



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

14 AUG 2025

DIVISION MEMORANDUM

No. **382** s. 2025

**LEVEL UP LEARNING: VETTING AND ELEVATING LRs-
QUALITY ASSURANCE OF TEACHER-CRAFTED LEARNING RESOURCES**

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

1. To advance the thrust of the Department of Education in ensuring the quality, relevance, and contextualization of learning resources, the Schools Division of Capiz will conduct a division-wide workshop titled "Level Up Learning: Vetting and Elevating Instructional Materials – Workshop on Quality Assurance of Teacher-Crafted Learning Resources," on September 26-28, 2025. The venue will be announced later.
2. This activity has the following specific objectives:
 - a. equip learning resource developers with the knowledge and skills in quality assurance of teacher-crafted learning resources;
 - b. align learning resources with the standards and competencies of the Revised K to 12 MATATAG Curriculum;
 - c. promote contextualization and localization of learning resources to suit the needs of Capiznon learners, and
 - d. foster collaboration among educators in developing high-quality, inclusive, and engaging learning resources.
3. All the participants are encouraged to bring their curriculum guide, MELCs, teacher's manual, textbooks, personal laptop, extension cord and Wi-Fi modem.



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4. The following are attached to this Memorandum
Enclosure No. 1 – List of Participants
Enclosure No. 2 – Matrix of Activities / Program
Enclosure No. 3 - List of Resource Persons/PMT/Members of the TWG

5. Pre-work activities involving the trainers/facilitators and identified members of the Program Management Team shall be conducted on August 30, 2025, at the SDO Capiz Multi-purpose Hall, at 8:00 a.m. to 5:00 p.m. to walk through the different topics to be undertaken by trainers and collectively assess and finalize the training resource packages and program flow.

6. In adherence to the Policy on Engaged Time-on-Task, school heads have to ensure that classes of teacher-participants are handled by other teachers in school.

7. Expenses relative to the conduct of this workshop such as food, accommodation, operational expenses of the resource persons and members of the TWG shall be charged against HRTD Funds while the travel expenses shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.

8. It is understood that in the conduct of this activity, there shall be no discrimination on the basis of age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that is contrary to the principles of equal opportunity and inclusivity.

9. Participants, resource persons, members of the Program Management Team and Technical Working Group are entitled to service credits in accordance with DepEd Order No. 53, s. 2023 titled: Updated Guidelines on the Grant of Service Credits to Teachers or to 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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10. This Memorandum shall serve as the Authority to Travel for all participants.
11. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As Stated

Reference: As Stated

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

SCHOOLS TRAINING TEACHERS LEARNING RESOURCE



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Enclosure No. 1 Division Memorandum No. 382 s.2025

List of Participants

Science		
Participant	School	Role
Isabel Aguro	Arseño R. Frial ES	Participant
Mella Dillera	Maximo Dais ES	Participant
Arlyn B. Banilla	Magdalena B. Bermejo ES	Participant
Cecilia E. Tamon	Tabuc ES (Dao)	Participant
Jennefer Inocencio	Consolacion ES	Participant
Rodnie B. Wicas, EdD	Dao CS	Content Evaluator
Mary Lyn T. De Guzman	Casanayan ES	Language Evaluator
Alda D. Malibong	Rizal ES	Lay-out and format Evaluator

Mathematics		
Participant	School	Role
Beni Grace H. Onating	Sapian ES	Participant
Geraldine S. Dasig	Capagao ES	Participant
Jocelyn L. Sang-ulan	Mambusao ES	Participant
Reshel L. Falco	Camburanan ES	Participant
Rosana D. Balena	Cabungahan ES	Participant
Donnalyn Olandesca, EdD	Dapdapan ES	Content Evaluator
Arbues O. Farinas	Maayon NHS	Language Evaluator
Janeth D. Palomo	Sigma CS	Lay-out and format Evaluator



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Technology and Livelihood Education

Participant	School	Role
Alther A. Sunio	Estefania Montemayor NHS	Participant
Ramona B. Barrientos	Comm Luis R. Asis NHS	Participant
Shiela Marie Bergancia	Dumalag Central NHS	Participant
Maribeth Zata	Capiz NHS	Participant
Erden B. Gentolea	Pontevedra NHS	Participant
Reynaldo Crespo EdD	Amaga ES	Content Evaluator
Stepanie B. Canto	Comm Luis R. Asis NHS	Language Evaluator
Christine F. Alvaira	Ilas Norte ES	Lay-out and format Evaluator

Music, Arts, Physical Education & Health (MAPEH)

Participant	School	Role
Jackie Delos Santos	Panitan NHS	Participant
Jonh Edwell Alloc	Mambusao NHS	Participant
Gilda Buenafe	Concepcion Castro Garcia NHS	Participant
Ma Cecilia Ibabao	Ramon A. Benjamin Sr NHS	Participant
Kyle Adrian Tinorio	Casanayan NHS	Participant
Rosemarie Osan	Panitan NHS	Content Evaluator
Fatima L. Escuton EdD	Lucero NHS	Language Evaluator
Leah U. Bulan	Basiao ES	Lay-out and format Evaluator



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Alternative Learning System (ALS)

Participant	District/Office/School	Role
Lea Palmes	Tapaz West	Participant
Arlyn D. Gabata	Mambusao West	Participant
Kenneth Clint Ortiz	Panitan	Participant
Readem Daliva	Panitan	Participant
Emelio Fer Gomez	Jamindan	Participant
Kenneth D. Anoché	SDO Capiz	Content Evaluator
Ernesto Fulgencio, Jr PhD	Leodegario Deocampo, Sr. NHS	Language Evaluator
Ludy Ann Dichosa	Pedro A. Bernas Es	Lay-out and format Evaluator

Special Needs Education (SNED)

Participant	School	Role
Shimie Grace D. Duron PhD	Ivisan ES	Participant
Genna Mae F. Macasaquit	Dumalag ES	Participant
Loryna Mae V. Francisco	Sigma ES	Participant
Maria Tessa B. Cuñada	Pilar ES	Participant
Etidal Dela Paz- Gallones	President Roxas East ES	Participant
Mark Frugalidad	Cuartero CS	Participant
Mila Abugharib	Dumarao ES	Participant
Nicole Ann Buenavista	Mambusao ES	Participant
Melessa Manguardia	Ivisan ES	Participant
Mary Bem D. Billones	Panitan ES	Participant
Evita Rose S. Busil PhD	Pontevedra CS	Content Evaluator
Nashrudin Roxas PhD	Jose Diva Avelino Jr. NHS	Language Evaluator
Fatima Mae Animas	San Jose ES	Lay-out and format Evaluator



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Enclosure No. 2 Division Memorandum No. 382 s.2025

**LEVEL UP LEARNING: VETTING AND ELEVATING INSTRUCTIONAL
 MATERIALS –WORKSHOP ON QUALITY ASSURANCE OF TEACHER-CRAFTED
 LEARNING RESOURCES**

Program Matrix

Day 1 (September 19, 2025)		
Time	Activity/Session	Speaker/In-Charge
8:00 – 8:30 AM	Arrival and Registration	Secretariat/TWG
8:30 – 9:00 AM	Opening Program Preliminaries Philippine National Anthem Prayer Regional Hymn Capiz Hymn DepEd Quality Policy Opening Remarks: Dr. Rolando B. Jamora CID Chief Inspirational Message: Roel B. Bermejo Schools Division Superintendent	TWG
9:00 – 9:30 AM	Brief Overview of the Training Program	Dr. Edwin Jason D. Dueñas EPS - LRMS
9:30 – 10:00 AM	Pre-Test	
10:00 AM – 12:00 NN	Session 1: K to 12 Unboxed: Overview of the K to 12 Curriculum	Dr. Rolando B. Jamora CID Chief
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Session 2: LR Lad: Design, Develop, Deliver (LR Design and Development Process)	Dr. Arthur J. Cotimo EPS - LRMS
3:00 – 5:00 PM	Session 3: Approaches that Fit (Checking Appropriateness of Pedagogies)	Mr. Andres D. Quiachon EPS - Science
5:00 – 6:00 PM	Dinner	
6:00 – 8:00 PM	Session 4: Connecting the Dots: Teach, Assess, Align (Aligning Strategies and Assessment with Learning Competencies)	Mrs. Elenia P. Baranda EPS - Mathematics



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Day 2 (September 20, 2025)		
Time	Activity/Session	Speaker/In-Charge
7:30 – 8:00 AM	Preliminaries / MOL	Assigned Participants
8:00 – 10:00 AM	Session 5: LRs on the Social Lens (Social Content)	Dr. Arthur J. Cotimo EPS - LRMS
10:00 AM – 12:00 NN	Session 6: Formatting with Finesse (QA Tool on Layout, Format, and Design)	Mr. K-Mark B. Valaquio
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Session 7: Content Checkmate (QA Tool on Content)	Mr. Ronie C. Reteracion EPS - MAPEH
3:00 – 5:00 PM	Session 8: LRs on the Lens of Language (QA Tool on Language and Grammar)	Dr. Edwin Jason D. Dueñas EPS - LRMS

Day 3 (September 22, 2025)		
Time	Activity/Session	Speaker/In-Charge
7:30 – 8:00 AM	Preliminaries / MOL	Assigned Participants
8:00 – 9:00 AM	Session 9: Plan It. Apply It. Prove It: Crafting Your Workplace/Learning Application Blueprint (Translating Insights into Actionable Plans for Workplace Implementation)	Mr. Mark Nel R. Venus
9:00 – 11:00 AM	Session 10: QA in Action: Collaborative Workshop on Vetting Teacher-Made Resources (Hands-on Session Applying QA Tools to Evaluate Instructional Materials)	Facilitators: Dr. Edwin Jason D. Dueñas Dr. Arthur J. Cotimo Mr. Glenn Dollete
11:00 AM - 12:00 NN	Session 11: From Draft to Distinction: Showcasing Quality-Assured Learning Resources (Output Presentation and Feedback Session Highlighting Collaborative Insights)	Facilitators / Process Observers: Dr. Edwin Jason D. Dueñas Dr. Arthur J. Cotimo
12:00 – 1:00 PM	Lunch	
1:00 – 3:30 PM	Continuation of Session 11	
3:30 – 4:00 PM	Ways Forward, Post-Test and End of Program Evaluation	Dr. Edwin Jason D. Dueñas Mr. Ronald D. Dile
4:00 – 5:00 PM	Closing Program	
HOME SWEET HOME		



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MATERIALS -WORKSHOP ON QUALITY ASSURANCE OF TEACHER-CRAFTED
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**List of Program Management Team (PMT), Resource Persons (RPs),
Monitoring Team and Members of the Executive Committee**

NAME	ROLE
Roel F. Bermejo	Overall Program Lead
Luz U. Banson EdD, CESE	
Edwin Jason D. Dueñas PhD	Program Manager
Lalain E. Delos Santos PhD	Co-Program Manager
Rolando B. Jamora PhD	Learning Manager
Joy Arnold T. Lejos MD	Lead Welfare Officer
Rene Hortillas	Welfare Officer
Ronald D. Dile	Lead M and E
Immaculada J. Amores PhD	Logistic Officer
Mary Lyn T. De Guzman	Secretariat
Evita Rose L. Busil PhD	
Ma. Fatima Bacinillo	
Glory Joy A. Dagmil	
Mark Nel R> Venus	Technical Lead
Glenn P. Dollete	
Ma. Frances Therese B. Lamera	
Verny Lloyd G. Tacuyan	Technical Support
Krizelle Aguadera	
Maybel Obispado	
James Tablatin	Lead Documenter
Stepanie B. Canto	

Name	Role	School/Office
Dr. Rolando B. Jamora	Resource Person	SDO Capiz
Dr. Edwin Jason Dueñas	Resource Person	SDO Capiz
Mr. Andres D. Quiachon	Resource Person	SDO Capiz
Mrs. Elenia P. Baranda	Resource Person	SDO Capiz
Mr. Ronnie C. Reteracion	Resource Person	SDO Capiz
Dr. Arthur J. Cotimo	Resource Person	SDO Guimaras
Mr. K-Mark B. Valaquio	Resource Person	Libo-o Primary School
Mark Nel R. Venus	Resource Person/ TWG Lead	Comm. Luis R. Asis NHS



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MONITORING TEAM

NAME	OFFICE	ROLE
1. Alan Vicent B. Altamia	SDO Capiz	Member, Monitoring Team
2. Salvador Dale B. Artates	SDO Capiz	Member, Monitoring Team
3. Merlie J. Rubio EdD	SDO Capiz	Member, Monitoring Team
4. Ruth C. Gervero EdD	SDO Capiz	Member, Monitoring Team

EXECUTIVE COMMITTEE

ROEL F. BERMEJO

Schools Division Superintendent

LUZ U. BANSON EdD CESE

OIC, Assistant Schools Division Superintendent

ROLANDO B. JAMORA PhD

CES - Curriculum Implementation Division

EDNA B. AZCARRAGA PhD

OIC, CES - School Governance and Operations Division

MA. SHARON S. BARRIENTOS

Administrative Officer V

CECIL JOY D. DIOCSON MPA

Administrative Officer V

DENMARK L. LLANERA CPA

Accountant III