



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

October 7, 2025

DIVISION MEMORANDUM

No. 507 s. 2025

**CORRIGENDUM AND ADDITIONAL INFORMATION TO DIVISION
MEMORANDUM NO. 396, S. 2025 TITLED ENSURING LONGEVITY: PROPER
USE AND CARE OF SCIENCE LAB EQUIPMENT**

- 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 Elementary and Integrated Schools
1. In reference to Division Memorandum No. 396, s. 2025 titled **Ensuring Longevity: Proper Use and Care of Science Lab Equipment**, please be informed that the date of the conduct of this activity is changed to **October 24, 25 and 26, 2025** instead of October 17, 18 and 19, 2025.
 2. The schedule of the walkthrough of this activity is also change to **October 18, 2025** instead of October 11, 2025.
 3. The venue of the activity is at **Maribert Inland Resort, Barangay Lantangan, Pontevedra, Capiz**.
 4. The corrected Objectives and Program of Activities, and List of Participants, and List of Additional Members of the Technical Working Group and Program Management Team are hereby attached in this Memorandum.
 5. Other provisions of the aforementioned Memorandum remain in effect.
 6. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl: As stated

Reference: Division Memorandum No. 396, s. 2025

To be included in the Perpetual Index

Under the following subjects:

SCHOOLD LEADERS

TEACHERS

TRAININGS



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

Ensuring Longevity: Proper Use and Care of Science Lab Equipment

October 24, 25 and 26, 2025

This training workshop aims to:

- familiarize the elementary 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 elementary science teachers in their respective areas.
- develop Daily Lesson Plans (DLP) incorporating the utilization of available science equipment in schools.

Date: October 24, 25 and 26, 2025

Venue: Maribert Inland Resort, Barangay Lantagan, Pontevedra, Capiz

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
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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Ensuring Longevity: Proper Use and Care of Science Lab Equipment

October 24, 25 and 26, 2025

LIST OF PARTICIPANTS

#	Name	School	District
1	Floradel G. Tornea	Maindang Elementary School	Cuartero
2	Jereal C. Mayo	Bun-Od Elementary School	Cuartero
3	Faith Joy P. Guillermo-Arroyo	Mainit Elementary School	Cuartero
4	Rosmie E. Enrique	Mahabang Sapa Elementary School	Cuartero
5	Welma Sheila C. Gabinete	Dao Central School	Dao
6	Ma Gemma H. Fara-on	Andres E. Quintia, Sr., Elementary School	Dao
7	Jojie Ann V. Flores	Tabuc Elementary School	Dao
8	Rovelyn E. Loreto	Nicanor Escutin Elementary School	Dao
9	Maria Liezl F. Crisosto	Dumalag Central School	Dumalag
10	Andrea F. Aguilar	Sta. Monica Elementary School	Dumalag
11	Pilarica T. Batuigas	Dumalag Central School	Dumalag
12	Anamae L. Fuyoc	Agbay-Ang Elementary School	Dumalag
13	Greni M. Ludero	Bungsuan Elementary School	Dumarao
14	Mary Catherine P. Tingson	Agmalate Elementary School	Dumarao
15	Dennis N. Pascual	Salcedo Elementary School	Dumarao
16	May Joy P. Bito-on	Dumarao Elementary School	Dumarao
17	Cherry Be B. Torrefiel	Cabugao Elementary School	Ivisan
18	Lalyn C. Ubalubao	Ivisan Elementary School	Ivisan
19	Roselyn U. Anuran	Agustin P. Navarra Elementary School	Ivisan
20	Ma Kathryn V. Capapas	Catalino Andrada Memorial School	Ivisan
21	Jovelyn M. Lucas	Francisco C. Vacaro Integrated School	Jamindan
22	Karen F. Reyes	Jamindan Elementary School	Jamindan
23	Kristine Gween S. Vallite	Linambasan Elementary School	Jamindan
24	Josephine V. Nepomuceno	Jagnaya Elementary School	Jamindan
25	Aileen B. Bagaforo	Cabungahan Elementary School	Maayon
26	Rogie B. Tupaz	Manayupit Elementary School	Maayon
27	Roralyn L. Estandarte	Maayon Elementary School	Maayon
28	Maricris A. Ponsaran	Batabat Elementary School	Maayon
29	Jessie Rose B. Villa	Gavino M. Navarra Es	Mambusao East
30	Michelle D. Magallanes	Bula Integrated School	Mambusao East
31	Marivel C. Laysa	Tugas Elementary School	Mambusao East
32	Michelle V. Icoy	Atiplo Elementary School	Mambusao East
33	Raymond L. Lava	Mambusao Elementary School	Mambusao West



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#	Name	School	District
34	Reyca S. Balanlay	Burias Elementary School	Mambusao West
35	Angie L. Velado	Juan Andaya Elementary School	Mambusao West
36	Jeffry M. Ledesma	Caidquid Elementary School	Mambusao West
37	Lea S. Adelantar	Tanza Norte Elementary School	Panay
38	Michelle S. Alcantara	Ricardo Bernas Elementary School	Panay
39	Nonie Joy B. Parreño	Pawa Elementary School	Panay
40	Liza B. Aldamero	Panay Central School	Panay
41	Annie Rose D. Valenzuela	Panitan Elementary School	Panitan
42	Leo John D. Castillon	Tincupon Elementary School	Panitan
43	Lilibeth D. Dadivas	Maluboglubog Elementary School	Panitan
44	Michael John R. Bade	Agloway Elementary School	Panitan
45	Carren D. Bensurto	Dayhagan Is	Pilar
46	Lara B. Bieles	Casanayan Elementary School	Pilar
47	Cherell B. Morales	San Ramon Elementary School	Pilar
48	Lorevel D. Barce	San Esteban Elementary School	Pilar
49	Karen R. Flores	Hipona Elementary School	Pontevedra
50	Sheila Marie V. Demontaño	Pontevedra Elementary School	Pontevedra
51	Reyjohn C. Belonio	Congressman Dinggoy Araneta Roxas ES	Pontevedra
52	Michelle B. Soriano	Rizal Elementary School	Pontevedra
53	Ira M. Francisco	Manoling Es	President Roxas
54	Shirley Ili R. Singson	President Roxas East Elementary School	President Roxas
55	Fredamor C. Bermil	Bayuyan Elementary School	President Roxas
56	Reah G. Aton	Domingo M Locsin Elementary School	President Roxas
57	Patrizzia Ann Rose Ocbina	Sapian Elementary School	Sapian
58	Joan Grace C. Caro	Agtatacay Norte Elementary School	Sapian
59	Lorelie O. Samones	Agsilab Elementary School	Sapian
60	Katherine Rose A. Gevero	Culasi Elementary School	Sapian
61	Jin-Jin D. Juare	Sigma Central Elementary School	Sigma
62	Jessa O. De Juan	Matinabus Elementary School	Sigma
63	Melogine T. Dato-on	Cogon Elementary School	Sigma
64	Catherine V. Eres	Pascual Gregore Elementary School	Sigma
65	Mitchebell B. Gabayaran	Sa Rouqe Elementary School	Tapaz East
66	Rodumei Ivy C. Fiamiano	San Jose Elementary School	Tapaz East
67	Ailyn F. Geco	Bag-Ong Barrio Elementary School	Tapaz East
68	Rhea L. Gervero	Switch Elementary School	Tapaz East
69	Eldefonso F. Pio Jr.	Tabon Elementary School	Tapaz West
70	Sherwin F. Gallenero	Camburanan Elementary School	Tapaz West
71	Regive F. Galagate	Taslan Elementary School	Tapaz West
72	Ma. Angel N. Gardose	Apero Elementary School	Tapaz West



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Ensuring Longevity: Proper Use and Care of Science Lab Equipment
October 24, 25 and 26, 2025

DISTRICT SCIENCE COORDINATORS

#	NAME	SCHOOL	DISTRICT
1	Elisa M. Tolosa	Maindang Elementary School	Cuartero
2	Tito E. Estiaga	Manhoy Elementary School	Dao
3	July F. Falagne	Buntog Elementary School	Dumalag
4	Marilyn A. Felarca	Dacuton Elementary School	Dumarao
5	Marlin C. Villarisco	Cabugao Elementary School	Ivisan
6	Helen V. Cornelio	Linambasan Elementary School	Jamindan
7	Agnes B. Ado	Aglimocon Elementary School	Maayon
8	Lilybeth P. Estrellan	Ilawod Elementary School	Mambusao East
9	Marjoric V. Ricardo	Agkawayan Integrated School	Mambusao West
10	Agnes B. Bulquerin	Agbalo Elementary School	Panay
11	Rosemary L. Artates	Panitan Elementary School	Panitan
12	Ellen Mae V. Rodriguez	San Esteban Elementary School	Pilar
13	Juvelyn D. Degala	Agbanog Elementary School	Pontevedra
14	Raemart B. Dela Cueva	Aranguel Elementary School	President Roxas
15	Rogelio M. Llorito	Bangkal Elementary School	Sapian
16	Joan Q. Santiago	Maestro Juan Reyes Elementary School	Sigma
17	Eirlnos J. Gabayaran	Switch Elementary School	Tapaz East District
18	Jolly C. Olivares	Taslan Elementary School	Tapaz West

PUBLIC SCHOOLS DISTRICT SUPERVISORS

#	Public Schools District Supervisor	Districts
1	Zaldy B. Caalam	Panay and Pontevedra
2	Dr. Lallaine G. Fundal	Tapaz West & East
3	Dr. Ma. Theresa V. Villagrancia	Jamindan and Sigma
4	Dr. Calin A. Bernales	Maayon and Panitan
5	Dr. Angel F. Payo, Jr.	Dumalag and Dumarao
6	Dr. Fe D. Bañez	Ivisan and Sapian
7	Dr. Judith P. Tu	Pilar and Pres. Roxas
8	Dr. Lalain E. De los Santos	Cuartero Dao Dao
9	Dr. Reynaldo D. Azcarraga	Mambusao East and West



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Ensuring Longevity: Proper Use and Care of Science Lab Equipment
October 24, 25 and 26, 2025

**ADDITIONAL MEMBERS OF THE TECHNICAL WORKING GROUP AND
PROGRAM MANAGEMENT TEAM**

#	NAME	SCHOOL	DISTRICT
1	Rodelyn Denosta	Capiz National High School	
2	Ellen Grace Daria	Capiz National High School	
3	Bea Xianne B. Bermejo	Cuartero National High School	Cuartero
4	Arthur Escosia	Jose Diva Avelino Jr. National High School	Pontevedra
5	Randy Dapicurtar	Maalan Elementary School	Maayon



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22 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 Elemetary 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 Elemetary 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

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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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