



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

November 10, 2025

DIVISION MEMORANDUM

No. 596 s. 2025

**CORRIGENDUM AND ADDITIONAL INFORMATION TO DIVISION
MEMORANDUM NO. 403, S. 2025 TITLED 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 and Integrated Schools
1. In reference to Division Memorandum No. 403, s. 2025 titled **Laboratory Equipment 101: Usage, Safety and Maintenance**, please be informed that the date of the conduct of this activity is changed to **December 5, 6 and 7, 2025** instead of November 21, 22 and 23, 2025.
 2. The schedule of the walkthrough of this activity is also changed to **November 14, 2025** instead of October 30, 2025.
 3. The venue of the activity is at **Circulo Convention Center, Pueblo de Panay, Roxas City, Capiz**.
 4. Further, the assistance and expertise of the following members of the Program Management Team (PMT) and Technical Working Group (TWG) are needed in the preparation, hauling and installation of the Science equipment in the venue on December 4, 2024.

#	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	Mianay 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



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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
20	Bea Xianne B. Bermejo	Cuartero National High School
21	Arthur Escosia	Jose Diva Avelino Jr. NHS

5. School Heads of the above-mentioned teachers are advised to ensure that their classes are not disrupted by putting in place a substitution plan.
6. The List of Participants is 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. 403, s. 2025
To be included in the Perpetual Index
Under the following subjects:

SCHOOLD LEADERS

TEACHERS

TRAININGS



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Republic of the Philippines
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SCHOOLS DIVISION OF CAPIZ

Laboratory Equipment 101: Usage, Safety and Maintenance
December 5, 6 and 7, 2025

LIST OF PARTICIPANTS

#	Name	School
1	Shervin G. Bacuta	Arturo Jugo National High School
2	Juralin F. Lusanta	Bag-Ong Barrio National High School
3	Jethro Mathew B. Astros	Basiao National High School
4	Mary Amor T. Dorado	Bungsuan National High School
5	Jenimel G. Tranquillero	Camburanan National High School
6	Marilyn G. Donasco	Camburanan National High School
7	Lara Jane F. Gillama	Candelaria National High School
8	Odenna T. Siano	Casanayan National High School
9	Nora L. Villaflor	Casanayan National High School
10	Irish Joy A. Castillon	Col. Patrocinio Artuz National High School
11	Delia Fe A. Billones	Commissioner Luis R. Asis National High School
12	Joecel F. Funtemayor	Concepcion Castro Garcia Nhs
13	Cherith F. Barredo	Cuartero National High School
14	Sharmin U. De Juan	Cuartero National High School
15	Maily F. De Martin	Dao National High School
16	Sharon Mae I. Lamayo	David Moises National High School
17	Rachel C. Latigar	David Moises National High School
18	Patricia Isabel A. Alanes	Dulangan National High School
19	Jan Fred I. Condino	Dumalag Central National High School
20	Shenna Mau G. Bacuta	East Villaflares National High School
21	Elgen A. Baes	Ernesto R. Sicad Sr. National High School
22	Anita V. Decena	Ernesto R. Sicad Sr. National High School
23	Efcel G. Rone	Estefania Montemayor National High School
24	Ma Louie G. Dampog	Estefania Montemayor National High School
25	Noemi D. Denosta	Feliciano Yusay Consing National High School
26	Daisy Emelyn C. Agbulos	Feliciano Yusay Consing National High School
27	Mary Charmine Grace O. Baniago	Felix Balgos National High School
28	Louella Louise L. Cordero	Florentina B. Degala National High School
29	Dyesebel C. Dador	Florentina B. Degala National High School
30	Lanie May T. Beringuela	Ishmael B. Orillos Farm School
31	Edcel Grace B. Baquilar	Ivisan National High School
32	Maryjoy L. Gerao	Jagnaya National High School
33	Ronielyn U. Villeza	Jagnaya National High School



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#	Name	School
34	Julie Beb V. Bagtong	Jamindan National High School
35	Yolanda B. Patani	Jose Diva Avelino Jr. National High School
36	Imee G. Alcayde	Jose Diva Avelino Jr. National High School
37	Sharme D. Mayabason	Leodegario D. Deocampo Sr. National High School
38	Erna I. Francisco	Lucero National High School
39	Gerald V. Eslaban	Luis Escutin National High School
40	Ainne D. Dordas	Maayon National High School
41	Distor H. Haziel	Maayon National High School
42	Gerlie V. Gregorio	Macario Delfin Bermejo National High School
43	Renato B. Baylon	Malonoy National High School
44	Ma Janine F. Gallardo	Malonoy National High School
45	Dave Mitchell S. Lantoria	Mambusao East National High School
46	Rashelle V. Billones	Mambusao East National High School
47	Hannah Lyn P. Vergabera	Mambusao National High School
48	Angeline May A. Jondonero	Manuel F. Onato National High School
49	John Vic S. Sonio	Manuel Ganzon Advincula Integrated School
50	Phoebe Cate M. Dalman	Marciano M. Patricio National High School
51	Kristine Joy C. Teodosio	Marciano M. Patricio National High School
52	Tresa S. Solo	Mianay National High School
53	Mary Jessa P. Villasis	Panitan National High School
54	Jonna D. Distor	Panitan National High School
55	Rodel A. Azares	Pontevedra National High School
56	Jowelyn G. Albaladejo	Pontevedra National High School
57	Charmen Key I. Laruan	Presentacion Diez Gregorio National High School
58	Ma. Swettie A. Onato	Puti-an National High School
59	Haren Yen C. Estopia	Ramon A. Benjamin Sr. National High School
60	Rose Mae M. Brillo	Ramon A. Benjamin Sr. National High School
61	Charme Kate B. Grate	Rev. Tomas Conejar National High School
62	Rosebeth G. Singular	Roxas Farm School
63	Lovely O. Brinosa	San Antonio National High School
64	Eulalia F. Farillon	San Nicolas National High School
65	Meljoy C. Billones	San Nicolas National High School
66	Jovy Ann B. Dueñas	San Nicolas National High School
67	Loriebel F. Ferrer	San Nicolas National High School Tapaz
68	Arly John M. Lorca	San Nicolas National High School-Tapaz
69	Ma. Maybel Obispado	Sapian National High School
70	Elna V. Almio	Tapaz National High School
71	Aiza I. Senatin	Tuburan National High School
72	Mary Jane B. Egasan	Vicente Andaya Sr. National High School



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#	Name	School
73	Anthony O. Billena	Vicente Andaya Sr. National High School
74	Freddelen B. Fajardo	Yating National High School
75	Zenda Marie F. Sabinay	Sapian National High School



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Republic of the Philippines
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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.



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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
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13	Richel V. Quintia	Capiz National High School
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15	Jobane 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.



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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
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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				



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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				



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