



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

April 15, 2025

**DIVISION MEMORANDUM**

NO. 259, 2025

**PLANNING/WORKSHOP OF TRAINERS ON THE CONDUCT OF KNOWLEDGE BUILDING PROGRAM FOR MASTER TEACHERS**

To: Chief Education Program Supervisors  
 All Others Concerned

1. Relative to the upcoming conduct of Knowledge Building Program for Master Teachers, this Office informs the conduct of Planning/Workshop of Trainers on **April 23-24, 2025 8:00 am to 5:00 pm** at DO Training Center, SDO-Baguio.
2. The objectives of the planning/workshop are as follows:
  - 2.1. Develop a strategic plan in the conduct of the course program.
  - 2.2. Guide the participants in identifying target audience needs and aligning module content accordingly.
  - 2.3. Conduct workshops on developing session guides and refinement of the modules needed in the course.

3. Participants are as follows:

No.	Names	Position/Designation	Office
1.	Carmel F. Meris	OIC- ASDS	OSDS
2.	Juliet C. Sannad	CES	CID
3.	Nino M. Tibangay	CES	SGOD
4.	Nora D. Dalapnas	EPS	CID
5.	Marilyn S. Apiit	EPS	CID
6.	Virginia C. Alindayo	EPS	CID
7.	Sydney Shan M. Carino	EPS	CID
8.	Francisco C. Copsiyan	EPS	CID
9.	Armi Victoria A. Fiangaan	EPS	CID
10.	Lolita S. Manzano	EPS	CID
11.	Marina D. Tabangcura	EPS	CID
12.	Loida S. Mangangey	EPS	CID
13.	Mary Jane N. Malihod	EPS	CID
14.	Marilyn S. Tamiing	PSDS	CID
15.	Jayrerose S. Guevarra	PSDS	CID
16.	Brenda Lee C. Awingan	PSDS	CID
17.	Nancy B. Dumalili	PSDS	CID



Address: 82 Military Cutoff Rd, Baguio, Benguet,  
 Telephone No.: (074) 665-1231  
 Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)

DepEd Tayo Baguio City <https://depedpinr>



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

18.	Santiago L. Bugtong	PSDS	CID
19.	Nixon C. Elahe	PSDS	CID
20.	Rosanna D. Dizon	PSDS	CID
21	Lourdes B. Lomas-e	PSDS	CID
22.	Rosiebeel N. Marzo	PSDS	CID
23.	Rey S. Gapasin	PSDS	CID
24	Jerry C/ Ymson	EPS	SGOD
24.	Samuel F. Bab-anga	EPS-II	SGOD
25.	Jovelyn T. Balantin	SEPS	SGOD

4. Activity Matrix:

<b>Day 1 -April 21</b>		
<b>Time</b>	<b>Activity</b>	<b>Focal/Facilitator</b>
8:00-8:30 am	Registration Preliminaries	HRDS
8:30 -8:40 am	Overview of the Knowledge Building Program and Modules	CARMEL F. MERIS OIC- Office of the ASDS
8:40 -9:00 am	Terms of Reference	JOVELYN T. BALANTIN SEPS-HRDS
9:00 -10:00 am	Reiteration on Facilitation Strategies	MARYJANE N. MALIHOD EPS
10:00-10:20 am	Health Break	
10:20 -12:00 noon	Workshop: SG Development	
12:00-1:00 pm	Lunch break	
1:00 pm-5:00 pm	Workshop: Enhancement of Module Presentations	
<b>Day 2- April 22</b>		
8:00-8:20 am	Attendance MOL	HRDS
8:20-10:00 am	Continuation of Workshop	
10:00-10:20 am	Health Break	
10:20-12:00 noon	Refinement of Outputs	
12:00 -1:00 pm	Lunch Break	
1:00-3:00 pm	Presentation of workshop outputs: SGs and refined presentations	
3:00-5:00 pm	Agreements and Timelines Way Forward	JULIET C. SANNAD EdD CES-CID



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

---

5. Participants are advised to bring their own laptops for the workshop.
6. Immediate dissemination and compliance with this Memorandum are enjoined.

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