



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



October 14, 2025

DIVISION MEMORANDUM

No. 661-2025

CONDUCT OF REVISED K TO 12 TRAINING FOR SCHOOL LEADERS

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

1. In line with the Department of Education's commitment to strengthening the implementation of the K to 12 Basic Education Curriculum, this Office through the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) in coordination with the Curriculum Implementation Division (CID) shall conduct the **Revised K to 12 Curriculum Training for School Leaders** on **October 22-25, 2025** at Puerto De San Juan, La Union.

2. This training aims to equip school leaders with updated knowledge and competencies aligned with the recently revised curriculum standards, focusing on curriculum content, instructional delivery, and assessment practices that support learner-centered teaching.

3. Participants are School Heads, Education Program Supervisors, Public Schools District Supervisors and members of the Learning and Program Management Team and other staff (complete list is attached).

4. Mr. Amil Flamiano and Ms. Jocelyn Coldeg will serve as inspectorate and at the same time secretariats and monitoring and evaluator respectively.

5. The Program Management Team are as follows:

PMT	Names	Term 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 Managers	Niño M. Tibangay Juliet C. Sannad	Responsible for the overall program implementation as to logistics and monitoring of training activities.
Coordinator	Jerry C. Ymson	Assist the Program Management Managers. Manage the smooth conduct of the training sessions. Ensure compliance with training schedules and requirements. Overseeing the completion and submission of participants' outputs. Monitoring and evaluating school-based training.
Logistics - Head	Samuel F. Bab-anga	Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles,



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		<p>and other resources to support the successful implementation of the program.</p> <p>Leads ocular inspection of venues to ensure adherence to standards and specifications.</p> <p>Checks that session rooms are always ready for use and conducive to learning.</p>
Monitoring & Evaluation - Head	Jocelyn Coldeg	<p>Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.</p> <p>Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.</p> <p>Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.</p> <p>Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.</p>
IT and Inspectorate	Vincent Jay Luis	Prepares and provides equipment or technology needed in the smooth conduct of the activity
Inspectorate	Amil Flamiano Jocelyn Coldeg	<p>Conduct pre-delivery inspection to ensure compliance with technical description.</p> <p>Sign and prepare IAR and SEF.</p> <p>Monitor rectification of defective delivery of goods.</p>
Documenter	Abednego Ollayan	<p>Documents the proceedings of the learning sessions using the prescribed documentation template.</p> <p>Takes photos of the different parts of the activity delivery.</p> <p>Craft the Accomplishment Report of the activity.</p>
Secretariat/ Attendance/ Registration	Amil Flamiano Samuel Bab-anga	<p>Ensures that participants fill in attendance sheets every day. 100% complete attendance.</p> <p>Assists in the distribution of learning materials and supplies.</p> <p>Assists in posting and collection of session outputs.</p> <p>Compiles session documents and learning resource materials.</p>
Welfare Officer	Agnes Totaan Juliet Ursabia	Ensuring that provisions for inclusion, safety, health, and wellness of LMT, PMT, and participants are always adequate and available in the venue.



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6. Expenses incurred during the conduct of this activity shall be charged against the HRD funds allotted for the Revised K to 12 Training Program, subject to the usual accounting and auditing rules and regulations.
7. Service Credit or Compensatory Overtime Credit which ever is applicable will be credited to participants on October 25, 2025 which is a Saturday.
8. Please see attached enclosures for reference:

Enclosure 1: Lists of Speakers/Facilitators
Enclosure 2: Lists of Participants
Enclosure 3: Training Matrix
9. Immediate dissemination and compliance of this Memorandum is enjoined.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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Enclosure 1

Speakers	Marina Tabangcura
	Armi Victoria Fiangaan
	Sydney Cariño
	Francis Copsiyan
	Santiago Bugtong
	Juliet C. Sannad
	Loida Mangangey
	Maryjane Malihod
	Brenda Lee Awingan
	Jayrerose Guevarra
	Rosanna Dizon
	Jimmy Santos
	Jerry C. Ymson
Facilitators	Rosie Beel Marzo
	Rey Gapasin



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Enclosure 2

School/Workplace	Names
Baguio Country Club Village ES	Jane L. Adolfo
Manuel L. Quezon ES	Hermoso P. Bunnol
Lindawan ES	Pamela S. Andulan
Gibraltar ES	Gemma N. Lomboy
Rizal ES	Sharon Christianie Castillo
Rizal NHS	Marcial L. Lami-ing
Lindawan NHS	Cristopher S. Danglose
Springhills ES	Randy P. Cayat
Kias ES	Nickcarter Junior C. Gonzalo
Fort del Pilar ES	Remedios P. Quiño
Happy Hollow ES	Agnes Lomas-e
Happy Hollow NHS	Janet Pascua
Fort del Pilar NHS	Salome Fangkingan
SPED	Rommel L. Manzano
Loakan ES	Valeriano B. Accad
Camp 7 ES	Ester Hydie L. Pucdihon
Jose P. Laurel ES	Jerry D. Walsiyen
Hillside NHS	Benjie-Melchor L. Nicolas
Mil-an NHS	Jane Marie M. Ngolab
Baguio City National High Sch.	Whitney A. Dawayen
Doña Aurora ES	Estrella B. Bulay
Doña Nicasia Juco Puyat ES	Octavia M. Pedro
Don Mariano Marcos ES	Alona C. Estigo
Brookspoint ES	Marlyn Lucas
Mabini ES	Wilma S. Biteng
Doña Aurora NHS	Riona B. Copiling
Dontogan ES	Jacqueline L. Fianza
Adiwang ES	Lilybeth B. Balutoc
Sto. Tomas ES	Leonila C. Catungal
Crystal Cave IS	Julia A. Biligan
Manuel A. Roxas ES	Teodora B. Botis
Sto. Tomas NHS	Jason W. Pascaden
Roxas NHS	Victor A. Fernandez
Josefa Cariño ES	Ligaya N. Annawi
Baguio Central School	Jackson Caya-os
Dominican-Mirador ES	Zenaida L. Kunayon
Aguinaldo ES	Helen C. Acop
San Luis ES	Genar P. Tacay
Dominican-Mirador NHS	Sherwin Fernando
Pines City NHS	Danilo P. Gayao
Irisan ES	Jeffrey F. Aliga
Elpidio Quirino ES	Joseph A. Estigoy
Quezon Hill ES	Maria O. Palsi
San Carlos Heights ES	Ellen F. Grande
Quezon Hill NHS	Marjorie Sumakey



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Irisan NHS	Grace M. Domingo
BCNSHS	Lucia T. Casim
Pinsao Es	Mary Silatoc
Bonifacio ES	Juliet R. Mamaril
Fairview ES	Freda B. Dayog
Lucban ES	Felto P. Agpawa
Holy Ghost Ext. ES	Decky M. Beloken
Pinsao NHS	Christopher D. Basing-at
Guisad Valley NHS	Edward C. Vicente
Alfonso Tabora ES	Gloria Catiyan
Magsaysay ES	Jeannette T. Lacana
Quirino Hill ES	Philip B. Sagalla
Pinget ES	Alice B. Masidong
Magsaysay NHS	Marilou T. Gomeyac
Pinget NHS	Johnny Kidian
Pacday Quinio ES	Annie Laurie W. Bisquera
Bakakeng ES	Jimmy B. Garcia, Jr.
San Vicente ES	Lillie Addag-Vinluan
Doña Aurora H. Bueño ES	Florida F. Cael
Bakakeng NHS	Rosalia A. Ocyaden
Joaquin Smith NHS	Jesusa R. Yadao
San Vicente NHS	Maria Joan D. Andayan
PCNSHS	Soledad Copsiyan
BCHS	Nico Gam-ad



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Enclosure 3

Training Matrix

Day and Time	Duration	Session	In-Charge/ Speaker
Day 1 (October 22, 2025, Wednesday) Facilitator: Rosie Beel Marzo			
04:00 pm – 04:15 pm	15 m	Registration	TWG
04:15 pm – 05:30 pm	1h15 m	Opening program a. Nationalistic Song b. Ecumenical Prayer c. DepEd Quality Policy Statement Welcome and Statement of Purpose MESSAGE Overview of the activity	AVP AVP AVP Dr. Niño M. Tibangay SGOD Chief ES Dr. Soraya T. Faculo, CESO V Schools Division Superintendent Dr. Juliet C. Sannad CID Chief ES
Day 2 (October 23, 2025, Thursday) Facilitator: Jerry C. Ymson			
8:15-9:45 AM	1h 30m	Navigating the School Context, Leading with Purpose	Marina Tabangcura
9:45-10:00 AM	15m	Health Break	
10:00-11:00 AM	1h	Bridging the Gaps: Leading Curriculum Progression Across Key Stages	Armi Victoria Fiangaan
11:00 AM – 12:00 NN	1h	Empowering Pedagogy: Strengthening Instructional Coaching and Support	Sydney Cariño
12:00-1:00 PM		Lunch Break	
1:00-2:30 PM	1h30m	Leadership Through Assessment: From Classroom Evidence to School-wide Decisions	Francis Copsiyan
2:30-2:45 PM	15m	Health Break	
2:45-4:30 PM	1h45m	Context-Driven Professional Development Planning	Santiago Bugtong
4:30-5:00 PM	30 m	End of Day Evaluation	M & E
Day 3 (October 24, 2025, Friday) Rey Gapasin			
8:15-9:30 AM	1h15 mins	Systems Thinking Through Whole School Approach: Advancing People Effectiveness	Juliet C. Sannad
9:30-9:45 AM	15m	Health Break	
9:45-11:00 AM	1h15m	Curriculum Resources	Loida Mangangay
11:00-12:00 NN	1h	Context-Driven PD Programs: Adoption and Growth for Impact	Maryjane Malihod
12:00-1:00 PM		Lunch Break	
1:00-2:30 PM	1h30m	Programmatic Professional Development (PD): Balancing	Brenda Lee Awingan



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		Structure with Contextual Needs	
2:30-2:45 PM	15m	Health Break	
2:45-3:45 PM	1h	Driving Impact Through School Master Plan for Professional Development	Jayrerose Guevarra
3:45-4:45 PM	1h	Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership	Rosanna Dizon
4:45-5:00 PM	15m	End of the Day Evaluation	M & E
Day 4 (October 25, 2025, Saturday) Facilitator: Rosie Beel Marzo			
8:00-9:30	1h30m	Action Research/ Analytics/ Reflection	Jimmy Santos
9:30-9:45 AM	15m	Health Break	
9:45-11:30 AM	1h30m	Closing Program	TWG
11:30-12:00	30m	End of Day Evaluation	M & E