



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 9, 2025

DIVISION MEMORANDUM

No. **403-2025**

CONDUCT OF MEETING OF LEARNING/PROGRAM MANAGEMENT TEAM (PMT) FOR THE CONDUCT OF REVISED K TO 12 CURRICULUM TRAINING -BATCH 2

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Public School Teachers
 Others Concerned

1. Pursuant to DM-OUHROD-2025-1100, titled: "Implementation of the Phase 2 – Revised K to 12 Curriculum Capacity Building Activities for Grade 2,3,5, and 8 Teachers and School Leaders", this is to inform the field that there will be meeting of the Learning Management Team (LMT) and Program Management Team (PMT) on **July 10, 2025 at DO Training Center, 9:00 am onwards.**

2. The agenda in the meeting are the following:
 1. Establish a shared understanding among participants about objectives, deliverables, responsibilities, and processes to ensure coordinated and effective conduct of the program.
 2. Address other related concerns.

3. Participants in the meeting are all members of the Learning and Program Management Team. The complete composition are as follows:

3.1 Learning Management Team:

Name	Designation	Role in the LMT	Roles and Responsibilities
Juliet C. Sannad	Chief - CID	Overall Learning Management Manager	Oversees training operations; ensures alignment with MATATAG Curriculum; provides overall guidance and coordination



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Armi Victoria A. Fiangaan	EPS	Member – English	Oversee the alignment of training content with the Revised K –to 12 (MATATAG) Curriculum Ensure the proper facilitation and delivery of training sessions Monitor and evaluate the effectiveness of the training program Provide technical assistance to trainers and participants Coordinate with district-level trainers and participants. Provide support on logistics and coaching; ensures feedback loop and reporting Support session planning; assists in monitoring and evaluation of training effectiveness Monitor and evaluate the effectiveness of the training program in district or clustered-based school training
Marilyn S. Api-it	EPS	Member- Filipino	
Francisco C. Copsiyan	EPS	Member - Math	
Virginia A. Alindayo	EPS	Member - Science	
Nora D. Dalapnas	EPS	Member – GMRC- EsP	
Marina D. Tabangcura	EPS	Member – Araling Panlipunan	
Lolita A. Manzano	EPS	Member - MAPEH	
Mary Jane N. Malihod	EPS	Member – EPP/TLE/TVL	
Sydney M. Carino	EPS	Member - Kinder	
Loida C. Mangangey	EPS	Member - LR	
Nixon C. Elahe	PSDS	District 1	
Rosanna D. Dizon	PSDS	District 2	
Rey D. Gapasin	PSDS	District 3	
Nancy B. Dumalili	PSDS	District 4	
Rosiebeel A. Marzo	PSDS	District 5	
Lourdes B. Lomas-e	PSDS	District 6	
Jayrerose S. Guevara	PSDS	District 7	
Brendalee C. Awingan	PSDS	District 8	
Marilyn S. Tami-ing	PSDS	District 9	
Santiago L. Bugtong	PSDS	District 10	



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SCHOOLS DIVISION OF BAGUIO CITY

3.2 Program Management Team:

PMT	Names	Terms of Reference
Consultant	Soraya T. Faculo	Approves the budget, provides over all guidance
PDC Chair	Carmel F. Meris	Oversees the over- all conduct of the activity
Program Management Manager	Niño M. Tibangay	Responsible for the overall program implementation as to logistics and monitoring of training activities.
Coordinator	Jerry C. Ymson	Assist the Program Management Manager. Manage the smooth conduct of the training sessions. Ensure compliance with training schedules and requirements. Oversee the completion and submission of participants' outputs. Monitoring and evaluating school-based training.
Logistics - Head	Jovelyn T. Balantin	Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. Leads ocular inspection of venues to ensure adherence to standards and specifications. Checks that session rooms are always ready for use and conducive to learning.
member	Samuel F. Bab-anga	Assist the logistic head
Monitoring & Evaluation - Head	Asuncion C. Saguid	Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.



Republic of the Philippines
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CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

		Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
Member	Jocelyn C. Coldeg	M and E for G2
Member	Joanna Mae Villareal	M and E for G3
Member	Ferdinand Sapalong	M and E for G5
Information Technology - Head	Harris Dizon Jr.	Prepares and provides equipment or technology needed in the smooth conduct of the activity
IT - member	Sonny Paday-os	Assist the IT head
IT - member	Joseph Oliveros	Assist the IT head
IT - member	Mark Ronald Cabatic	Assist the IT head
Inspectorate/Documenter	Loida Durante Arlani Buccat Lily Mabalot	Conduct pre-delivery inspection to ensure compliance with technical description. Sign and prepare IAR and SEF. Monitor rectification of defective delivery of goods.
Venue	Rommel Manzano	Provide assistance in the utilization of the SPED Center as venue for G. 8.
Secretariat/Attendance/Registration	Amil Flamiano Samuel F. Bab-anga	Attends to registration needs of learners. Ensures that participants fill in attendance sheets every day. 100% complete attendance. Assists in the distribution of learning materials and supplies. Assists in posting and collection of session outputs. Compiles session documents and learning resource materials.
Welfare Officer	Arlene O. Awing	Ensuring that provisions for inclusion, safety, health, and wellness of LMT, PMT, and participants are always adequate and available in the venue.
Welfare Officer	Maria Loreto Andrada	Ensuring that provisions for inclusion, safety, health, and wellness of LMT, PMT, and



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

		participants are always adequate and available in the venue.
School Head	Rommel Manzano	To give support in the training venue
School Head	Hermoso Bunnol	To give support in the training venue

4. Immediate dissemination and compliance with this Memorandum are enjoined.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


CARMEL F. MERIS
OIC- Assistant Schools Division Superintendent