



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

August 26, 2025

DIVISION MEMORANDUM

No. 403 s. 2025

LABORATORY EQUIPMENT 101: USAGE, SAFETY AND MAINTENANCE

- To: Assistant Schools Division Superintendent
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
Schools Heads of Public Secondary 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 “**Laboratory Equipment 101: Usage, Safety and Maintenance**” on November 21-23, 2025 at a venue to be announced later.
 2. This training-workshop aims to:
 - a. familiarize the Senior High School (SHS) 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 SHS Science Teachers in their respective areas.
 3. Participants to this activity are the SHS Science Teachers. There shall be one (1) participant per secondary school. Only schools implementing Science, Technology, Engineering and Mathematics (STEM) Strand are allowed to send two (2) participants. Participants are advised to bring laptop, and extension cord.
 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 30, 2025 at a venue to be announced later. Below is the composition of those groups.



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

TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS

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

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



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. 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>



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

Laboratory Equipment 101: Usage, Safety and Maintenance
November 21-23, 2025

This training-workshop aims to:

- familiarize the Senior High School (SHS) 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 SHS Science Teachers in their respective areas.

Date: November 21-23, 2025

Venue: To be announced

PROGRAM OF ACTIVITIES

Day 1 (November 21, 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	Chemistry	Biology	Physics	Earth Science
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				



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

Day 2 (November 22, 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 Science	Chemistry	Biology	Physics
09:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 01:00	Lunch Break			
01:00 - 02:00	Physics	Earth Science	Chemistry	Biology
02:00 - 03:00				
03:00 - 04:00				
04:00 - 05:00				

Day 3 (November 23, 2025) Sunday

Time	ACTIVITIES			
	Group 1	Group 2	Group 3	Group 4
08:00 - 08:30	Management of Learning (MOL)			
08:30 - 09:00	Biology	Physics	Earth Science	Chemistry
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				



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