



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

September 18, 2025

DIVISION MEMORANDUM

No. **458** s. 2025

**CAPACITY BUILDING OF EPP, TLE, TVL, AND STVEP TEACHERS
ON REVISED K TO 10 (MATATAG) CURRICULUM CONTENT
AND PEDAGOGY, PROPER LABORATORY PROCEDURES,
AND EMERGING TECHNOLOGIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CES)/ OIC - CES
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Secondary, Elementary, and Integrated Schools

1. Relative to DO No. 10, s. 2024 titled **Policy Guidelines on the Implementation of the MATATAG Curriculum**, and DO No. 13, s. 2025 titled **Establishment of the Center for Artificial Intelligence (AI) Research for the Department of Education**, this Office, through the Curriculum Implementation Division, will conduct the Capacity Building of EPP, TLE, TVL, and STVEP Teachers on Revised K to 10 (MATATAG) Curriculum Content and Pedagogy, Proper Laboratory Procedures, and Emerging Technologies on October 3 - 4, 2025. The venue will be announced later.
2. This capability building will focus on strengthening the EPP, TLE, TVL, and STVEP teachers' competencies by deepening their understanding of the Revised K to 10 (MATATAG) Curriculum on content and pedagogy, enhancing their skills in proper laboratory procedures, and embracing emerging technologies.
3. The participants in this activity are the following:

Groups	Participants	Number
JHS	TLE Coordinator	54
SHS	TVL Group Head (1 per district, and 1 from Capiz NHS)	19



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Integrated School	TLE Coordinator	24
Elementary	Select District TLE – ICT Coordinator	14
	Central School EPP/TLE Coordinator (1/district)	18
	Total	129

They are advised to bring their laptops, chargers, extension cords, and other sources of internet (e.g., mobile data, pocket WIFI, etc.) They are also requested to download the curriculum guide in their assigned grade level. Likewise, they are requested to bring their provision for personal medicines, face masks and alcohol; and are reminded to adhere to the minimum health protocols.

4. Participants and PMT team are entitled to service credits in accordance with DepEd Order No. 13, s. 2004 titled Revised Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel 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.
5. The following are attached to this Memorandum:
 - a. Enclosure No. 1 – List of Program Management Team and Trainers
 - b. Enclosure No. 2 – Allotment of Participants
 - c. Enclosure No. 3 – Matrix of Activities / Program
6. Expenses relative to the conduct of this activity shall be chargeable against downloaded MATATAG Curriculum funds while travel and other expenses of the participants are chargeable against school MOOE or any available funds both subject to compliance with existing accounting and auditing rules and regulations.
7. This Memorandum serves as the authority to travel.
8. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

TRAININGS

CURRICULUM

TEACHERS



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Enclosure No. 1 to Division Memorandum No. 458, s. 2025

List of Program Management Team and Trainers

Name	Office/ Station/ Designation	Role
1. Erden G. Gentolea	Pontevedra NHS/ Teacher III	Resource Person
2. Rechille Ann D. Cordova	JDAJNHS/ Teacher III	Resource Person
3. John Camacho	Capiz NHS / Teacher III	Resource Person
4. Emilyn B. Dilao	JDAJNHS/ Teacher III	Resource Person
5. Shiela Mae Bergancia	Dumalag CNHS/ MT I	Resource Person
6. Reynaldo G. Crespo	Amaga ES/ HT II/ TIC	Resource Person
7. Rolando B. Jamora	SDO CID/ CES	Program Lead

Enclosure No. 2 to DM No. _____, s. 2025

Groups	Participants	Number
JHS	TLE Coordinator	54
SHS	TVL Group Head (1 per district, and 1 from Capiz NHS)	19
Integrated School	TLE Coordinator	24
Elementary	Select District TLE – ICT Coordinator	14
	Central School EPP/TLE Coordinator (1/district)	18
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Enclosure No. 3 to DM No. 458, s. 2025

Matrix of Activities

Activities	Time	Resource Person
DAY 1		
Opening Program	9:00 – 10:00 a.m.	
Session 1. Curricular Updates cum use, care, and maintenance of Industrial Technology equipment and tools	10:15 – 12:00 noon	Reynaldo G. Crespo
Session 2. Use, care, and maintenance of Food Technology equipment, tools, and utensils	1:00 – 3:00 p.m.	Shiela Mae Bergancia Emilyn B. Dilao
Session 3. Use, care, and maintenance of Information & Communications Technology equipment and tools	3:15 – 5:00 p.m.	Erden D. Gentolea Rechille Ann D. Cordova
Day 2		
Session 4. Digital Assessment: Project CaPISAh	8:00 – 10:00 a.m.	John Camacho Erden D. Gentolea
Session 5. Artificial Intelligence in Assessment (Prompt Engineering)	10:15 – 12:00 noon	Rechille Ann D. Cordova
Workshop	1:00 – 3:00 p.m.	RPs / PMT
Closing Program	3:15 – 5:00 p.m.	RPs / PMT