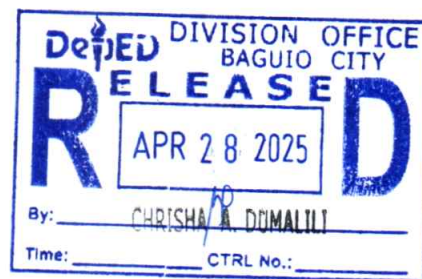




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 28, 2025

**DIVISION MEMORANDUM**

NO. 274-2025

**CONDUCT OF KNOWLEDGE BUILDING PROGRAM FOR MASTER TEACHERS**

To: Chief Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

- Pursuant to DepEd Order No.001, s. 2020, titled **Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders**, the Department of Education through the National Academy of the Philippines (NEAP) issued the DepEd Professional Development (PD) Priorities for Teachers and School Leaders.
- The PD priorities, which includes Professional Programs for Master Teachers, shall support the realization of DepEd's goal of continuous upskilling and reskilling of teachers and school leaders that will result to better student learning outcome.
- In adherence to these directives, and as part of SDO Baguio's continued commitment to professional growth and excellence in teaching, this Office through the School Governance and Operations Division- Human Resource Development Section shall conduct the **Knowledge Building Program for Master Teachers** (Batch 1).
- The objectives of said PD program are the following:
  - Deepen the understanding of participants on instructional leadership and coaching and mentoring skills.
  - Equip the teachers with strategies and pedagogy in leading professional learning communities.
  - Develop the key skills that improve personal and professional relationships, decision-making, and overall mental well-being of the participants.
- Conduct of the Knowledge Building Program is scheduled as follows:

Course Program	Date	Venue
Modules 1-2	May 19-22, 2025	Ecolodge, Magsaysay Ave
Modules 3-5	June 2-6, 2025	
Program Implementation	June 23-September 16, 2025	Schools
Revalidation	September 23, 2025	TBA

- Identified participants are listed in Enclosure 3. Participants are requested to confirm their participation on or before **May 9, 2025** through this link <https://tinyurl.com/ConfirmationKBPforMT>.



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5. Expenses incurred relative to the conduct of the activity shall be charged against HRD funds subject to the usual accounting and auditing laws, rules and regulations.
6. School-based participants shall be granted service credits equivalent to four days for their participation in the first run scheduled on May 19–22, 2025, as these dates fall within the uninterrupted summer vacation period for teaching personnel.
7. In addition to their task as members of the PMT, the following participants shall function as Inspectorate team of meals and snacks:
  - a. Nora Dalapnas
  - b. Santiago Bugtong
8. For reference, please see attached enclosures:  
Enclosure 1: Indicative Matrix  
Enclosure 2: Program Management Team  
Enclosure 3: List of Master Teacher Participants
9. For any concerns and clarifications, please feel free to contact the HRDS office at telephone number **074-446-1488**.
10. Immediate dissemination of and compliance with this Memorandum is enjoined

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**CARMEL F. MERIS EdD**

OIC- Office of the Assistant Schools Division Superintendent ✓





INDICATIVE TRAINING MATRIX  
 KNOWLEDGE BUILDING PROGRAM FOR MASTER TEACHERS- Module 1 & 2  
**May 19-22, 2025 -Ecolodge, Magsaysay Ave. Baguio City**

Time/	DAY 1- May 19	DAY 2- May 20	DAY 3-May 21	DAY 4
7:30-8:00 am	Attendance/Registration	Attendance	Attendance	Attendance
8:00-8:30 am	Opening Program	Management of Learning	Management of Learning	Management of Learning
8:30-10:00 am	<b>Module 1: Pedagogical Mastery</b>  Session 1 Differentiated instruction and personalized learning	Session 3  Strategies for inclusive education (e.g., supporting students with disabilities).	<b>Module 2: Leadership and Mentorship Skills</b>  Session 1 Conflict resolution and building a collaborative school culture	Session 3 Mentoring and coaching fellow teachers
10:00-10:20 am	Coffee Break			
10:20 -12:00 nn	Con't:	Con't	Con't	Developing and implementing school improvement plans
12:00-1:00 pm	Lunch			
1:00-3:00 pm	Session 2  Integrating technology into lessons	Assessment for learning: formative and summative assessments.	Session 2 Leading curriculum development initiatives	Session 4 Leading Professional Developments and LAC Sessions
3:00-3:20 pm	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:30-4:30 pm	Inquiry-based and student-centered learning approaches	Con't: Session 4	Con't	Con't
4:30-5:00 pm	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward
Resource Speakers/Facilitators	<b>Virginia Alindayo</b> <b>Marina Tabangcura</b> <b>Rey Gapasin</b>		<b>Brenda Awingan</b> <b>Jayrrose Guevarra</b> <b>Marilyn Tami-ing</b> <b>Nancy Dumalili</b>	

INDICATIVE TRAINING MATRIX  
 KNOWLEDGE BUILDING PROGRAM FOR MASTER TEACHERS- MODULES 3-5  
**JUNE 2-6, 2025 - Ecolodge, Magsaysay Ave. Baguio City**

Time	DAY 1-June 2	DAY 2-June 3	DAY 3-June 4	DAY 4-June 5	DAY 5-June 6
7:30-8:00 am	Attendance/Registration	Attendance	Attendance	Attendance	Attendance
8:00-8:30 am	Management of Learning	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:30-10:00 am	<b>Module 3: Instructional Leadership for Mentors</b> Session 1 Principles of effective classroom observation	Session 4 Using evidence-based frameworks for teaching improvement (e.g. Marzano, Bloom's Taxonomy)	<b>Module 4: Emotional Intelligence and Relationship Building for Mentors</b>  Session 1 Building emotional resilience in oneself and mentees	Con't -Module 4	Supporting digital literacy and competency among mentees
10:00-10:20 am	Coffee Break				
10:20 -12:00 nn	Con't	con't  Workshop	Session 2: Creating a supportive and non-judgmental mentoring environment	<b>Module 5- Fostering Innovation and Technology Integration in Mentoring</b> Session 1 Fostering Innovation and Technology Integration in Mentoring-	Using technology to track and assess mentoring progress
12:00-1:00 pm	Lunch				
1:00-3:00 pm	Session 2  Strategies for diagnosing instructional strengths and areas for growth	Session 5  Encouraging reflective journaling and self-assessment among mentees	The role of emotional intelligence in effective mentoring	Con't	Developing your Workplace Application Plan  <b>c/o JTBalantin</b>
3:00-3:20 pm	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
3:20-4:30 pm	Session 3:  Demonstrating effective teaching techniques during mentoring	Con't	Session 3 Encouraging work-life balance and managing burnout	Session 2 Guiding mentees in integrating educational technology tools into the classroom	Closing Program Way Forward

4:30-5:00 pm	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward	Reflection Sharing Synthesis/Way Forward	
Facilitator/Speakers	<b>Nixon Elahe Rosanna Dizon Armi Victoria Fiangaan Rosiebeel Marzo</b>		<b>Lourdes Lomas-e Lolita Manzano Santiago Bugtong Nora Dalapnas Marilyn Apiit</b>	<b>Mary Jane Malihod Loida Mangangey Sydney Carino</b>	





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**Enclosure 2: PROGRAM MANAGEMENT TEAM**

No.	Names	PMT Role	Office
1.	Soraya T. Faculo	Consultant/Approving Authority	OSDS
2	Carmel F. Meris	PDC Chairperson	OSDS
3	Juliet C. Sannad	Chair for Curriculum/content	CID
4	Nino M. Tibangay	Chair for Logistics	SGOD
3.	Jerry C. Ymson	Lead Facilitator	SGOD
4.	Nora D. Dalapnas	Facilitator/Resource Speaker	CID
5.	Marilyn S. Apiit	Facilitator/Resource Speaker	CID
6.	Virginia C. Alindayo	Facilitator/Resource Speaker	CID
7.	Sydney Shan M. Carino	Facilitator/Resource Speaker	CID
8	Lolita S. Manzano	Facilitator/Resource Speaker	CID
9	Marina D. Tabangcura	Facilitator/Resource Speaker	CID
10	Loida S. Mangangey	Facilitator/Resource Speaker	CID
11	Mary Jane N. Malihod	Facilitator/Resource Speaker	CID
12	Marilyn S. Tamiing	Facilitator/Resource Speaker	CID
13	Jayrerose S. Guevarra	Facilitator/Resource Speaker	CID
14	Brenda Lee C. Awingan	Facilitator/Resource Speaker	CID
15	Nancy B. Dumalili	Facilitator/Resource Speaker	CID
16	Santiago L. Bugtong	Facilitator/Resource Speaker	CID
17	Nixon C. Elahe	Facilitator/Resource Speaker	CID
18	Rosanna D. Dizon	Facilitator/Resource Speaker	CID
19	Lourdes B. Lomas-e	Facilitator/Resource Speaker	CID
20	Rosiebeel N. Marzo	Facilitator/Resource Speaker	CID
21	Rey S. Gapasin	Facilitator/Resource Speaker	CID
22	Armi Victoria Fiangaan	Facilitator/Resource Speaker	CID
23	Samuel F. Bab-anga	Secretariat/co-focal	SGOD
24	Jovelyn T. Balantin	Focal Person	SGOD
25	Arlene Awing	Welfare Officer	SGOD
26	Lilibeth Degsi	Finance Officer	OSDS
27	Asuncion C. Saguid	M & E	SGOD





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**Enclosure 3: List of MASTER TEACHER Participants**

	<b>SENIOR HIGH SCHOOL:</b>		<b>JUNIOR HIGH SCHOOL:</b>
1	ADIWANG, AUGUSTINO CUALAN	1	ABLAO, LUZVIMINDA LARRY TILCAGAN
2	ALTIYEN, JOY CAPIO	2	ABUBO, VANESSA LINO
3	ANGCAWAY, SHALIN FRANCIN EGSAEN	3	ACOSTA, CRISTINA PIMIENTA
4	LISNANG, HARRISON DAO-ANES	4	AMBAKED, MARICEL DIGAN
5	MOSTALES, MARGIE SARMIENTO	5	AWAS, DIONY GABINO
		6	BACAYAN, DARIELLE APILAS
	<b>ELEMENTARY:</b>	7	BAGAYAO, DOLORES PAATAN
1	ACLOPEN-KINDIPAN, KIMBERLY JOY MAGUID	8	BASUNGIT, MARLENE TAWAO
2	ALCABEDOS, JULIAN JR. JAVIER	9	BIADNO, LORELYN FERNANDEZ
5	AQUINO, RELINDA GALANG	10	BOTENGAN, JOHNSON LUCIO
4	BACOLONG, SUSAN MARIE ANANAYO	11	CASTRO, VALENTINA ATIWAG
5	BALATICO, MENARDO MAGNO	12	CAYSO, ARNOLD SALDAEN
6	BALSINO, OLIVIA PALISPIS	13	DACPANO, MARISSA GABRIEL
7	BELOKEN, CHRISTINE JOY TICOL	14	DAISA, VERONICA PARAS
8	BUCLAO, MICHEL BUGUELLES	15	DALINGAY, LANIE BATAWANG
9	CAPLAS, CRESENCIA BANG-AS	16	DALOG, JUANITO SANGET
10	CHAGUNA, LYDIA LUMIOAN	17	DAUZ, MA TERESA CORTEZ
11	CLEMENTE, LYNETTE GUNAN	18	DUPING, ODESSA RAMOS
12	COMMITING, HILARDA PUCDIHON	19	FONITE, ERWIN SHIM DECALENG
13	COMPAY, ARLENE FATA-EK	20	GAO-AY, MERIAM EULOGIO
14	DANIGOS, HELEN OFO-OB	21	GARCIA, ARLENE BUSTAMANTE
15	DATUL, FELICITAS LIGAS	22	GARCIA, MERLE SALCEDO
16	DE GUZMAN, MARISSA CABAY	23	HINAY, JOEL AMISTAD
17	DOMNGAL, NELLIE DAWATON	24	KILLIP, MILAGROS CORTON
18	ELAHE, MARY ROSE ESTRERA	25	LAGOY-YO, MARILOU DAPNISAN
19	ENOMIS, PERLA ATIMAMA	26	LONGBOAN, AGOSTO AMBAS
20	ESLAY, APRIL MALICDAN	27	LOYOSEN, LEONY BUTENG
22	GALLANO, WINNIE SUYAO	28	MAYAPIT, LILIA GABRIEL
23	LAPENA, ROSELYN ANN CASTRO	29	MAYOCYOC, ARIEL LAWAGEY
24	LATA, JOSEPHINE DIANSO	30	MONCADA, MA. CECILIA CALDERON



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25	LONGAY, LINDA BANGA-AN	31	NGAY-OS, CHRISTINA BASIGUEN
26	MADUME, CHADREY TUMAPANG	32	PIWIT, EMILIA BENITO
27	PALANGELO, SEBIA BATAYAN	33	PUNASEN, PAULINE SARO
28	PALONAN, DOMINGA MALLAGAY	34	PUNDO, EVERLITA LIPAWEN
29	PARISTA, ARON PILAY	35	RUIZ, JESSICA FLORES
30	PEDNGA, ANGELBERT ANTONIO	36	SANTOS, GRACE LAWAN
31	PITPITUNGE, SYLVIA BUYUCCAN	37	SUMAKEY, MARJORIE AWAS
32	POLLED, LIZA LOY-ODAN	38	ULPINDO, MARIA RAMELIA MONIS
33	RODRIGUEZ, ESPERANZA LOPEZ	39	UMANDAM, DINDO GUINDALOS
34	ROSARIO, JESUSA PASILIAO	40	VILLAMOR, ANDY VILLAFLORES
35	ROSETE, JENNY ANN AKILIT	41	VINLUAN, ROSE MARIE CULOS
36	SUDICALAN, JAYSON PAGADIAN		
37	WAKAT, EMMA LAMNAO		

\*\*\*nothing follows\*\*\*