



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

15 JUN 2026

**DIVISION MEMORANDUM**

No. **249** , s. 2026

**DIVISION ROLLOUT OF PHASE III TRAINING PROGRAM FOR THE REVISED GRADES 6, 9, and 10 CURRICULUM**

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

1. Pursuant to **Memorandum DM-OULS-2026-082** from the Office of the Undersecretary for Learning Systems, dated February 24, 2026, regarding the conduct of the **Training on the Revised Grades 6, 9, and 10 Curriculum**, the **Division Rollout of the Phase III Training Program** shall be conducted on the following dates and venues:

BATCH GROUP	GRADE LEVEL/ LEARNING AREA	TRAINING PERIOD	VENUE
Batch 1	English 6, Math 6, Science 6 & Filipino 6	August 1,2, 8 & 9, 2026	TBA
Batch 2	AP 6, MAPEH 6, GMRC 6 & EPP 6	August 15, 16, 22 & 23, 2026	
Batch 3	Grade 9 (except TLE)	August 29, 30, September 5 & 6, 2026	
Batch 4	Grade 10 & TLE 9&10	September 12, 13 19 & 20, 2026	

2. This activity aims to support the effective implementation of the Revised Curriculum by enabling teachers to develop a deep and consistent understanding of its content and intent. This includes strengthening their core competencies in content knowledge and pedagogy, curriculum planning, and assessment.

3. The members of the Program Management Team (PMT), the Technical Working Group (TWG), the District Allocation of participants, and the Terms of Reference are provided in Enclosures 1, 2, and 3, respectively.

4. In preparation for the forthcoming activity, planning and walkthrough sessions with the Program Management Team and Learning Facilitators shall be conducted on the schedules indicated below.



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<b>Batch</b>	<b>Schedule</b>	<b>Participants</b>	<b>Venue</b>
1	July 31, 2026	Program Management Team and Learning Facilitators of the involved learning areas (English 6, Math 6, Science 6 & Filipino 6)	To be announced
2	August 14, 2026	Program Management Team and Learning Facilitators of the involved learning areas (AP 6, MAPEH 6, GMRC 6 & EPP 6)	To be announced
3	August 28, 2026	Program Management Team and Learning Facilitators of the involved learning areas [Grade 9 (except TLE)]	To be announced
4	September 11, 2026	Program Management Team and Learning Facilitators of the involved learning areas (Grade 10 & TLE 9&10)	To be announced

5. Participants are advised to bring their own laptops and reliable internet connectivity sources (e.g., mobile data, pocket Wi-Fi, etc.). They are also advised to report to the venue only on their assigned schedule.

6. The travel and incidental expenses of the participants, members of the Program Management Team and Technical Working Group, and resource persons shall be charged against local funds, while their meals shall be charged against the downloaded HRD Funds, both subject to the usual auditing and accounting rules and regulations.

7. This Memorandum serves as an Authority to Travel of the Division PMT and TWG (EPSs, PSDSs, School Heads and Other SDP Personnel).

8. Participants involved in the activity are entitled to Vacation Service Credits (VSCs) in accordance with DepEd Order No. 013, s. 2024 or Compensatory Overtime Credit pursuant to CSC-DBM Joint Circular No. 2, s. 2004 “Non-Monetary Remuneration for Overtime Services Rendered,” whichever is applicable.

9. This is a live-out training. Participants, members of the Program Management Team and Technical Working Group, and resource persons will not be provided with accommodation. For meal allocation, kindly refer to the following:

<b>Batch</b>	<b>First Meal</b>	<b>Last Meal</b>
Batch 1	August 1, 2026 (AM snacks)	August 9, 2026 (PM snacks)
Batch 2	August 15, 2026 (AM snacks)	August 23, 2026 (PM snacks)
Batch 3	August 29, 2026 (AM snacks)	September 6, 2026 (PM snacks)
Batch 4	September 12, 2026 (AM snacks)	September 20, 2026 (PM snacks)



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10. Private school heads are encouraged to send their teachers to the said training. A registration fee shall be collected from each participating private school teacher to cover expenses for food and the venue. For further inquiries, please contact Sir Ronald Dile at 09209831298.

11. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

12. Immediate dissemination of and compliance with this Memorandum are advised.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated

References: MEMORANDUM DM-OULS-2026-082

To be indicated in the Perpetual Index  
under the following subjects:

TEACHERS

TRAININGS



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Enclosure No. 1 to Division Memorandum No. 249, s. 2026

**LIST OF PROGRAM MANAGEMENT TEAM**

<b>PROGRAM MANAGEMENT TEAM</b>	<b>NAME</b>
a. Schools Division Superintendent	ROEL F. BERMEJO, CESO V
b. Assistant Schools Division Superintendent	LUZ U. BANSON EdD, CESE
c. Program Managers / Training Coordinators	EDNA B AZCARRAGA, PhD IMMACULADA J. AMORES
d. Co-Program Manager/ Training Coordinator	JERRY V. MOSQUITE
e. Learning Managers	EDWIN JASON DUEÑAS GLENDA GERVERO MERLIE J. RUBIO CALIN A. BERNALES ELENIA P. BARANDA FE IBAÑEZ ANDRES QUIACHON ZALDY CAALAM MARGGIE A. OBLIGACION JUDITH P. TU ALAN VINCENT B. ALTAMIA REYNALDO AZCARRAGA RONIE C. RETERACION LALAIN E. DELOS SANTOS REYNALDO CRESPO RUTH GERVERO MAE FRAC JOHNY PUGON
f. M&E Officers	RONALD DILE GRACE ATINON
g. CPD Lead	IMMACULADA J. AMORES MARK NEL R. VENUS
h. Documenters	Lead Documenter (All Batches): ARNOLD DELFIN  Batch 1 FAYE AGUILOS RENA JOY LUCENO Batch 2 JORGE JIMENEZ ARVE KERT A. DUMALAG Batch 3 ARGELINE JOY AMORES



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	BON JOVI DUARTE Batch 4 MA. MAYBEL B. OBISPADO GLADYS BAROLO
i. Secretariat/Certificates	(All Batches) ANN MARIE VILLAMOR KRIZEL M. AGUADERA MARY LYN DE GUZMAN EVITA ROSE L. BUSIL EDWIN SALANATIN KIMBERLY R. APOLINARIO
j. Welfare Officers	(All Batches) DR. DION LLORITO DURON ALVIN BRAULIO RENE HORTILLAS JR. MONNA LIZA ERIVAL ROLENDY DE PEDRO JOANNE DEQUIÑA CANDELARIA TALABUCON MAXIE MILLIAN B. LEGASPI FEANE GAIL DE LA CRUZ ANDY VAN ALBERT ARTATES
k. Inspectorate Team Representative / Inspection Officer	MA. SHARON BARRIENTOS DARWIN BRILLO
l. Logistics Officers	(All Batches) GLENDA MARIE BOTIN JHEAN MAE GRACE LINGCO ABNER DAMSANI DONALD DELMO GINA GARCIA LYNETTE AGGABAO ARJEAN B. BACATANO MARION FRANCIS CONTRERAS
m. Finance Officers	DENMARK L. LLANERA CECIL JOY D. DIOCSON
n. ICT Facilitators	EMMANUEL LATI VINCENT LAUSA ROSSINI MEDEL JONALYN BUENVENIDA



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Enclosure No. 2 to Division Memorandum No. **249**, s. 2026

**A. District Allocation of Participants, Resource Persons, Class Managers, M&E Officers, CPD Focal Persons, and Welfare Officers**

**1. TRAINING FACULTY FOR GRADE 6**

<b>English 6 (Batch 1)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E Officer</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Edwin Jason Dueñas Glenda Gervero	Quartero - 18 Dao - 10 Dumalag - 20 Dumarao - 22 Ivisan - 14 Jamindan - 18 TOTAL = 102	Jonel D. Sembrano Jessiemar A. Diaz Karen F. Reyes	Jessiemar A. Diaz	Dexter E. Ferasol	Mary Lyn T. De Guzman Maricris Venus	Joanne Dequina
B		Maayon - 13 Mambusao East - 10 Mambusao West - 7 Panay - 16 Panitan - 18 Pilar - 18 Pontevedra - 14 TOTAL = 96	Nashrudin Roxas Marie Grace B. Peniano Maria R. Tolores Mary Grace D. Fabillon	Nashrudin Roxas			
C		Pres. Roxas - 15 Sapian - 13 Sigma - 19 Tapaz East - 21 Tapaz West - 17 TOTAL = 85	Mae G. Frac Lolita D. Palacios Jessica L. Lapeña Xyric Jan G. Andrade	Mae G. Frac			

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**Filipino 6 (Batch 1)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Mertie J. Rubio Calin A. Bernales	Cuartero - 19 Dao - 9 Dumalag - 15 Dumarao - 19 Ivisan - 10 Jamindan - 17 TOTAL = 89	Abadesa D. Sabordo Grace D. de Ado Marissa A. Oiliang	Grace de Ado	Esmeralda Dagmil	Eyita Rose L. Busil Jose A. De Guzman	Dr. Dion L. Duron
B		Maayon - 12 Mambusao East - 9 Mambusao West - 5 Panay - 19 Panitan - 17 Pilar - 17 Pontevedra - 14 TOTAL = 93	Noe Bebita Fatima Animas Lourdes Oropio Francisca Pinos	Marissa Oiliang			
C		Pres. Roxas - 15 Sapian - 14 Sigma - 16 Tapaz East - 21 Tapaz West - 13 TOTAL = 79	Lenny Andrada Benny Blancaver Dexter Ferasol	Benny Blancaver			

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<b>Math 6 (Batch 1)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Elenia P. Baranda Fe Ibañez	Cuartero - 19 Dao - 11 Dumalag - 19 Dumarao - 20 Ivisan - 14 TOTAL = 83	Gina Artuz Melorie Panuncio Randolf Reyes Eddie B. Arcenas Donnalyn Olandesca	Gina Artuz	Marjun Bartolo	Krizelle Agnadera Gladys Barolo	Alvin Braulio
B		Jamidan - 19 Maayon - 11 Mambusao East - 11 Mambusao West - 7 Panay - 19 Panitan - 18 Pilar - 17 Pontevedra - 13 TOTAL = 115	Manny B. Dorado Lourdes Lesyl Melchor Ma. Fiel Brillantes	Melorie Panuncio			
C		Pres. Roxas - 17 Sapian - 12 Sigma - 15 Tapaz East - 24 Tapaz West - 15 TOTAL = 83	Phincy Rene Obligar Leo Barroa Elenia P. Baranda Frank Anthony Magsucang	Donnalyn Olandesca			

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<b>Science 6 (Batch 1)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Andres Quiachon Zaldy Caalam	Cuartero - 16 Dao - 10 Dumalag - 17 Dumarao - 23 Ivisan - 10 Jamindan - 18 TOTAL = 94	July F. Falagne Rodnie B. Wicas Marjoric V. Ricardo	Rodnie B. Wicas	Judy Denaga	Ann Marie Villamor	Rene Hortillas Jr.
B		Maayon - 13 Mambusao East - 12 Mambusao West - 7 Panay - 21 Panitan - 16 Pilar - 18 Pontevedra - 13 TOTAL = 100	Rachel C. Relator Joan S. Garnica Maja B. Demandante Maria Liezl F. Crisosto	Maja B. Demandante			
C		Pres. Roxas - 14 Sapián - 14 Sigma - 14 Tapaz East - 18 Tapaz West - 10 TOTAL = 70	Reah G. Aton Rongel D. Berco Rubeline V. Innocencio	July Falagne			

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**Araling Panlipunan 6 (Batch 2)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A	Marggie A. Obligacion Judith P. Tu	Cuartero - 16 Dao - 8 Dumalag - 4 Dumarao - 20 Ivisan - 10 Jamindan - 12 Maayon - 9 Mambusao East - 8 Mambusao West - 6 <b>TOTAL = 93</b>	Charlyn G. Benjamin Arnold B. Ani Romy L. Bernudo Maria Nimfa O. Aniar Jay G. Loberiza	Arnel A. Dumalag	Mamerto Eusebio	Aileen May Isiderio	Monna Liza Erival
B		Panay - 13 Panitan - 17 Pilar - 15 Pontevedra - 8 Pres. Roxas - 10 Sapián - 14 Sigma - 10 Tapaz East - 15 Tapaz West - 10 <b>TOTAL = 112</b>	Kristine Mae F. Alvaira Isabel P. Aguro Zandie B. Ponce Cheryl R. Librando	Zandie Ponce Kristine Mae Alvaira			

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**GMRC 6 (Batch 2)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A	Alan Vincent B. Altania Reynaldo Azcarraga	Quartero - 13 Dao - 4 Dumalag - 4 Dumarao - 22 Ivisan - 4 Jaminndan - 3 Maayon - 6 Mambusao East - 1 Mambusao West - 2 Panay - 12 TOTAL = 71	Cecil S. Ortencio Yvonnie F. Ganit Marie Beth F. Flaga Arnel U. Francisco Edwin B. Belvis	Cecil Ortencio Marie Beth Flaga	Ronald Diestro	Kimberly Apolinario Gladly Barolo	Rolendy De Pedro
B		Panitan - 10 Pilar - 18 Pontevedra - 6 Pres.Roxas - 7 Sapian - 9 Sigma - 14 Tapaz East - 7 Tapaz West - 3 TOTAL = 74	Michelle D. Bechayda Mary Jean U. Basa Rena Joy Roscales Alda Malibong	Alda Malibong			

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**MAPEH 6 (Batch 2)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Ronie C. Reteracion Lalain E. Delos Santos	Cuartero - 14 Dao - 7 Dumalag - 7 Dumarao - 18 Ivisan - 9 Jaminndan - 8 Maayon - 7 Mambusao East - 6 Mambusao West - 2 Panay - 13 TOTAL = 91	Symour B. Castillon Leo D. Durana Jyp Carlo S. Catunao Pio S. Morano	Doris T. Bellosillo Jyp Carlo Catunao	Evelyn Dellota	Reden Agnadera Ma. Maybel Obispado	Candelaria Talabucon
B		Panitan - 11 Pilar - 15 Pontevedra - 14 Pres.Roxas - 13 Sapian - 10 Sigma - 14 Tapaz East - 10 Tapaz West - 10 TOTAL = 97	Shiella Mei V. Dela Torre Anecto B. Barrera Melanie V. Reyes April C. Vasquez	Melanie Reyes			

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**EPP 6 (Batch 2)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A (AFA)	Reynaldo Crespo Ruth Gervero Ma. Theresa Villagracia	Cuartero - 17 Dao - 8 Dumalag - 15 Dumarao - 16 Ivisan - 10 Jamindan - 10 TOTAL = 76	Conard G. Gicalde Ferdinand C. Legaspi Emmanuel B. Cuañada Fidel B. Basco Reynald B. Delfin Robert D. Begas Zaldy E. Barrizo Jr. Reynaldo Azcarraga Roberto Naelgas Genevie Bance	Jeson A. Telesforo	Geraldine Gialogo	Edwin C. Salanatin	Maxie Millian B. Legazpi Feane Gail De la Cruz
B (FCS)		Maayon - 12 Mambusao East - 7 Mambusao West - 2 Panay - 16 Panitan - 12 Pilar - 16 TOTAL = 65	Maricel D. Macatangay Monica Anonoy Maryvic Catalan Cecilia M. Roxas Ladylyn D. Bibaño Sherelyn M. Daliva Jonna C. Aspera Jeffrey U. Buhat Cyrilyn P. Diaz Romulo B. Besoña Marjolly C. Alayon	Monica Anonoy			
C (IA)		Pontevedra - 13 Pres,Roxas - 7 Sapian - 12 Sigma - 16 Tapaz East - 13	Joebel A. Villanueva Tito E. Estiaga Alberto F. Ordovez Arniel D. Batacandolo	Michael John R. Bade			

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<b>EPP 6 (Batch 2)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
		Tapaz West - 10 TOTAL = 71	Yoli L. Llorico Marion Francis B. Contreras Raymund D. Magbanua Reynald B. Delfin Helmer D. Gernino Reynaldo T. Nam-ay Eded L. Castro Michael John R. Bade				



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**2. TRAINING FACULTY FOR GRADE 9**

<b>English 9 (Batch 3)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Edwin Jason Dueñas Glenda Gervero	Quartero - 7 Dao - 3 Dumalag - 3 Dumarao-8 Ivisan - 4 Jamindan-8 Maayon-9 Mambusao East-3 Mambisao West - 3 Panay-5 Paritan-6 Pilar - 5 Pontevedra - 3 President Roxas- 4 Sapian - 5 Sigma -7 Tapaz East - 3 Tapaz West -8 Capiz NHS - 6 TOTAL = 100	Edwin Jason Dueñas Ruby L. Llanes Joean Mae F. Genciano Rosana D. Catorce Ernesto J. Fulgencio Jr. Virgilyn B. Dacula Lodecy V. Ocbena April Nadine A. Yulo Rhunajane P. Llannas	Ernesto Fulgencio Jr.	Lynette L. Bonita	Mary Lyn T. De Guzman	Joanne Dequina

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**Filipino 9 (Batch 3)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A	Mertie J. Rubio Calin A. Bernales	Cuartero - 5 Dao - 4 Dumalag - 3 Dumarao - 8 Ivisan - 3 Jamindan - 8 Maayon - 8 Mambusao East-4 Mambisao West - 3 Panay-5 Panitan-6 Pilar - 5 Pontevedra - 3 President Roxas- 3 Sapián - 5 Sigma -6 Tapaz East - 3 Tapaz West -7 Capiz NHS - 5 <b>TOTAL = 94</b>	Gemma B. Obsiana Salvacion L. Matiling Josephine D. Dador Maria Fernalil F. Castillon Rhey James G. Poticar Melvin I. Abada Melanie F. Rey	Ludenia Concepcion	Jonalyn Q. Buenvenida	Evita Rose L. Busil Kimberly Apolinario	Dr. Dion L. Duron

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<b>Math 9 (Batch 3)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Elenia P. Baranda Fe Bañez	Quartero - 5 Dao - 4 Dumalag - 3 Dumarao-8 Ivisan - 3 Jamindan-8 Maayon-9 Mambusao East-3 Mambisao West - 4 Panay-5 Panitan-6 Pilar - 6 Pontevedra - 4 President Roxas- 4 Sapian - 5 Sigma - 7 Tapaz East - 3 Tapaz West - 7 Capiz NHS - 7 TOTAL = 101	Tanya Venusa Morales Rochelle A. Albaña Verny Lloyd B. Tacuyan Marik Paul B. Acevedo Angie D. Lati Joycee A. Tajanlangit Juvy V. Dugenio Roland D. Panado Eddarlyn D. Ombid Klariz Angelique A. Ibañez Faith P. Dofeliz	Tanya Venusa Morales	Ge Diaz	Krizel Agudera Gladys Barolo	Alvin Braulio



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<b>Science 9 (Batch 3)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Andres Quiachon Zaldy Caalam	All Districts - 100 Cuartero - 5 Dao - 4 Dumalag - 3 Dumarao-8 Ivisan - 4 Jamindan-8 Maayon-8 Mambusao East-3 Mambisao West - 2 Panay-5 Panitan-7 Pilar - 5 Pontevedra - 3 President Roxas- 4 Sapian - 5 Sigma -7 Tapaz East - 3 Tapaz West -8 Capiz NHS - 8 TOTAL = 100	Buddy Alvarez Ferry Rafunzel Manuba Arthur B. Escosia Roschel F. Robles Joannah V. Rojo Leah Mae F. Bartolome Lea L. Lacson Ma. Jhona G. Villasis Salvacion V. Ricalforte	Buddy Alvarez	Preesyn Joy D. Dumapig	Ann Marie Villamor Jose De Guzman	Rene Hortillas Jr.



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**Araling Panlipunan 9 (Batch 3)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Marggie A. Obligation Judith P. Tu	All Districts - 91 Quartero - 6 Dao - 4 Dumalag - 2 Dumarao-9 Ivisan - 3 Jamindan-7 Maayon-7 Mambusao East-2 Mambisao West - 2 Panay-5 Panitan-6 Pilar - 6 Pontevedra - 3 President Roxas- 4 Sapian - 5 Sigma -5 Tapaz East - 3 Tapaz West -7 Capiz NHS - 5 TOTAL = 91	Daysdy D. Malugao Micle S. Hagnuisan Leonil F. Fresnido Ruby M. Aquillo Mary Joy E. Develos Almera B. Distajo Redel C. Viernesto Marivic D. Benliro	Vincent Lausa	Geraldine Gialogo	Aileen May Isiderio	Monna Liza Erival

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 REGION VI – WESTERN VISAYAS  
 SCHOOLS DIVISION OF CAPIZ

**MAPEH 9 (Batch 3)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager/s</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Ronie C. Reteracion Lalain E. De los Santos	All Districts - 91 Cuartero - 5 Dao - 3 Dumalag - 2 Dumarao-8 Ivisan - 3 Jamindan-7 Maayon-7 Mambusao East-3 Mambisao West - 3 Panay-5 Panitan-5 Pilar - 4 Pontevedra - 3 President Roxas- 6 Sapian - 5 Sigma -6 Tapaz East - 3 Tapaz West -7 Capiz NHS - 6 TOTAL = 91	April Rose P. Prusa Shaine Louraine J. Laure Marlon P. Cartujano Leila L. Hilado Fitz Gerald Dorado Ronel Daren D. Domo-os Junard Ricardo	Doris Bellosillo Rosemarie Osan	Rechelle G. Billones	Maticris Venus Reden Aguadera	Rolendy De Pedro

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**Values Education 9 (Batch 3)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Alan Vincent Altamia Reynaldo Azcarraga	Quartero - 5 Dao - 3 Dumalag - 1 Dumarao - 9 Ivisan - 2 Jamindan - 6 Maayon - 5 Mambusao East - 2 Mambusao West - 3 Panay - 5 Panitan - 5 Pilar - 4 Pontevedra - 4 President Roxas - 2 Sapian - 4 Sigma - 5 Tapaz East - 2 Tapaz West - 7 Capiz NHS - 6 TOTAL = 80	Marie Carmel Batuanpo Reina S. Sartaguda Christopher A. Obispado Christine Funthinilla	April May V. Bacanto	Juddy C. Denaga	Ma. Maybel Obispado	Candelaria Talabucon



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 SCHOOLS DIVISION OF CAPIZ

**TLE 9 (Batch 4)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A (ICT)	Reynaldo Crespo Ruth Gervero Ma. Theresa Villagracia	Quartero - 9 Dao - 9 Dumalag - 6 Dumarao - 13 Ivisan - 9 Jaminndan - 10 Maayon - 11	Gerice! Humpay Arnied Somel Gina Llamilo Edwin Salanatin Richille Ann Corvera Lily Grace Tan Andrew Dasig	Richille Ann Corvera	Aither Sunio Ramona Barrientos	Edwin C. Salanatin	Maxie Millian Legaspi
B (AFA)		Mambusao East - 7 Mambusao West - 2 Panay - 8 Panitan - 6 Pilar - 8	Rodney Aguas Jehoakin Deondo Roy Diaz Gemie Jaspio Lilly Joy Official Juvy Pleñago	Juvy Pleñago			
C (FCS)		Pontevedra - 3 President Roxas - 4 Sapian - 5 Sigma - 9 Tapaz East - 8 Tapaz West - 12 Capiz NHS - 6 TOTAL = 145	Chloe Belle Eleccion Claudine Dayalo Gina Comoro Justine Cartujano Joemel Cuaba Jennifer Sampiano Isidro Oliveros April Gallardo	Isidro Oliveros			
D (IA)			Aljon Telesforo Francis Iglezia Wentredo Villaruz Christopher Jan Tan Reynold Baes Girald Donato Andrew Buenvenida Reynaldo B. Dorado	Wentredo Villaruz			

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**3. TRAINING FACULTY FOR GRADE 10**

**English 10 (Batch 4)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Edwin Jason Dueñas Glenda Gervero	Quartero - 6 Dao - 6 Dumalag - 2 Dumarao - 8 Ivisan - 4 Jaminndan - 7 Maayon - 7 Mambusao East - 5 Mambusao West - 3 Panay - 5 Panitan - 6 Pilar - 10 Pontevedra - 5 President Roxas - 4 Sapian - 5 Sigma - 7 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 5 All Districts - 105	Mira Sol B. Jannog Christian B. Dellota Ma. Sarah C. Baes Maricel Q. Villanueva Ermie Joy C. Joaquin Fatima L. Escuton Lislie D. Royo Krischelle S. Araneta April Joy G. Eslapor	Ma. Sarah C. Baes	Rey Joseph Adremesin	Mary Lyn T. De Guzman Kimberly Apolinario	Joanne Dequña

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**Filipino 10 (Batch 4)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Mertle J. Rubio Calin A. Bernales	Quartero - 5 Dao - 5 Dumalag - 3 Dumarao - 8 Ivisan - 4 Jaminndan - 7 Maayon - 8 Mambusao East - 5 Mambusao West - 3 Panay - 5 Panitan - 7 Pilar - 9 Pontevedra - 7 President Roxas - 4 Sapian - 4 Sigma - 6 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 5 All Districts - 105	Kyle Bonilla Elio Fabian Ver Fasoy Bernie B. Fayo Lilibeth D. Meliton Susan J. Quistadio Arlene A. Luces Leonardo Q. Bayadog Analie D. Odiceta	Emmanuel Espanola	Marlon Rellente	Evita Rose L. Busil Jose De Guzman	Feane Gali De la Cruz

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<b>Science 10 (Batch 4)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Andres Quiachon Zaldy Caalam	Cuartero - 4 Dao - 5 Dumalag - 3 Dumarao - 8 Ivisan - 4 Jamindan - 6 Maayon - 7 Mambusao East - 7 Mambusao West - 4 Panay - 5 Panitan - 6 Pilar - 10 Pontevedra - 5 President Roxas - 5 Sapián - 5 Sigma - 7 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 8 <b>TOTAL = 109</b>	Teresita A. Barrio Analie M. Lorente Ronald D. Artillero Liezl B. Delfin Edwin G. Dumopoy Erna I. Francisco Melody J. Crespo Honey Grace F. Luna	July F. Falagne	Niña Berano	Ann Villamor	Andy Van Albert Artates



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<b>Math 10 (Batch 4)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Elenia P. Baranda Fe Bañez	Quartero - 4 Dao - 6 Dumalag - 3 Dumarao - 8 Ivisan - 3 Jamindan - 6 Maayon - 7 Mambusao East - 7 Mambusao West - 4 Panay - 5 Panitan - 5 Pilar - 9 Pontevedra - 7 President Roxas - 5 Sapian - 5 Sigma - 7 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 7 TOTAL = 108	Roselyn Palorma Lovely B. Loretizo Valentin Francisco Rodalyn E. Orola Dave D. Leccio Dude Ryan Obarnos Inie D. Flores Evangeline Dela Cruz Maricel S. Demateo Leoname B. Gonzales Rolly B. Rendon	Roselyn Palorma	Rowena Luza	Krizelle Aguadera	Alvin Braultio

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**Araling Panlipunan 10 (Batch 4)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A	Marggie A. Obligacion Judith P. Tu	Cuartero - 4 Dao - 4 Dumalag - 2 Dumarao - 9 Ivisan - 3 Jamindan - 6 Maayon - 7 Mambusao East - 6 Mambusao West - 4 Panay - 5 Panitan - 6 Pilar - 8 Pontevedra - 5 President Roxas - 4 Sapian - 4 Sigma - 6 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 5 TOTAL = 98	Marggie A. Obligacion Estela V. Fano Art A. Silva Geraldine R. Gaje Cristina D. Turao Elena S. Sajonia Menilyn M. Carbon Julie C. Sustento	Mamerto Eusebio Jr.	Kathleen Dumol	Aileen May Isiderio	Rene Hortillas Jr.

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**Values Education 10 (Batch 4)**

Class	Learning Managers	District Allocations	Resource Persons	Class Manager	M & E	CPD Focal Person	Welfare Officer
A	Alan Vincent B. Altarnia Reynaldo Azcarraga	Cuartero - 3 Dao - 3 Dumalag - 1 Dumarao - 8 Ivisan - 2 Jamindan - 7 Maayon - 6 Mambusao East - 6 Mambusao West - 3 Panay - 5 Panitan - 4 Pilar - 8 Pontevedra - 5 President Roxas - 3 Sapián - 4 Sigma - 5 Tapaz East - 3 Tapaz West - 6 CapiZ NHS - 6 <b>TOTAL = 88</b>	Ana Lourdes C. Faeldona Myrthyl Coching Christopher A. Obispado Prince Ace L. Billones Rolaine Mae M. Pretta	Reina Sartaguda	Christine Luza	Ma. Maybel Obispado	Candelaria Talabucon



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**MAPEH 10 (Batch 4)**

<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A	Ronie C. Reteracion Lalain E. De los Santos	Cuartero - 4 Dao - 4 Dumalag - 2 Dumarao - 8 Ivisan - 3 Jaminndan - 5 Maayon - 7 Mambusao East - 5 Mambusao West - 3 Panay - 5 Panitan - 6 Pilar - 10 Pontevedra - 5 President Roxas - 5 Sapián - 5 Sigma - 7 Tapaz East - 4 Tapaz West - 6 Capiz NHS - 6 <b>TOTAL = 100</b>	Edmalyn C. Ocana Jacquelen D. Lomosad Mary Loid I. Pain Renato A. Delos Santos Jr. Larry Mar D. Farinas	Elvie Kilayco	Gelica Alaban	Maricris Venus Reden Agnadera.	Monna Liza Erival



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<b>TLE 10 (Batch 4)</b>							
<b>Class</b>	<b>Learning Managers</b>	<b>District Allocations</b>	<b>Resource Persons</b>	<b>Class Manager</b>	<b>M &amp; E</b>	<b>CPD Focal Person</b>	<b>Welfare Officer</b>
A (ICT)	Reynaldo Crespo Ruth Gervero Ma. Theresa Villagrancia	Quartero - 8 Dao - 14 Dumalag - 6 Dumarao - 12 Ivisan - 10 Jamindan - 8 Maayon - 7 Mambusao East - 10 Mambusao West - 3 Panay - 9 Pantian - 5 Pilar - 15 Pontevedra - 5 President Roxas - 4 Sapian - 7 Sigma - 11 Tapaz East - 9 Tapaz West - 11 Capiz NHS - 7 TOTAL = 161	Gericel Humpay Arniel Somel Gina Liamilo Edwin Salanatin Richille Ann Corvera Lily Grace Tan Andrew Dasig Rodney Aguas Jehoakim Deondo Roy Diaz Gennie Jaspio Lilly Joy Official Juvy Pleñaño Chloe Belle Eleccion Claudine Dayalo Gina Comoro Justine Cartujano Joemel Cuaba Jennifer Sampiano Isidro Oliveros April Gallardo Aljon Telesforo Francis Iglezia Wenifredo Villaruz Christopher Jan Tan Reynold Baes Giral Donato Andrew Buenvenida Reynaldo B. Dorado	Richille Ann Corvera	Alther Sumio Ramona Barrientos	Edwin C. Salanatin	Rolendy De Pedro
B (AFA)				Juvy Pleñaño			
C (FCS)				Isidro Oliveros			
D (IA)				Wenifredo Villaruz			



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Enclosure No. 3 to Division Memorandum No. 249, s. 2026

**TERMS OF REFERENCE**

**A. CLASS MANAGERS**

The Class Manager is responsible for supporting the effective implementation of training sessions by managing class-level operations before, during, and after the training. S/he focuses on preparing the training venue and materials; managing attendance and participant communication; assisting trainers with session delivery, timekeeping, and technical needs; maintaining a conducive training environment; and monitoring participant engagement and completion of required assessments and outputs.

The Class Manager also facilitates class-based opening and closing programs; administers pretests, posttests, and end-of-day evaluations; consolidates training documentation; and coordinates closely with trainers and the Training Coordinator to ensure smooth training flow and adherence to established delivery standards.

Specifically, the Class Manager shall:

**BEFORE TRAINING**

- a. Review the PD program delivery quality standards in DM No. 044, s. 2023 or the Interim Guidelines for the QAME of NEAP Core Programs
- b. Coordinate with the Training Manager and Trainers
  - i. Review the training schedule, session objectives, and materials with trainers.
  - ii. Clarify any support the trainers will require during the session (e.g., materials, technical setup, etc.).
- c. Prepare the Training Venue
  - i. Ensure the training room is clean, organized, and properly arranged (seating, whiteboard, projector, etc.).
  - ii. Set up necessary equipment (laptop, projector, speakers, markers, etc.).
  - iii. Secure printed materials, handouts, DLP worksheets, others as applicable.
- d. Manage Attendance Logistics
  - i. Prepare the attendance sheet.
  - ii. Set up the registration area or system for checking in participants.
  - iii. Ensure all participants are informed of the training time and venue.



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- e. Communicate with Participants
  - i. Send reminders (time, venue, what to bring).
  - ii. Provide basic orientation for participants unfamiliar with the training setup.

### **DURING TRAINING**

- a. Ensure Order and Discipline
  - i. Maintain a conducive and respectful learning environment.
  - ii. Handle disruptions or concerns professionally and promptly.
- b. Assist the Trainers
- c. Distribute materials during the training.
- d. Monitor time for lecture, group work, presentations, or DLP implementation activities. Remind trainers of the time requirement.
- e. Assist with audiovisual needs or technical issues.
- f. Monitor Participant Engagement
  - i. Encourage participation.
  - ii. Co-facilitate during trainer and participants interaction.
  - iii. Take note of participants who need support or clarification.
  - iv. Track and ensure completion of assessment and output submission.
  - v. Track who is actively engaging in group tasks or activities.
- g. Check Attendance and Monitor Punctuality
  - i. Ensure timely arrival and minimal absences.
  - ii. Record attendance accurately for documentation.
- h. Serve as a Channel of Communication
  - i. Communicate any concerns or feedback from participants to the trainers discreetly.
  - ii. Inform participants of changes in schedule, breaks, or logistics.

### **AFTER TRAINING**

- a. Wrap Up and Clean Up
  - i. Ensure all materials and equipment are accounted for and stored properly.
  - ii. Ensure the venue is arranged to its intended setup.



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- b. Assist in Evaluation
  - i. Facilitate the end-of-day evaluation. Ensure 100% responses.
  - ii. Take note of verbal or informal feedback shared during the session.
- c. Consolidate Documentation
  - i. Finalize attendance, registration, and training kits receipt records.
  - ii. Submit supporting documentation (e.g., photos, attendance, notes).
- f. Debrief with Trainers
  - i. Discuss what went well and what could be improved.
  - ii. Note down key observations for succeeding training delivery.
- g. Follow-Up Tasks
  - i. Send out post-training communication to participants (e.g., thank-you messages, reminders, and links to resources).

### **B. LEARNING MANAGERS**

The Learning Manager is responsible for facilitating engagement and supporting the effective delivery of training sessions. S/he ensures active participation, monitors learning progress, provides guidance to participants, and helps achieve quality learning outcomes through coordination with the training team and resource persons. Specifically, the Learning Manager shall:

#### **BEFORE TRAINING**

- I. Review Learning Requirements
  - a. Review session objectives, expected outputs, and assessment requirements.
  - b. Familiarize self with learning activities and materials.
- II. Coordinate with the Training Team
  - a. Coordinate with resource persons regarding session flow and support needs.
  - b. Clarify roles in facilitating activities and monitoring outputs.
- III. Prepare for Participant Support
  - a. Anticipate participant learning needs and possible areas for support.
  - b. Prepare strategies for guiding participants during activities and tasks.

#### **DURING TRAINING**

- I. Facilitate Learning and Engagement
  - a. Ensure active participation and meaningful learning experiences.
  - b. Encourage interaction and collaborative learning.



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- II. Support Session Delivery
  - a. Assist resource persons in facilitating learning activities.
  - b. Coordinate implementation of session requirements.
- III. Monitor Learning Progress
  - a. Track completion of assessments, outputs, and competency-based tasks.
  - b. Monitor engagement and participation.
- IV. Provide Learning Support
  - a. Guide participants in accomplishing outputs and assessments.
  - b. Clarify instructions and address learning concerns.
  - c. Provide coaching and feedback as needed.
- V. Ensure Quality Learning Outcomes
  - a. Monitor effectiveness of activities.
  - b. Ensure timely submission of requirements.
  - c. Provide feedback for improvement.
- VI. Serve as a Communication Link
  - a. Coordinate participant concerns with the training team.

**AFTER TRAINING**

- I. Consolidate Learning Outputs
  - a. Compile outputs and learning evidence for evaluation and documentation.

**C. M&E OFFICERS**

The M&E Officer is responsible for monitoring the quality and fidelity of training delivery, managing the end-of-day evaluations, documenting critical incidents and issues, and consolidating and preparing daily and end-of-training evaluation reports to support evidence-based decision-making and training program improvement. Specifically, the M&E Officer shall:

**BEFORE EACH TRAINING DAY**

- a. Review the training design, session flow, and delivery standards to be used as a reference for monitoring and evaluation.
- b. Coordinate with the Training Coordinator on evaluation tools, reporting templates and timelines, and documentation requirements.
- c. Prepare and validate end-of-day evaluation instruments, monitoring checklists, and data-gathering tools.

**DURING TRAINING SESSIONS**

- a. Manage and administer end-of-day evaluations, ensuring timely, accurate, and complete data collection from participants.
- b. Monitor training sessions to assess compliance with established delivery standards, including:
  - i. Session objectives
  - ii. Instructional flow
  - iii. Time management



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- iv. Participant engagement
- c. Document critical incidents, concerns, issues, and notable observations related to:
  - i. Quality of training delivery
  - ii. Logistics affecting learning
  - iii. Participant welfare or engagement
- d. Coordinate with the Training Coordinator to immediately flag urgent concerns requiring onsite action.
- e. Ensure completeness, accuracy, and consistency of monitoring and evaluation data.

**AFTER EACH TRAINING DAY**

- a. Consolidate daily evaluation data and monitoring findings.
- b. Prepare and submit daily evaluation and monitoring reports, highlighting:
  - i. Summary of quantitative and qualitative findings from the end-of-day evaluation
  - ii. Daily summary of attendance
  - iii. Strengths and areas for improvement
  - iv.
  - v. Critical incidents and actions taken/recommended actions

**AFTER THE TRAINING**

- a. Consolidate all evaluation results, monitoring records, and documentation.
- b. Prepare the End-of-Training Evaluation Report, including:
  - i. Overall summary of quantitative and qualitative findings from the end-of-day evaluations
  - ii. Overall summary of attendance
  - iii. Assessment of training delivery against standards
  - iv. Key issues, challenges, and recommendations
- c. Submit finalized daily evaluation reports to the Training Coordinator and Program Manager.

**D. SECRETARIAT**

The Secretariat is responsible for providing administrative and logistical support to ensure the smooth and efficient implementation of the training program. S/he maintains accurate documentation, facilitates coordination, and serves as a communication link among participants, trainers, and the management team, including the preparation and management of official training certificates. Specifically, the Secretariat shall:

**BEFORE TRAINING**

- Prepare Administrative and Logistical Requirements
  - I. Arrange necessary materials, documents, and supplies for the training.



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- II. Coordinate schedules, venue requirements, and logistical needs with the training team.
- Organize Documentation Systems
  - I. Prepare templates for attendance, minutes, certificates, and other essential records.
  - II. Ensure filing systems are in place for organized and accessible documentation.
- Prepare Certificates
  - I. Prepare, format, and finalize templates for Certificates of Appearance, Participation, and Recognition.
  - II. Coordinate with the management team for the approval of certificate contents and signatories.

#### **DURING TRAINING**

- Manage Documentation and Records
  - I. Maintain accurate records of attendance, minutes, and other essential documents.
  - II. Ensure all information is properly recorded, organized, and updated.
- Support Training Operations
  - I. Assist in distributing materials and managing logistical requirements during sessions.
  - II. Ensure smooth flow of activities through timely coordination.
- Serve as Communication Hub
  - i. Relay information, announcements, and updates to participants, trainers, and staff.
  - ii. Respond to queries and coordinate concerns with the appropriate team members.

#### **AFTER TRAINING**

- Consolidate and Safekeep Documentation
  - i. Organize and finalize all records, including attendance, minutes, and reports.
  - ii. Ensure proper filing and submission of required documents.
- Finalize and Distribute Certificates
  - i. Prepare and print Certificates of Appearance, Participation, and Recognition.
  - ii. Ensure accuracy of names, designations, and titles before release.
  - iii. Facilitate the distribution of certificates to participants, resource persons, and members of the training team.

### **E. REVISED GRADES 6, 9, & 10 CURRICULUM TRAINERS/ F. RESOURCE PERSONS**

#### **BEFORE SESSION**



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1. Session Preparation
  - a. Thoroughly review the training design, training matrix, session guide, and presentation materials.
  - b. Ensure readiness to exhibit subject-matter expertise:
    - i. Delivery of accurate content
    - ii. Transitioning topics logically
    - iii. Presenting concepts clearly and aligned to session objectives.
  - c. Practice use of technology and resources in the delivery of sessions.
  - d. Coordinate with the class manager the preparation of training materials and technologies as identified in the training resource package.
2. Learning Environment Setup
  - a. Prepare tools and resources needed for delivery, including technology.
  - b. Coordinate with the class manager the training room's physical arrangement requirements to support an optimal training experience.
3. Professionalism
  - a. Present oneself in a professional manner and ensure that attire is appropriate for the training context.

#### **DURING SESSION**

1. Session Opening
  - a. Present the session objectives and expectations clearly.
  - b. Facilitate motivational or mood-setting activities as designed in the training resource package.
2. Session Facilitation
  - a. Deliver sessions based on the quality-assured training design using the training resource package.
  - b. Establish rapport and encourage participation.
  - c. Use clear language, correct grammar, and a well-modulated voice.
  - d. Use non-verbal communication effectively.
  - e. Apply appropriate and clean humor to help sustain engagement.
  - f. Make learning relevant by supporting the discussion with real-life, contextualized examples and activities.
  - g. Give clear instructions for all activities/exercises.
  - h. Observe and address participants' needs, strengths, and challenges.
  - i. Use clear and focused questioning.
  - j. Ask follow-up questions to clarify responses and refine understanding.
  - k. Listen attentively and respond firmly and promptly.
  - l. Deliver sessions within the allotted time.
  - m. Inform participants of time requirements for activities and assessments.
  - n. Use appropriate technology with confidence and ease.



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- o. Synthesize participant responses and session activities.
  - i. Highlight key outputs.
  - ii. Guide the group to a consensus or conclusion.
  - iii. Generate ideas from participant sharing.
  - iv. Emphasize relationships between activities and sessions.
- p. Make timely adjustments to content, methodology, and schedule based on learner needs or emerging situations.
- q. Check/evaluate and provide constructive feedback to participants' output and performance.

#### **AFTER SESSION**

- 1. Follow-through and Support
  - a. Return checked/evaluated outputs to participants, with feedback for support and improvement.
  - b. Review documentation reports and results of end-of-day evaluation to identify learning-related action items that need to be addressed during the training.
- 2. Reflection and Improvement
  - a. Participate in daily debriefing sessions to process training experience and set directions for sustaining training quality.
  - b. Reflect on personal performance and incorporate feedback for improvement.

#### **F. WELFARE OFFICERS**

The Welfare Officer is responsible for providing continuous, day-long health-related support services to members of the Program Management Team (PMT) and training participants, ensuring their safety, well-being, and fitness to participate fully in training activities. Specifically, the Welfare Officer shall:

#### **BEFORE THE TRAINING**

- a. Coordinate with the Training Coordinator on health-related protocols, reporting lines, and onsite arrangements.
- b. Prepare and organize medical supplies, first-aid kits, and basic medical equipment required for the duration of the training.
- c. Review participant profiles, where applicable, to anticipate potential health-related needs or risks.
- d. Familiarize oneself with the venue layout, including emergency exits, isolation areas, and nearby medical facilities.
- e. Ensure readiness to provide medical assistance throughout the training period.

#### **DURING TRAINING SESSIONS**



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- a. Provide day-long availability of health and welfare support services to PMT members, trainers, and participants.
- b. Respond promptly to health-related concerns, minor illnesses, injuries, or medical emergencies.
- c. Administer basic first aid and initial nursing care as needed.
- d. Monitor participants' general well-being, particularly during long sessions or physically and mentally demanding activities.
- e. Coordinate with the Training Coordinator on any health issues that may affect participation or training schedules.
- f. Facilitate referrals to external medical facilities when necessary and assist in emergency response procedures.
- g. Maintain confidentiality and professionalism in handling health-related information.
- h. Document health incidents, actions taken, and referrals made during the training day.

**AFTER TRAINING**

- a. Consolidate and submit health and welfare monitoring and incident reports to the Training Coordinator.
- b. Provide inputs on observed health-related concerns, risks, or recommendations to improve future training implementation.
- c. Ensure proper inventory, safekeeping, and turnover of medical supplies and equipment.
- d. Participate in post-training debriefings, when required, to share observations and recommendations.

**G. TRAINING COORDINATORS**

The Training Coordinator oversees the overall onsite implementation of the training program at the assigned venue. S/he focuses on managing training operations, including logistical arrangements and learning delivery; supervising Class Managers, Trainers, M&E Officers, and Welfare Officers; and ensuring adherence to training schedules, delivery standards, and operational protocols.

The Training Coordinator serves as the primary liaison with the Program Manager (NEAP) to ensure timely coordination, efficient issue resolution, and alignment of training implementation with program objectives.

Specifically, the Training Coordinator shall:

**BEFORE TRAINING**

- a. Serve as the primary onsite coordinator for the designated hotel venue.
- b. Coordinate with the Program Manager (NEAP) on training requirements, timelines, and expectations.



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- c. Oversee and brief Class Managers, M&E Officers, Welfare Officers, and Trainers on roles, schedules, and venue-specific arrangements.
- d. Ensure training logistics are in place, including:
  - i. Training rooms and layout
  - ii. Audio-visual equipment and materials
  - iii. Participant seating and workspace requirements
  - iv. Participant room accommodation and assignment
- e. Confirm trainer readiness, session flow, and learning materials before training day.
- f. Coordinate with hotel staff on venue arrangements, meals, and facility access.
- g. Validate participant lists and coordinate with Class Managers on attendance and registration procedures.

#### **DURING TRAINING**

- a. Oversee onsite training operations, ensuring smooth delivery of both logistical and learning components.
- b. Supervise Class Managers in managing attendance, timekeeping, documentation, and participant concerns.
- c. Supervise Monitoring and Evaluation (M&E) Officers in the conduct of training evaluations, data consolidation, and reporting.
- d. Supervise the Welfare Officers in ensuring the day-long availability of services and support for health-related concerns and issues.
- e. Provide operational support to Trainers, ensuring sessions proceed as planned.
- f. Monitor adherence to the training program design and schedule.
- g. Serve as the main point of contact between the venue and the Program Manager (NEAP).
- h. Address and resolve onsite issues (e.g., venue concerns, materials requests, participant needs).
- i. Ensure training activities align with the set training objectives and standards.
- j. Document notable concerns, observations, and recurring issues for reporting to the Program Manager (NEAP).

#### **AFTER TRAINING**

- a. Consolidate and submit training reports, attendance, registration, and training kit receipt records, and other documentation as may be required.
- b. Coordinate with Class Managers, M&E Officers, Welfare Officers, and Trainers to gather post-training feedback and observations.
- c. Report implementation issues, best practices, and recommendations to the Program Manager (NEAP).
- d. Ensure proper venue clearance, return of equipment, and completion of logistical obligations.



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- e. Support post-training follow-ups, including clarifications or documentation requests.
- f. Participate in post-training debriefings or evaluations.



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