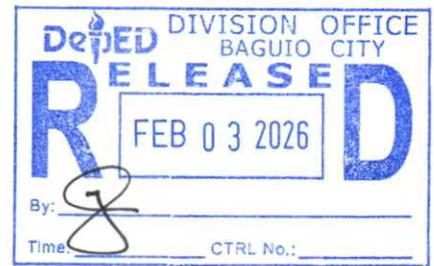




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



02 February 2026

DIVISION MEMORANDUM

No. **086-2026**

UPSKILLING OF KINDERGARTEN TEACHERS ON CONTENT & PEDAGOGY CUM ORIENTATION-WORKSHOP ON THE UTILIZATION OF NUMERACY & LITERACY KITS

To: Chief ES, Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Others concerned

1. This Office, through the Curriculum Implementation Division, will be conducting its **Upskilling of Kindergarten Teachers on Content & Pedagogy cum Orientation-Workshop on the Utilization of Numeracy and Literacy Kits** on February 6 and 7, 2026 at the Division Office, 3rd Floor IPED Hall.
2. The capacity building has the following objectives:
 - a. enhance pedagogical competence in early childhood education;
 - b. strengthen their ability to design engaging, play-based, and learner-centered activities aligned with the Kindergarten curriculum; and
 - c. encourage reflective practice and collaborative sharing of best strategies for maximizing the impact of numeracy and literacy interventions.
3. Participants are to ensure that appropriate at home activities (ADM) are arranged for their classes on Friday, February 6, formally informed in advance to parents/guardians of their learners.
4. Attached are the following:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Program Management Team
 - c. Enclosure 3: Activity Matrix.
5. Assigned inspectorate team during Day 2 are Joyce L. Bumakil, Hazel C. Paran, and the program focal person, Sydney Shan M. Cariño.



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

5. Since Day 2 of the activity falls on a Saturday, teacher-participants shall be granted service credits and SDO personnel shall avail Compensatory Overtime Credit (COCO) pursuant to relevant DepEd and Civil Service issuances.
6. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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

Enclosure 1 to Division Memorandum 086-2026

List of Participants

No.	Full Name	District and School	Sex
1	Rosabel D. Geraga	D1 BCCVES	F
2	Eleonor Kate F Dangbis	D1 Gibraltar ES	F
3	Mary Ann S. Diosan	D1 Gibraltar ES	F
4	Judy Ann D. Budas	D1 Lindawan ES	F
5	Janet O. Santig	D1 Quezon ES	F
6	Jennifer D. Lachica	D1 Quezon ES	F
7	Ned Kelly A. Agbunag	D1 Rizal ES	F
8	Winiefred L. Ud-Ulon	D1 Rizal ES	F
9	Julia S. Saguid	D1 Rizal ES	F
10	Bernadeth S. Navalta	D1 Rizal ES	F
11	Lelibeth Q. Ventura	D1 Rizal ES	F
12	Sunshine A. Ramos	D1 Rizal ES - Liteng Ext.	F
13	Aprily A. Pilanta	D2 Fort del Pilar ES	F
14	Gerlie D. Abecilla	D2 Fort del Pilar ES	F
15	Joyce A. Atos	D2 Fort del Pilar ES	F
16	Brinda Louise Pitlongay	D2 Happy Hollow ES	F
17	Virginia P. Lagotao	D2 Kias ES	F
18	Joselyn M. Zunega	D2 Kias ES	F
19	Gerlie C. Fernando	D2 Springhills ES	F
20	Julie Grace M. Polon	D3 Baguio SPED Center	F
21	Eunice K. Lango	D3 Baguio SPED Center	F
22	Jeremie E. Alicmas	D3 Camp 7 ES	F
23	Bernadette S. Solomon	D3 Camp 7 ES	F
24	Felomina U. Oczon	D3 Jose Laurel ES	F
25	Lorna G. Agdangen	D3 Loakan ES	F
26	Ramona Cosil Padsico	D3 Loakan ES	F
27	Marilyn D. Gabriz	D3 Loakan ES	F
28	Mary Grace F. Sao-ang	D4 Brookspoint ES	F
29	Laimyah Lyn C. Fackayan	D4 Don Mariano Marcos ES	F
30	Febrela B. Madriaga	D4 Doña Aurora ES	F



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

31	Liza L. Lumbican	D4 Doña Aurora ES	F
32	Rick M. Madrid	D4 Doña Aurora ES	F
33	Mercedes C. De Ramon	D4 Doña Aurora ES	F
34	Estela T. Alcantara	D4 Doña Nicasia Puyat ES	F
35	Menzie V. Bangsail	D4 Doña Nicasia Puyat ES	F
36	Stella Mari O. Zapata	D4 Mabini ES	F
37	Novelita L. Pacling	D4 Mabini ES	F
38	Feliza W. Balawan	D5 Adiwang IS	F
39	Marifer A Pablo	D5 Crystal Cave IS	F
40	Joy Ann R. Daniel	D5 Crystal Cave IS	F
41	Veronica D. Camacho	D5 Crystal Cave IS	F
42	Alexandria A. Diguel	D5 Dontogan ES	F
43	Jocelyn S. Cerezo	D5 Dontogan ES	F
44	Clarrice T. Alidas	D5 Dontogan ES	F
45	Christina B. Dano	D5 Roxas ES	F
46	Jasmin V. Egsan	D5 Roxas ES	F
47	Jesusa P. Rosario	D5 Roxas ES	F
48	Crispina K. Pa-Ay	D5 Sto. Tomas ES	F
49	Helen May C. Santos	D6 Aguinaldo ES	F
50	Rose Anne B. Gacuya	D6 Aguinaldo ES	F
51	Cordelia B. Tavares	D6 Aguinaldo ES	F
52	Rosemarie M. David	D6 Baguio CS	F
53	Maureen G. Ganasi	D6 Baguio CS	F
54	Chrisselle V. Emingan	D6 Baguio CS	F
55	Valen Grayle E. Tundagui	D6 Baguio CS	F
56	Clarissa A. Reyes	D6 Baguio CS	F
57	Elsie V. Diwas	D6 Baguio CS	F
58	Soling G. Galong	D6 Baguio CS	F
59	Lily Ann D. Calsi	D6 Baguio CS	F
60	Stephanie C. Hipol	D6 Baguio CS	F
61	Jessica L. Abella	D6 Baguio CS	F
62	Anabella T. Rabanal	D6 Dominican-Mirador ES	F
63	Michelle R. Molina	D6 Dominican-Mirador ES	F
64	Marites O. Balluging	D6 Josefa Cariño ES	F
65	Rhoda A. Kayachen	D6 Josefa Cariño ES	F
66	Arlene D. Asuncion	D6 Josefa Cariño ES	F



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

67	Edlyn P. Chagyo	D6 Josefa Cariño ES	F
68	Stella Ursula H. Mangili	D6 San Luis ES	F
69	Elizabeth B. Asprer	D6 San Luis ES	F
70	Leny Mila B. Ullalim	D7 Elpidio Quirino ES	F
71	Betty Q. Agtulao	D7 Elpidio Quirino ES	F
72	Maricris M. Cayso	D7 Elpidio Quirino ES	F
73	Zelfa A. Baoid	D7 Elpidio Quirino ES	F
74	Edgeline A. Fagel	D7 Irisan ES	F
75	Princess Anne S. Dizon	D7 Irisan ES	F
76	Leonor T. Grona	D7 Quezon Hill ES	F
77	Limay Amy C. Diyao-yao	D7 Quezon Hill ES	F
78	Donnalyn L. Inga-An	D7 Quezon Hill ES	F
79	Rosalinda M. Gabriel	D7 Quezon Hill ES	F
80	Dominga M. Bitaga	D7 Quezon Hill ES	F
81	Connie T. Sumalag	D7 San Carlos Heights ES	F
82	Apple Gay S. Tuguinay	D7 San Carlos Heights ES	F
83	Maritess L. Bahiwag	D8 Bonifacio ES	F
84	Carla Shane N. Rabina	D8 Bonifacio ES	F
85	Rene Jean V. Principio	D8 Fairview ES	F
86	Jackielou E. Basawil	D8 Holy Ghost ES	F
87	Maribeth D. Mallari	D8 Lucban IS	F
88	Fely N. Aromin	D8 Lucban IS	F
89	Jennifer N. Sibayan	D8 Lucban IS	F
90	Anadelle C. Manao	D8 Lucban IS	F
91	Depialyn S. Martin	D8 Lucban IS	F
92	Emmalyn P. Udacion	D8 Lucban IS	F
93	Hendrina A. Casio	D8 Lucban IS	F
94	Frances Laura D. Wanas	D8 Pinsao ES	F
95	Juna B. Tavera	D8 Pinsao ES	F
96	Ruth Ann D. Sina-oy	D9 Magsaysay ES	F
97	Bernice W. Cabay	D9 Magsaysay ES	F
98	Mary Joy T. Pascual	D9 Pinget ES	F
99	Florence C. Astudillo	D9 Pinget ES	F
100	Jenny A. Pagui-en	D9 Quirino Hill ES	F
101	April A. Chap-as	D9 Quirino Hill ES	F
102	Maricel Joy B. Bulsao	D9 Tabora ES	F



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

103	Johanna P. Agsaoay	D10 Bakakeng ES	F
104	Norvelyn S. Payaket	D10 Bakakeng ES	F
105	Hazel C. Paran	D10 DAHBES	F
106	Mariane P. Yodong	D10 DAHBES	F
107	Mildred B. Magangan	D10 Pacday Quinio ES	F
108	Marilou P. Benbenen	D10 Pacday Quinio ES	F
109	Norfin B. Pokis	D10 Pacday Quinio ES	F
110	Joyce L. Bumakil	D10 San Vicente ES	F
111	Cristina A. Dulagan	D10 San Vicente ES	F
112	Harriet M. Alos	D10 San Vicente ES	F
113	Mercy K. Manzano	D9 Quirino Hill ES	
114	Florida F. Cael	School Head, D10 DAHBES	F
115	Marilyn S. Tami-ing	Public Schools District Supervisor	F
116	Sydney Shan M. Cariño	Education Program Supervisor	M



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

Enclosure 2 to Division Memorandum 086-2026

Program/Activity Management Team

Role	Name	Term of Reference
Advisers	Soraya T. Faculo Phd CESO V SDS Carmel F. Meris OIC-ASDS	<ul style="list-style-type: none">Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives
Learning Manager	Juliet C. Sannad, EdD	<ul style="list-style-type: none">Leads the conduct of the activity per sessionEnsures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Co-Learning Manager	Sydney Shan M. Carino,	<ul style="list-style-type: none">Co-leads the conduct of the activity per sessionAssists in ensuring that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Resource Speakers/Subject Matter Expert	Leny Mila B. Ullalim Hazel C. Paran Joyce L. Bumakil Lelibeth Q. Ventura Cristina B. Dano Valen Grayle E. Tundagui Sydney Shan M. Cariño	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat	Florida F. Cael Marilyn S. Tami-ing	<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets every dayAssists in the distribution of learning resource materials and supplies
Documenter	Mercy Manzano	<ul style="list-style-type: none">Documents the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the activity delivery



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

Enclosure 3 to Division Memorandum 086-2026

Activity Matrix

**Upskilling of Kindergarten Teachers on Content and Pedagogy cum
 Orientation-Workshop on the Utilization of Numeracy & Literacy Kits
 TRAINING MATRIX**

Time	Duration	Topic	Facilitator
Day 1: February 6, 2026			
07:30 am - 08:15 am	45m	Registration of Participants	TWG
08:15 am - 08:30 am	45m	Opening Program I. Preliminaries Lupang Hinirang Prayer II. Roll Call Focal III. Welcome Remarks & Statement of Purpose IV. MESSAGE V. Overview of Activity	Sydney Carino, Kindergarten Juliet C. Sannad, EdD <i>Chief, CID</i> Soraya T. Faculo PhD, CESO V <i>Schools Division Superintendent</i> Sydney Carino
08:30 am - 09:45 am	1h15m	Who the Learners Are: Developmental Milestones of Kindergarteners	Leny Mila B. Ullalim
09:45 am - 10:00 am	15m	Health Break	
10:00 am - 12:00 am	2h	Developmentally Appropriate Practices (DAP) in Kindergarten Teaching	Hazel C. Paran
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	1. Play-based Learning: A Pedagogical Approach in Kindergarten 2. Presentation of Aligned ECD Milestones and LCs to the Learning Kits	Joyce L. Bumakil



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

03:00 pm - 03:15 pm	15m	Health Break	
03:15 pm - 04:45 pm	1h30m	Revisiting the Blocks of Time	Lelibeth Q. Ventura
04:45 pm - 05:00 pm	45m	End of Day Evaluation	

Time	Duration	Topic	Facilitator
Day 2: February 7, 2026			
08:00 am - 08:30 am	30m	Registration of Participants	
08:30 am - 09:45 am	1h15m	The ECD Checklist: A Guide for Teachers to Assess and Monitor a Child's Development Across Key Domains	Cristina B. Dano
09:45 am - 10:00 am	15m	Health Break	
10:00 am - 12:00 am	2h	Sample conduct of ECD Assessment focused on the Cognitive Domain	Valen Grayle E. Tundagui
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Orientation-Workshop on Numeracy and Literacy Kits	Sydney Shan M. Cariño
03:00 pm - 03:15 pm	15m	Health Break	
03:15 pm - 04:45 pm	130m	Orientation -Workshop on Numeracy and Literacy Kits	
04:45 pm - 05:00 pm	45m	End of Day Evaluation	