



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

**DIVISION MEMORANDUM**

No. **436** 2026

16 SEP 2026

**PREPARATION AND SUBMISSION OF COMPLETION REPORT FOR THE DIVISION  
ROLL-OUT ON THE IMPLEMENTATION OF THE REVISED GRADES 6, 9, AND 10  
CURRICULUM**

To: OIC - 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. In connection with the recently conducted **Division Roll-Out on the Implementation of the Revised Grades 6, 9, and 10 Curriculum**, several members of the Division Technical Working Group are hereby directed to prepare and consolidate the necessary documents for the **Completion Report** to be submitted to the **Professional Regulation Commission (PRC)**.
2. The preparation and submission of the Completion Report aims to:
  - a. consolidate and organize the necessary documentation and evidence of the successful conduct and completion of the four batches of the Division Roll-Out on the Implementation of the Revised Grades 6, 9, and 10 Curriculum; and
  - b. ensure compliance with the documentary requirements of the Professional Regulation Commission (PRC) for the proper documentation, recognition, and processing of the professional development activity.
3. The Completion Report shall cover the following batches:

| Batch                  | Schedule              | Venue                 |
|------------------------|-----------------------|-----------------------|
| <b>Batches 1 and 2</b> | September 26-27, 2026 | To be announced later |
| <b>Batches 3 and 4</b> | October 2-3, 2026     | To be announced later |

4. The concerned Team members shall gather, prepare, verify, and consolidate the following documents for each batch, as applicable:
  - a. Completion Report/Narrative Report;
  - b. Approved Program of Activities/Training Design;
  - c. Attendance Sheets and Registration Forms;



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- d. Training materials and presentation files, as applicable;
  - e. Photographic documentation of the activity;
  - f. Certificates of Participation/Completion, as applicable;
  - g. Evaluation results and summary of participants' feedback; and
  - h. Other supporting documents that may be required by the PRC.
5. The list of participants (TWG) and the training matrix are found in Enclosure Numbers 1 and 2, respectively.
6. Expenses for meals and venue of participants shall be charged against the Division HRD Fund. Transportation of teacher and school head participants is chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
7. Teacher are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for 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*.
8. This Memorandum serves as an Authority to Travel.
9. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

**CURRICULUM**

**PROFESSIONAL DEVELOPMENT**

**COMPLETION REPORT**



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Enclosure No. 1 to Division Memorandum No. 436, s. 2026

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ROLL-OUT ON THE IMPLEMENTATION OF THE REVISED GRADES 6, 9, AND 10  
CURRICULUM**

**LIST OF PARTICIPANTS, DIVISION MANAGEMENT and TECHNICAL WORKING  
GROUP**

|                                                |                           |                                                                  |
|------------------------------------------------|---------------------------|------------------------------------------------------------------|
| <b>MANAGEMENT TEAM<br/>and<br/>CONSULTANTS</b> | Roel F. Bermejo           | SDS                                                              |
|                                                | Marlon P. Destreza        | OIC, Office of ASDS                                              |
|                                                | Merlie J. Rubio           | OIC Chief – CID/EPS<br>– Filipino                                |
|                                                | Ronald D. Dile            | OIC Chief –<br>SGOD/SEPS – M<br>and E                            |
|                                                | Lalain E. Delos Santos    | PSDS – Districts of<br>Dao & Cuartero/Div.<br>Kindergarten Coor. |
|                                                | Dr. Edwin Jason D. Dueñas | EPS – Learning<br>Resources & Division<br>English Coor.          |
|                                                | Dr. Immaculada J. Amores  | SEPS-HRD                                                         |
|                                                | Jerry Mosquete            | EPS-HRD                                                          |
|                                                | Dr. Aileen May Isiderio   | SEPS-Research &<br>Development                                   |
|                                                | Emmanuel Lati             | ITO                                                              |

|                                    |                           |                               |
|------------------------------------|---------------------------|-------------------------------|
| <b>Technical<br/>Working Group</b> | 1. Mark Nel R. Venus      | TWG Lead/Cuartero<br>District |
|                                    | 2. Krizel Aguadera        | Pilar District                |
|                                    | 3. Dr. Evita Rose L Busil | Pontevedra District           |
|                                    | 4. Arnold Delfin          | Pilar District                |
|                                    | 5. Mary Lyn De Guzman     | Pilar District                |



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|  |                         |                      |
|--|-------------------------|----------------------|
|  | 6. Edwin C. Salanatin   | Panay District       |
|  | 7. Jonalyn Buenvenida   | Pres. Roxas District |
|  | 8. Milbert Bechayda     | Panay District       |
|  | 9. Maricris Venus       | Pontevedra District  |
|  | 10. Kimberly Apolinario | Cuartero District    |



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Enclosure No. 2 to Division Memorandum No. 436 s. 2026

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**MATRIX OF ACTIVITIES**

**DAY 1 – ORIENTATION, DOCUMENT REVIEW, AND INITIAL PREPARATION**

| Time                      | Activity                                                                                    | Person(s) Responsible       |
|---------------------------|---------------------------------------------------------------------------------------------|-----------------------------|
| 7:30–8:00<br>AM           | Registration and Attendance                                                                 | Secretariat                 |
| 8:00–8:15<br>AM           | Opening Program Preliminaries                                                               | Program Committee           |
| 8:15–8:30<br>AM           | Statement of Purpose and Workshop<br>Objectives                                             | Dr. Immaculada J.<br>Amores |
| 8:30–9:30<br>AM           | General Orientation on PRC Requirements for<br>the Submission of Completion Report          | Mark Nel R. Venus           |
| 9:30–9:45<br>AM           | Health Break                                                                                | —                           |
| 9:45–<br>10:30 AM         | Presentation and Discussion of Required<br>Documentary Evidence and Submission<br>Checklist | Mark Nel R. Venus           |
| 10:30–<br>12:00 NN        | Workshop 1: Inventory and Review of Existing<br>Documents for Batches 1–4                   | Dr. E. R. Busil             |
| <b>12:00–<br/>1:00 PM</b> | <b>Lunch Break</b>                                                                          | —                           |



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|                 |                                                                                                           |                          |
|-----------------|-----------------------------------------------------------------------------------------------------------|--------------------------|
| 1:00–2:30<br>PM | Workshop 2: Organization and Validation of Attendance Sheets, Registration Forms, and Participant Records | Krizel Aguadera          |
| 2:30–2:45<br>PM | Health Break                                                                                              | —                        |
| 2:45–4:00<br>PM | Workshop 3: Consolidation and Validation of Photographic and Other Activity Documentation                 | Arnold Delfin            |
| 4:00–4:45<br>PM | Workshop 4: Preparation of Batch Narratives and Accomplishment Highlights                                 | Mary Lyn De Guzman       |
| 4:45–5:00<br>PM | Synthesis, Clarifications, and Next Steps                                                                 | Dr. Immaculada J. Amores |

**DAY 2 – COMPLETION REPORT WRITING, CONSOLIDATION, AND QUALITY ASSURANCE**

| <b>Time</b>      | <b>Activity</b>                                                              | <b>Person(s) Responsible</b> |
|------------------|------------------------------------------------------------------------------|------------------------------|
| 7:30–8:00<br>AM  | Registration and Attendance                                                  | Secretariat                  |
| 8:00–8:15<br>AM  | Recap of Day 1 and Presentation of Day 2 Tasks                               | Jerry Mosquete               |
| 8:15–9:30<br>AM  | Workshop 5: Preparation of the Completion Report for Each Batch              | Mark Nel R. Venus            |
| 9:30–9:45<br>AM  | Health Break                                                                 | —                            |
| 9:45–11:30<br>AM | Workshop 6: Completion and Consolidation of Supporting Documents and Annexes | Batch Teams                  |



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|                       |                                                                                                  |                               |
|-----------------------|--------------------------------------------------------------------------------------------------|-------------------------------|
| 11:30 AM–<br>12:00 NN | Initial Review of Completed Documents                                                            | Facilitators /<br>Secretariat |
| 12:00–1:00<br>PM      | Lunch Break                                                                                      | —                             |
| 1:00–2:30<br>PM       | Workshop 7: Quality Assurance and Compliance<br>Checking Using the PRC Checklist                 | Dr. Lalain De los<br>Santos   |
| 2:30–2:45<br>PM       | Health Break                                                                                     | —                             |
| 2:45–3:45<br>PM       | Workshop 8: Finalization, Formatting, Labeling,<br>and Organization of Completion Report Folders | Krizel Aguadera               |
| 3:45–4:30<br>PM       | Presentation and Validation of Batch<br>Completion Reports                                       | Dr. E. R. Busil               |
| 4:30–4:45<br>PM       | Consolidation of Final Outputs and Assignment<br>of Remaining Tasks                              | Mark Nel R.<br>Venus          |
| 4:45–5:00<br>PM       | Closing Program, Commitments, and Final<br>Instructions for Submission                           | Dr. Amores                    |