



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

August 18, 2025

DIVISION MEMORANDUM
No. 387 s. 2025

**WORKSHOP ON THE DEVELOPMENT OF TRAINING-DESIGN FOR THE
PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITY TITLED "LABORATORY
EQUIPMENT 101: USAGE, SAFETY AND MAINTENANCE"**

- 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. To further enhance the delivery of quality education and hands-on learning in Science, the Curriculum Implementation Division (CID) of this Office will conduct a workshop on developing the training design and other necessary documents for the proposed professional development activity titled **"Laboratory Equipment 101: Usage, Safety, and Maintenance."** The workshop will be held on August 23, 2025, at the 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	Immaculada Amores	Schools Division Office
3	Ronald D. Dile	Schools Division Office



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <https://depedcapiz.ph>



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

4	Bryan O. Lizada	Schools Division Office
5	Nicolai A. Contreras Jr.	Schools Division Office
6	July F. Falagne	Buntog Elementary School
7	Rodelyn J. Denosta	Capiz National High School
8	Ellen Grace V. Daria	Capiz National High School
9	Rex B. Felasol	Dao National High School
10	Janice D. Rivas	Mambusao National High School
11	Kim Francis B. Dollete	Feliciano Yusay Consing NHS
12	Melody J. Crespo	Vicente Andaya Sr. NHS
13	Preesym Joy Dumagpi	Florentina B. Degala Nhs
14	Ronald D. Artillero	Panitan National High School
15	Edmon B. Escosia	Jose Diva Avelino Jr. Nhs
16	Kirby Mn D. Agustino	Pontevedra National High School
17	Analie M. Llorente	Mambusao National High School
18	Richel V. Quintia	Capiz National High School
19	Ergil Villanueva Romualdo	Jose Diva Avelino Jr. NHS
20	Jobane U. Capapas, Jr.	Ivisan National High School
21	Lester D. Detoga	Maayon National High School
22	Leah L. Lagon	Mambusao National High School
23	Edcor E. Diaz	Panitan National High School
24	Michelle G. Dordas	Capiz National High School

4. Participants are advised to bring laptop, extension cord, Senior High School (SHS) Curriculum Guides in Science subjects 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.



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <https://depedcapiz.ph>



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

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.


ROEL F. BERMEJO
Schools Division Superintendent

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

TEACHER

TRAINING

WRITESHOP

SCIENCE



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <https://depedcapiz.ph>