

05 NOV 2025

DIVISION MEMORANDUM
No. 693, s. 2025

**DIVISION CAPACITY BUILDING ON STRENGTHENING
EPP/TLE/TVL CURRICULUM IMPLEMENTATION,
PEDAGOGICAL APPROACHES, AND ASSESSMENT PRACTICES
CUM TRAVEL ORDER**

To: OIC- Office of the Assistant Schools Division Superintendent
OIC- School Governance and Operations Division
OIC- Curriculum Implementation Division
Education Program Supervisors
School Heads (All Public Schools)
EPP/TLE/TVL Department Heads, Coordinators and Key Teachers
All Others Concerned

1. In adherence to DepEd Order No. 24, s. 2022 (Adoption of the Basic Education Development Plan 2030), which emphasizes the importance of professional development programs that strengthen the capacity of DepEd personnel, education leaders, and managers to implement inclusive and participatory management processes, this Office remains committed to nurturing lifelong learners who are innovative, locally responsive, and globally competitive. Consistent with this vision and in support of *Ambisyon Natin 2040*, which seeks to address gaps in inclusive and globally competitive technical and vocational education, the Schools Division of Imus City announces the conduct of a **Division Capacity Building on Strengthening EPP/TLE/TVL Curriculum Implementation, Pedagogical, and Assessment Practices** on **November 18–20, 2025**, from 8:00 am – 5:00 pm. The venue shall be announced in a separate memorandum.

2. This capacity building aims to:

- a. Enhance the knowledge and skills of EPP/TLE/TVL teachers in effectively implementing the Revised K to 12 Curriculum framework.
- b. Update participants on the latest pedagogical approaches and innovative strategies relevant to EPP/TLE/TVL instruction.
- c. Increased capacity to develop and utilize effective assessment tools and strategies in assessing learning outcomes in EPP/TLE/TVL.
- d. Greater ability to integrate 21st-century skills into EPP/TLE/TVL instruction.
- e. Development of work application plan for strengthening curriculum implementation.

- f. Building a culture of continuous improvement and innovation within the school community.
 - g. Renewed program effectiveness, more resilient and sustainable support system.
 - h. Foster collaboration and sharing of expertise among EPP/TLE/TVL educators.
3. Participants in this capacity building are
 - a. 29 EPP Teachers
 - b. 9 TLE Teachers
 - c. 27 TVL Teachers, and
 - d. Select personnel from CID/SGOD
4. All teacher participants and the members of the Division Program Management Team must register through the links on or before November 12, 2025 at

<https://bit.ly/DIVISIONCAPACITYBUILDINGONSTRENGTHENINGEPPPTLETVL>
5. Expenses incurred relative to the conduct of this activity, such as honoraria of resource speakers, training materials, venue rental, and meals, shall be charged against HRTD Funds, subject to the usual accounting and auditing rules and regulations. Travel expenses of participants shall be charged against school MOOE or local funds, subject to availability and the usual accounting and auditing rules and regulations.
6. School heads are reminded to ensure compliance with the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 by ensuring that affected classes shall have substitute teachers in place of the teacher-participants.
7. Eclosed are the training guidelines, program management team, training matrix, and names of participants per school.
8. For inquiries and clarifications, please contact Joseph R. Carreon, Education Program Supervisor for EPP/TLE/TVL, at joseph.carreon@deped.gov.ph or through 09273936539.
9. Immediate and wide dissemination of this Memorandum is desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.04
18:19:58 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

TRAINING PROGRAMS
WORKSHOPS

cid/jrc/ 10-29-2025

Enclosure No. 01 to Division Memorandum No. 693 s. 2025

Training Guidelines

Meals

The first meal to be served is AM snack of Day 1 and the last meal is the PM snack of the last scheduled day. Kindly advise the management team about any food restrictions.

Attire

All participants are expected to wear smart-casual attire for the whole duration of the training. Whereas, the learning facilitators/resource persons are expected to wear business formal attire.

Health Protocol

All participants must bring their maintenance medicine (if any). Those who are showing any symptom/s of any sickness must inform the medical officer regarding this matter.

Training Evaluation

Daily evaluation and end of program evaluation of the training is needed to further improve the conduct of training program. In this regard, the participants are expected to evaluate daily and to accomplish end of the program evaluation.

Departure of the Participants

No one is allowed to go home ahead of schedule. Everyone is expected to depart after the closing ceremony. Kindly check your personal belongings before leaving the venue. Do not forget to return the room key to the secretariat.

Other Information

Participants shall bring a laptop, extension cord and other portable devices for the workshop. However, the management team will provide them with all the materials to be used in the training in soft copy. Participants are also advised to be careful with their belongings and take the necessary precautions to ensure their safety. The organizer will not be liable for any loss or damage to property.

Enclosure No. 02 to Division Memorandum No. 693 s. 2025

**DIVISION CAPACITY BUILDING ON STRENGTHENING EPP/TLE/TVL
CURRICULUM IMPLEMENTATION, PEDAGOGICAL APPROACHES, AND
ASSESSMENT PRACTICES CUM TRAVEL ORDER**

List of Participants and PMT

Participants	
School	Name
Alapan 1 ES	EUNICE A. BAQUIGO
Alapan II ES	JOANN N.SIMANGAN
Anabu I ES	JESSEL C. HAGUISAN
Anabu II ES	HEMP L. VIDAL
Bayan Luma I ES	ARNEL S. ORPIA
Bayan Luma II ES	ALEX C. VERWIN
Buhay na Tubig ES	ROGELIO A. MERCADO JR
BNTES – Maharlika Annex	STEVE U. DELOS SANTOS
Bukandala ES	DANALYN C. PIAMONTE
Carsadang Bago ES	MIRAFLORE T. ABACHE
Cayetano Topacio ES	MARICEL C. PABLO
E. Villanueva Memorial ES	LIEZEL G. AGUSTIN
Imus Pilot ES	DOMINGO S. MENDIOLA
Malagasang I ES	ELENA I. CABRERA
Malagasang II ES	MARY JANE B. DE LOS REYES
Malagasang III ES	MARIA VANESSA W. FABROS
Palico ES	GEORGE BOSS A. TACLA
Pasong Buaya I ES	JOSE P. DIMAPILIS
Pasong Buaya II ES	DINA B. ULIDAN
Pasong Buaya III ES	JENNELYN B. PAGATPAT
Pasong Santol ES	BIBIAN R. GAYAMO
PSES – Golden City Annex	ANA BERNARDITA I. ARRIESGADO
PSES – Golden City Annex	LOLITO R. RAYMUNDO
PSES – Golden City Annex	ROMEL B. BAYABAN
Tanzang Luma ES	ANGELICA LEGASPI
Tinabunan ES	JENNY VERA MAE C. AGUIRREA
Toclong ES	ANNALY TADIAQUE
Gen. Licerio Topacio NHS	DIANA A. MAMATIC
Gen. Tomas Mascardo NHS	JENNIFER G. SORREDA
Hipolito Saquilayan NHS	JUDY ANN T. AMOROSO
Imus NHS	PATRICIA MARIE P. SARIA
Gen. Emilio Aguinaldo NHS	JOANNE V. CURA
Anastacio Advincula IS	CONTESSA R. TALENS
City of Imus Integrated School	ERLINDA Y. LAUZON
City of Imus Integrated School	ROSALIE R. MEJIA
Francisca Tirona Benitez IS	AIRA MAE A. PUSING
Gov. D.M. Camerino IS (HS)	MC GRETTEL O. VIDEZ
Gov. D.M. Camerino IS (HS)	ROGER IAN C. DEMILLO
Gen. Juan Castañeda SHS	MARC ARIES CAMET
Gen. Juan Castañeda SHS	MARK DAVID DAYAG
Gen. Juan Castañeda SHS	WENDELL E. LANTACO

Gen. Pantaleon Garcia SHS	PORFERIO ABANGGAN JR.
Gen. Pantaleon Garcia SHS	RODELLO BASA
Gen. Pantaleon Garcia SHS	EDWIN CHANO
Gen. Pantaleon Garcia SHS	JUDITH LAGAMO
Gen. Pantaleon Garcia SHS	RAFAEL REMORCA
Gen. Pantaleon Garcia SHS	MARK TEPACE
Gen. Flaviano Yengko SHS	JOVELYN R. SILVERIO
Gen. Flaviano Yengko SHS	LORENZO F. MORENO JR.
Gen. Flaviano Yengko SHS	WILHELM ANDREW G. BITAO
Gen. Flaviano Yengko SHS	RODRIGO JR. M. BOQUIRON
Gen. Flaviano Yengko SHS	MARY JANE M. BOLANIO
Gen. Flaviano Yengko SHS	ANTONIO ROMMEL B. PATIGA
Gen. Flaviano Yengko SHS	AMYR C. PEREZ
Gen. Flaviano Yengko SHS	HERELYN M. REY
Gov. Juanito Reyes Remulla SHS	GIOVANNI PAOLITO YODICO
Gov. Juanito Reyes Remulla SHS	MYRA D. RETUERMA
Gov. Juanito Reyes Remulla SHS	YESHE KARINE M. RODELAS
Gov. Juanito Reyes Remulla SHS	FREDDIE C. ALVAREZ
Gov. Juanito Reyes Remulla SHS	JOSEVERINO B. LAXAMANA
Gov. Juanito Reyes Remulla SHS	ALPHERT G. DE GUZMAN
Gov. Juanito Reyes Remulla SHS	ADRIEL G. VALDISIMO
Gov. Juanito Reyes Remulla SHS	RAYMART E. LIPAOPAO
Gov. Juanito Reyes Remulla SHS	JOEY P. MONTIMAN
Gov. Juanito Reyes Remulla SHS	JOVITA C. DE VERA
Gov. Juanito Reyes Remulla SHS	CATHERINE B. SOLIVA

PMT
MARY ANN N. VILLAREAL
GARY T. DIRAGEN
DENNIS JAY G. GUMBOC
ROMMEL DR. CUISON
JOCELYN T. AQUINO
NESSA-AMIE P. LOPE
ROSEMAE F. ROSETE
LEOMIL G. BALLENA
JOSEPH R. CARREON
DARL FERHEN M. DANCEL
MEDEL CARLOS C. ZARSUELO JR.

Enclosure No. 03 to Division Memorandum No. 693 s. 2025

**DIVISION CAPACITY BUILDING ON STRENGTHENING EPP/TLE/TVL
CURRICULUM IMPLEMENTATION, PEDAGOGICAL APPROACHES, AND
ASSESSMENT PRACTICES CUM TRAVEL ORDER**

Program Management Team and Terms of Reference

HOMER N. MENDOZA Assistant Schools Division Superintendent OIC-Office of the Schools Division Superintendent GLENDA DS. CATADMAN Chief Education Supervisor OIC-Office of the Assistant Schools Division Superintendent MARCIANO V. VALLES Education Program Supervisor OIC-Curriculum Implementation Division IVAN HONORPETTE A. MIJARES Education Program Supervisor OIC-School Governance and Operations Division
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Management Staff	Members
Program Owner and Manager Learning Manager	Joseph R. Carreon, EPS EPP/TLE/TVL
Support Program Manager/ Training Manager	Darlferhen M. Dancel, SEPS HRDS
Secretariat/Registration	Mary Ann N. Villareal, Master Teacher II
Program Invitation/Logistic	Dennis Jay G. Gumboc, Master Teacher I
M & E Coordinator	Medel Carlos C. Zarsuelo Jr., EPS II
Documenter	Gary T. Diragen, Teacher III
Resource Speakers	Rommel DR. Cuison, Teacher III Jocelyn T. Aquino, MT II/ OIC-Principal Nessa-Amie P. Lope, MT I/ OIC-Principal Joseph R. Carreon,
Division Logistics Officer	Josephus Perseus Banaag, AOIV/Supply Officer
Information Technology Team	June Bence L. Adelan, EPS SGOD
Finance Officer	Jona B. Ramos, AOV/Budget Officer
Welfare Officers	Rosemae F. Rosete, Nurse II
Process Observer	Marilou P. Bronzi
Master of Ceremonies	Leomil G. Ballena

Role	Terms of Reference
a. Program Manager	1. Oversees the implementation of the entire program. 2. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to

	standards. 3. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. 4. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. 5. Prepares the CPD documents for submission to the PRC through the NEAP-R. 6. Leads in crafting the Program Completion Report.
b. Learning Manager	1. Leads the conduct of the program per session room. 2. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. 3. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. 4. Facilitates management of learning activities as scheduled and as needed. 5. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. 6. Ensures that the pre-assessment is administered. 7. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. 8. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.
c. Resource Persons	1. Prepare and deliver engaging, relevant, and research-based presentations, modules, or workshop materials aligned with the program's objectives. 2. Lead interactive sessions, discussions, and workshops that promote active learning and participation among educators. 3. Applies effective presentation and facilitation techniques in conducting assigned sessions and provides expert content input during learning sessions. 4. Be available to answer questions, address concerns, and offer personalized guidance to participants during the capacity building.
d. M&E Coordinator	1. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. 2. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. 3. Applies process observation and prescribed tools to monitor and evaluate program delivery. 4. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. 5. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. 6. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
e. Documenter	1. Documents the proceedings of the learning sessions using the prescribed documentation template. 2. Takes photos of the different parts of the program delivery.

	Photograph key moments, participants' engagement, and visual aids (with prior consent and adherence to privacy policies). 3. Capture significant questions raised and answers provided during the Q&A session and document group outputs, workshop results, and practical demonstrations.
f. Secretariat	1. Attends to the registration needs of participants. 2. Ensures that participants fill out attendance sheets every day. 3. Prepares a directory of participants based on registration forms. 4. Assists in the distribution of learning materials and supplies. 5. Assists in posting and collection of session outputs. 6. Compiles session documents and learning resource materials.
g. Welfare Officer	1. Ensures that provisions for inclusion, safety, security, health, and wellness of participants, PMT, and resource persons are adequate and available at all times in the venue. 2. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.). 3. Identify potential welfare-related risks or needs of participants, such as health conditions, special dietary requirements, accessibility concerns, through pre-registration data or coordination with organizers. 4. Prepare a basic first-aid kit and identify the nearest medical facility/personnel available during the activity. 5. Establish clear communication channels with the organizing committee and designated medical personnel.
h. Logistics Officer	1. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. 2. Leads ocular inspection of venues to ensure adherence to standards and specifications. 3. Checks that session rooms are always ready for use and conducive to learning.
i. Finance Officer	1. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. 2. Initiates procurement processes of resources, materials, and relevant services, and follows up fund disbursement with appropriate offices. 3. Monitors and documents all disbursements against the budget to support liquidation. 4. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.
j. Process Observer	1. Observe and document the facilitators' delivery, including clarity, engagement strategies, time management, and responsiveness to participants. 2. Monitor participant engagement levels, participation patterns, group dynamics, and interactions.

	3. Assess the effectiveness of pedagogical approaches and assessment practices. 4. Evaluate the relevance and clarity of content presented in relation to EPP/TLE/TVL curriculum implementation, pedagogy, and assessment. 5. Identify strengths and areas for improvement in session design, delivery, and participant learning experience. 6. Provide objective and evidence-based feedback to the organizers and facilitators and offer actionable recommendations for improvement for future capacity-building initiatives. 6. Note any unexpected issues, challenges, or positive outcomes that arise and specific examples or critical incidents to support observations.
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**CAPACITY BUILDING ON STRENGTHENING EPP/TLE/TVL CURRICULUM
IMPLEMENTATION AND PEDAGOGICAL APPROACHES, AND ASSESSMENT
PRACTICES CUM TRAVEL ORDER**

November 18-20, 2025

Venue: TBD

Program Matrix

Day 1

Time	Activity/Session	In-charge
7:00 a.m. – 8:30 a.m.	Registration & Distribution of Training Kits	Secretariat & Logistic Officers
8:31 a.m. – 9:15 a.m.	Opening Program (Plenary) - Philippine National Anthem - Ecumenical Prayer - DepEd Quality Policy Statement - CALABARZON March - Imus Hymn - Dangal ng Imus (Hymn of SDO Imus City) - Welcome Remarks - Statement of Purpose - Presentation of PMT and Participants - Activity Norms	Secretariat (Master of Ceremony)
9:16 a.m. – 9:30 a.m.	Pre-Test via Microsoft (Breakout)	Class Manager & M&E Coordinator
9:31 a.m. – 9:45 a.m.	Uninterrupted Morning Break	
9:46 a.m. – 12:00 p.m.	Session 1: <i>Review of the Current EPP/TLE/TVL Curriculum Instructional Design Framework: Pedagogical Approaches</i>	Learning Facilitator Joseph R. Carreon
12:01 p.m. – 1:00 p.m.	Uninterrupted Noon Break	
1:01 p.m. – 1:15 p.m.	Energizer	Assigned Group for MOL
1:16 p.m. – 3:00 p.m.	Session 2: <i>Assessment Practices: Developing Assessment Tools and Strategies for EPP/TLE/TVL</i>	Learning Facilitator Rommel DR. Cuison
3:01 p.m. – 3:15 p.m.	Uninterrupted Afternoon Break	

3:16 p.m. – 4:45 p.m.	Session 2: PISA Liked Assessment	Learning Facilitator Nessa-Amie P. Lope
4:46 p.m. – 5:00 p.m.	End-of-the-Day Evaluation Important Reminders	Class Manager & M&E Coordinator

Day 2

Time	Activity/Session	In-charge
8:00 a.m. – 8:15 a.m.	Management of Learning (Breakout) - Nationalistic Song - Ecumenical Prayer - Energizer - Recap of Previous Sessions - Clearing House	Class Manager & Assigned Group for MOL
8:16 a.m. - 10:00 a.m.	Session 2 (Continuation): Workshop in Crafting Assessment	Learning Facilitator Nessa-Amie P. Lope
10:01 a.m. – 10:15 a.m.	Uninterrupted Health Break	
10:16 a.m. – 12:00 p.m.	Session 3: Within Curriculum, Across Curriculum	Learning Facilitator Jocelyn T. Aquino
12:01 p.m. – 1:00 p.m.	Uninterrupted Noon Break	
1:01 p.m. – 1:15 p.m.	Energizer	Assigned Group for MOL
1:16 p.m. – 3:00 p.m.	Session 3 (Continuation): Within and Across Curriculum	Learning Facilitator Jocelyn T. Aquino
3:01 p.m. – 3:15 p.m.	Uninterrupted Afternoon Break	
3:16 p.m. – 4:45 p.m.	Session 4: Integrating 21st Century Skills in EPP/TLE/TVL	Learning Facilitator Rommel DR. Cuison
4:46 p.m. – 5:00 p.m.	End-of-the-Day Evaluation Important Reminders	Class Manager & M&E Coordinator

DAY 3

Time	Activity/Session	In-charge
8:00 a.m. – 8:15 a.m.	Management of Learning (Breakout) - Nationalistic Song - Ecumenical Prayer - Energizer - Recap of Previous Sessions - Clearing House	Class Manager & Assigned Group for MOL
8:16 a.m. - 10:00 a.m.	Session 5: Action Research Models	Learning Facilitator Joseph R. Carreon

10:01 a.m. – 10:15 a.m.	Uninterrupted Health Break	
10:16 a.m. – 12:00 p.m.	Session 6: <i>Management of Intervention and Support Program for Struggling Learners or SARDO</i>	Learning Facilitator Joseph R. Carreon
12:01 p.m. – 1:00 p.m.	Uninterrupted Noon Break	
1:01 p.m. – 1:15 p.m.	Energizer	Assigned Group for MOL
1:16 p.m. – 3:00 p.m.	Session 7: <i>Teaching Demonstration and Work Application Plan</i>	Learning Facilitators (Master Teacher, Principal, and Education Program Supervisor)
3:01 p.m. – 3:15 p.m.	End-of-Day and End-of-Program M&E Post-Test Afternoon Break	
3:16 p.m. – 3:30 p.m.	Closing Program • Nationalistic Song • Prayer • Insights • Challenge • Acceptance of Challenge	PMT
3:31 p.m. – 4:40 p.m.	Awarding of Certificates	PMT
4:41 p.m. – 4:45 p.m.	Closing Remarks	Dr. Marciano V. Valles Education Program Supervisor- OIC-CID
4:46 p.m. – 5:00 p.m.	End-of-the-Day Evaluation Important Reminders	Class Manager & M&E Coordinator
Leomil G. Ballena Master of Ceremonies		

Opening Program

Preliminary Activities	AVP Philippine National Anthem Ecumenical Prayer DepEd Quality Policy Statement CALABARZON March Imus Hymn Dangal ng Imus (Hymn of SDO Imus City)
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Introduction of the Participants	JOSEPH R. CARREON Education Program Supervisor
Welcome Remarks	DR. GLENDA DS. CATADMAN Chief Education Supervisor OIC-Office of the Asst. Schools Division Superintendent
Message	MR. HOMER N. MENDOZA Assistant Schools Division Superintendent OIC-Schools Division Superintendent
Statement of Purpose	DR. MARCIANO V. VALLES Education Program Supervisor-MAPEH OIC-Curriculum Implementation Division
Introduction of the Program Management Team	JOSEPH R. CARREON Education Program Supervisor
Program Norms and Introduction to Resource Speakers	DARL FERHEN M. DANCEL Senior Education Program Specialist Human Resource Development Section
Leomil G. Ballena Master of Ceremonies	

Closing Program

Nationalistic Song	AVP – Nationalistic Song (Bagani)
Prayer	AVP – Paryer (Lead me Lord)
M & E Results	Medel Carlos C. Zarsuelo, Jr.
Impression/Insights	TBA
Challenge	MR. HOMER N. MENDOZA Assistant Schools Division Superintendent OIC-Schools Division Superintendent
Acceptance of Challenge	TBA
Awarding of Certificates	PMT
Closing	DR. MARCIANO V. VALLES Education Program Supervisor-MAPEH OIC-Curriculum Implementation Division
Leomil G. Ballena Master of Ceremonies	