



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

23 SEP 2025

DIVISION MEMORANDUM

No. 468, s. 2025

**TRAINING- WORKSHOP FOR GRADE 7 ENGLISH TEACHERS ON LITERACY-
FOCUSED APPROACHES AND STRATEGIES IN LANGUAGE INSTRUCTION**

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

1. As part of the division's commitment to improving literacy outcomes, the Schools Division of Capiz, through the Curriculum Implementation Division, shall conduct a Training-Workshop for Grade 7 English Teachers entitled **Training- Workshop for Grade 7 English Teachers on Literacy- Focused Approaches and Strategies in Language Instruction**, on **November 7-9, 2025**. The venue will be announced later.
2. This division-led initiative aims to:
 - a. deepen teachers' understanding of literacy development within the context of the Revised K to 12 MATATAG Curriculum;
 - b. equip Grade 7 English teachers with effective, research-based approaches and strategies for teaching reading and writing;
 - c. promote learner-centered instruction that fosters critical thinking, fluency, and comprehension, and
 - d. encourage collaboration and sharing of best practices in literacy instruction across schools.
3. All the participants are encouraged to bring their curriculum guide, MELCs, teacher's manual, textbooks, personal laptop, extension cord and Wi-Fi modem.
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 October 25, 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.



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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 Downloaded 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.
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: None
To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM SCHOOLS TRAINING TEACHERS



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Enclosure No. 1 Division Memorandum No. 468 s.2025

**TRAINING- WORKSHOP FOR GRADE 7 ENGLISH TEACHERS ON LITERACY-
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List of Participants

School	Participant
Cuartero NHS	LIZETTE C. GARGOLES
Maindang NHS	LORIE JOY L. GOLE
Puti-an NHS	JULIE ANN ILI
San Antonio NHS	IRENE D. CABACHETE
Arturo Jugo NHS	JEAN P. GABUNAS
Dao NHS	THREEMAY D. BANDIOLA
Luis Escutin NHS	JAYRIEN E. MAGBANUA
Malonoy NHS	ANAMIE D. PARO
Concepcion C. Garcia NHS	BENIGNA L. DAPUGO
Dr. Laureano R. Frial IS	JOAN A. HALWAN
Dumalag Central NHS	JECIL F. VILLANUEVA
Aglalana IS	LORNA J. CALIMPONG
Aglanot IS	JOHNNA MENDOZA
Bungsuan NHS	LARIZA MAE D. OOLOROSO
Estefania Montemayor NHS	ESTHER MARIE L. GAYOSO
Manuel F. Onato NHS	UDEMIE L. LIBO-ON
Presentacion Diez Gregorio NHS	LOWELINA V. BORRES
Ramon A. Benjamin, Sr. NHS	HAZEKIAH P. DEJAN
Basiao NHS	JUSTINE AA B. ACUTAYAN
Ivisan NHS	CLAIRENCE V. ARCENAL
Agbun-od IS	JESSE-ANN C. VILLAREN
Francisco C. Vacaro IS	JOVI ANN HERNANDEZ
Jagnaya NHS	SHALYN MAE F. VIGO
Jamindan NHS	QUINN NEX L. LANTORIA
Lucero NHS	RENAJANE D. VIGO
Macario Delfin Bermejo NHS	MARY CRIS I. CABUSLAY



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Manuel Ganzon Advincula IS	RONALD V. VISTO
Canapian IS	GLORIA A. BATUIGAS
Duluan IS	GENEVIE B. BENGAN
East Villaflores NHS	MEVIEN B. ECTO
Guinbalian IS	CARLA JEAN B. DELFIN
Maayon NHS	MARK OWEN E. DURANA
Tapulang IS	MAILA G. TABARNILLA
Tuburan NHS	JESSA MAY B. GONZALES
Florentina B. Degala NHS	LOU CHEMIE D. CORPIN
Agkawayan IS	VENUS M. ZABALA
Bula IS	CINDY L. LAVADO
David Moises NHS	ROSANNA L. GREGORIO
Mambusao East NHS	YRRAH KATHLEEN M. LAURILLA
Mambusao NHS	CHRISTY F. LEGARDA
Bago Chiquito IS	LEI-AN M. MADORO
Commissioner Luis R. Asis NHS	MARY CLAER V. HIJOSA
Ernesto R. Sicad, Sr. NHS	CHERRIE MAY B. DALIDA
Felix Balgos NHS	SHARON B. DOLETIN
Antonio Belo MIS	EFREN A. CONDINO
Celestino D. Diaz IS	ROVELIE MAE D. DIAZ
Felixberto D. Dorado, Sr. IS	JOEY D. DESCALZOTA
Leodegario D. Deocampo, Sr. NHS	JULIE ANN MARIE R. CORROS
Panitan NHS	LEA LYN D. CASTILLON
Tinigban IS	CRISTINA D. DADIVAS
Casanayan NHS	RHODORA V. TENORIO
Dayhagan IS	MALOU O. VISTA
Dulangan NHS	MARRY FRANCE B. OBAFIAL
Guise IS	ADRIAN LUKE B. ANOCHE
Marciano M. Patricio NHS	MARIA CECILIA D. BINONDO
San Nicolas NHS (Pilar)	JESSA MAE D. BERINO
Sinamongan IS	REMALYN D. VILLALON
Yating NHS	JESHA J. VALBAREZ



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Bailan IS	KAREN ASAYTUNO
Jose Diva Avelino Jr. NHS	VEVIEN C. AMADOR
Pontevedra NHS	MAY ANN B. DACLES
Feliciano Y. Consing NHS	PAULINE MAE DEMALATA
Quiajo IS	NOEL D. JIMENEZ
Capiz NHS	JOYCE S. DELFIN
Bilao IS	MARY ROSE ANNE G. BONIFACIO
Ishmael B. Orillos Farm School	MYRA A. LOZADA
Sapian NHS	GINALYN V. VERGARA
Calixto Loyola, Sr. IS	LYRA L. ISIDERIO
Eleodoro J. Ponsaran IS	DAISYRIE C. ARROYO
Mianay NHS	FRAMERLYN N. DEONDO
Vicente Andaya, Sr. NHS	GLADESA J. OBIEN
Don Leopoldo Gialogo IS	BERNADETTE APONTE
Rev. Tomas Conejar NHS	RHEANIE L. PANO
Roxas Farm School	LELYME G. ABRAHAM
Col. Patrocinio Artuz NHS	PSYCHE JUNE H. DONATO
Bag - ong Barrio NHS	MADONNA A. GUSTILO
Camburanan NHS	CHONA F. GAVILANO
Candelaria NHS	MA. RUBY ANA L. ILAYA
San Nicolas NHS (Tapaz)	ANGELIKA MARIE BERONDO
Tapaz NHS	CHRISTINE N. GINER



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Enclosure No. 2 Division Memorandum No. 468 s.2025

**TRAINING- WORKSHOP FOR GRADE 7 ENGLISH TEACHERS ON LITERACY-
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Program Matrix

Day 1 (November 7, 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 F. Bermejo Schools Division Superintendent	TWG
9:00 – 9:30 AM	Brief Overview of the Training Program	Mr. Salvador Dale B. Artates EPS - English
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. Edwin Jason D. Duenas EPS - LRMS
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Session 2: Understanding Literacy in the MATATAG Curriculum (Overview of literacy goals, key shifts, and expectations for Grade 7 English)	Ms. Ermie Joy Joaquin Master Teacher I Vicente Andaya, Sr. NHS
3:00 – 5:00 PM	Session 3: The Science of Reading: Foundations for Effective Instruction (Evidence-based reading instruction and its application in the classroom)	Mr. Jonel D. Sembrano Principal II- Maayon ES
5:00 – 6:00 PM	Dinner	



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Day 2 (November 8, 2025)		
Time	Activity/Session	Speaker/In-Charge
7:30 – 8:00 AM	Preliminaries / MOL	Assigned Participants
8:00 – 10:00 AM	Session 4: Teaching Reading with Purpose: Strategies for Comprehension and Engagement (Approaches to teaching narrative and informational texts)	Dr. Fatima L. Escuton Principal III- Lucero NHS
10:00 AM – 12:00 NN	Session 5: Writing to Learn: Scaffolding Writing Skills in the English Classroom (Techniques for developing writing fluency, structure, and creativity)	Mrs. Mary Chris Ibanez Head Teacher III Vicente Andaya Sr. NHS
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Session 6: Integrating Reading and Writing: A Balanced Literacy Approach (Designing lessons that connect reading and writing meaningfully)	Mr. Christian B. Dellota Head Teacher I Pontevedra NHS
3:00 – 5:00 PM	Session 7: Differentiated Literacy Instruction for Diverse Learners (Adapting strategies for struggling readers, advanced learners, and multilingual students)	Mrs. Divina Natividad F. Quiachon Head Teacher III Maayon NHS

Day 3 (November 9, 2025)		
Time	Activity/Session	Speaker/In-Charge
7:30 – 8:00 AM	Preliminaries / MOL	Assigned Participants
8:00 – 10:00 AM	Session 8: Leveraging Technology for Literacy Development (Digital tools and platforms that support reading and writing instruction)	Dr. Nashrudin Roxas Master Teacher II Jose Diva Avelino NHS
10:00 – 12:00 NN	Session 9: Designing Literacy-Rich Lesson Plans (Hands-on session for creating lesson plans aligned with the MATATAG Curriculum)	Mrs. Ma. Sarah C. Baes Master Teacher II Feliciano Yusay Consing NHS
12:00 – 1:00 PM	Lunch	
1:00 – 3:30 PM	Session 10: Demonstration Teaching	Facilitators / Process Observers: Mr. Salvador Dale B. Artates and Resource Speakers
3:30 – 5:00 PM	Closing Program	
HOME SWEET HOME		



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Enclosure No. 3 Division Memorandum No. 468 s.2025

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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 Luz U. Banson EdD, CESE	Overall Program Lead
Salvador Dale B. Artates	Program Manager
Edwin Jason D. Duenas 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
Jessiemar Diaz	Secretariat
Evelyn S. Callar	Technical Lead
Ailyn Vergara	Technical Support
Maricel Q. Villanueva	Lead Documenter

Name	Role	School/Office
Salvador Dale B. Artates	Resource Person	CID, SDO- Capiz
Edwin Jason D. Dueñas PhD	Resource Person	CID, SDO- Capiz
Fatima L. Escuton PhD	Resource Person	Lucero NHS, Jamindan
Jonel D. Sembrano	Resource Person	Maayon ES, Maayon
Divina Natividad F. Quiachon	Resource Person	Maayon NHS, Maayon
Mary Chris Q. Ibañez	Resource Person	Vicente Andaya, Sr. NHS- Sigma
Christian B. Dellota	Resource Person	Pontevedra NHS, Pontevedra
Nashrudin Roxas PhD	Resource Person	Jose Diva Avelino NHS, Pontevedra
Ma. Sarah C. Baes	Resource Person	Feliciano Yusay Consing NHS, President Roxas
Ermie Joy Joaquin	Resource Person	Vicente Andaya, Sr. NHS- Sigma
Merlie J. Rubio	Member, Monitoring Team	CID, SDO- Capiz
Elenia P. Baranda	Member, Monitoring Team	CID, SDO- Capiz
Andres D. Quiachon	Member, Monitoring Team	CID, SDO- Capiz