



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

122 AUG 2025

DIVISION MEMORANDUM

No. **1396** s. 2025

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 and Integrated Schools
1. To continuously enhance the delivery of quality education and hands-on Science activities, the Curriculum Implementation Division (CID) of this Office will conduct a Division Training-Workshop titled **"Ensuring Longevity: Proper Use and Care of Science Lab Equipment"** on October 17-19, 2025 at a venue to be announced later.
 2. This training-workshop aims to:
 - a. familiarize the elementary 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 elementary science teachers in their respective areas.
 3. Participants to this activity are the Public Schools District Supervisors (PSDS), District Science Coordinators and four (4) Elementary School Science Teachers per district. Participants are to be identified by the District Science Coordinators with the consent of the School Heads and approval of the concerned Public Schools District Supervisors. Participants are advised to bring laptop, and extension cord.



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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 October 11, 2025 at a venue to be announced later. Below is the composition of those groups.

TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS

#	Name	Office / School
1	Rongel D. Berco	East Villaflores Elementary School
2	Josephine E. De La Cruz	Daga Elementary School
3	Vicky V. Vigo	Milan Elementary School
4	Arbin Tapia Nobleza	Maluboglubog Elementary School
5	Rubeline V. Inocencio	Francisco C. Vacaro Integrated School
6	July F. Falagne	Buntog Elementary School
7	Isabel P. Aguro	Arsenio R. Frial ES
8	Maja B. Demandante	Bungsi Elementary School
9	Rodnie B. Wicas	Dao Central School
10	Stella Marie F. Silverio	Ilas Norte Elementary School
11	Zandie B. Ponce	Ilawod Elementary School
12	Rachel C. Relator	Mambusao Elementary School
13	Ray Mark V. Duran	Agtanguay Elementary School
14	John Paul P. Eusebio	Lonoy Elementary School
15	Ronalyn P. Ramos	Aglimocon Elementary School
16	Jennefer F. Inocencio	Consolacion Elementary School
17	Gerrylyn C. Arnad	Bungsi Elementary School

MANAGEMENT TEAM

#	Name	Position	Office
1	Dr. Rolando B. Jamora	CID, Chief Education Supervisor	SDO-CAPIZ
2	Andres D. Quiachon	EPS – Science	SDO-CAPIZ
3	Dr. Joy Arnold T. Lejos	SDO Capiz Medical Personnel	SDO-CAPIZ
4	Dr. Immaculada Amores	SEPS-HRTD	SDO-CAPIZ
5	Ronald Dile	SEPS-M&E	SDO-CAPIZ

5. School Heads of teacher participants are advised to ensure that their classes are not disrupted by putting in place a substitution plan.
6. 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.



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7. 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.
8. 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.
9. Attached is the activity matrix for your perusal. For further information, please contact Andres D. Quiachon, Education Program Supervisor (Science) at cellphone number 09984615082.
10. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the Division HRTD/MOOE 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.
11. This Memorandum serves as Authority to Travel of the participants.
12. 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>



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Ensuring Longevity: Proper Use and Care of Science Lab Equipment
October 17, 18 and 19, 2025

This training-workshop aims to:

- familiarize the junior high school science teachers with the functionality, operation, application and maintenance of the science equipment for maximum utilization; and
- 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.

Date: October 17, 18 and 19, 2025

Venue: To be announced

PROGRAM OF ACTIVITIES

Day 1 (October 17, 2025) Friday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Registration			
08:30 - 09:00	Opening Program			
09:00 - 09:30	Orientation of the Activities			
09:30 - 10:45	Session 1 Proper Use and Care of Science Instruments			
10:45 - 12:00	Session 2 Safety Measures			
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Materials	Living Things	Force, Motion and Energy	Earth and Space
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				



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Day 2 (October 18, 2025) Saturday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Management of Learning (MOL)			
08:30 - 09:00	Earth and Space	Materials	Living Things	Force, Motion and Energy
09:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Force, Motion and Energy	Earth and Space	Matter	Living Things and Their Environment
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				

Day 3 (October 19, 2025) Sunday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Management of Learning (MOL)			
08:30 - 09:00	Living Things	Force, Motion and Energy	Earth and Space	Materials
09:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Session 3			
	Monitoring and Evaluation of School's Science Equipment			
02:00 - 03:00	Session 4			
	Next Steps			
03:00 - 04:00	Closing Program			
04:00 - 05:00				



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