



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

August 4, 2025

**DIVISION MEMORANDUM**  
No. 350 s. 2025

**WORKSHOP ON THE DEVELOPMENT OF TRAINING-DESIGN FOR THE  
PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITY TITLED "ENSURING  
LONGEVITY: PROPER USE AND CARE OF SCIENCE LAB EQUIPMENT"**

- To: OIC, Office of the Assistant Schools Division Superintendent  
Office of the Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Office of the Chief Education Supervisor  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Concerned Schools Heads of Public Elementary, Integrated and  
Secondary Schools
1. With the continuous improvement effort to provide quality education and hands-on activities in Science, this Office, through the Curriculum Implementation Division (CID), will conduct a workshop on the development of training-design and other required documents for the proposed professional development activity titled "Ensuring Longevity: Proper Use and Care of Science Lab Equipment" on August 9, 2025 at SDO Capiz Multipurpose Hall, Banica, Roxas City, Capiz.
  2. Specifically, this activity aims to:
    - a. develop training-design and related documents for the above activity to ensure compliance with the Continuing Professional Development (CPD) Accreditation standards;
    - b. identify the roles and responsibilities of learning resource facilitators, substitutes, and alternates; and
    - c. submit the developed documents to the Division Office Focal Person of the Human Resource Development Unit for perusal.
  3. Participants to this activity are listed below:

#	Name of Participants	School / Office
1	Andres D. Quiachon	Schools Division Office
2	Edwin Jason D. Dueñas	Schools Division Office
3	Immaculada Amores	Schools Division Office



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4	Ronald D. Dile	Schools Division Office
5	Armida J. Gonzalez	SDO Division Office
6	Bryan O. Lizada	Schools Division Office
7	Nicolai A. Contreras Jr.	Schools Division Office
8	Rongel D. Berco	East Villaflores Elementary School
9	Josephine E. De La Cruz	Daga Elementary School
10	Vicky V. Vigo	Milan Elementary School
11	Arbin Tapia Nobleza	Maluboglubog Elementary School
12	Rubeline V. Inocencio	Francisco C. Vacaro Integrated School
13	July F. Falagne	Buntog Elementary School
14	Isabel P. Aguro	Arsenio R. Frial ES
15	Maja B. Demandante	Bungsi Elemetary School
16	Rodnie B. Wicas	Dao Central School
17	Stella Marie F. Silverio	Ilas Norte Elementary School
18	Monica D. Anonoy	Agbabadiang Elementary School
19	Zandie B. Ponce	Ilawod Elementary School
20	Rachel C. Relator	Mambusao Elementary School
21	Ray Mark V. Duran	Agtanguay Elementary School
22	John Paul P. Eusebio	Lonoy Elementary School
23	Ronalyn P. Ramos	Aglimocon Elementary School
24	Jennefer F. Inocencio	Consolacion ES
25	Gerrylyn C. Arnad	Bungsi Elemetary School

4. Participants are advised to bring laptop, extension cord, Grades 3-6 Curriculum Guides and other pertinent resources.
5. 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.
6. 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.



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7. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the HRTD Fund while travel expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
8. This Memorandum serves as Authority to Travel of the participants.
10. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

**LUZ U. BANSON EdD. CESE**

OIC - Assistant Schools Division Superintendent  
In-charge of the Division

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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