenifer B. Andrade     | Felix Balgos National High School |
| Rodelyn J. Denosta     | Capiz National High School        |
| Frence D. Dorado       | Maayon National High School       |

3. School Heads of the above-mentioned teachers are advised to ensure that their classes are not disrupted by putting in place a substitution plan.
4. Other provisions of the aforementioned memorandum remain in effect.
5. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

**EDNA B. AZCARRAGA, PhD**  
Education Program Supervisor  
OIC, Office of the Chief Education Supervisor, SGOD  
In-Charge of the Division

Encl.: None

Reference: Division Memorandum No. 635, s. 2024

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL LEADERS

TEACHERS

TRAININGS



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