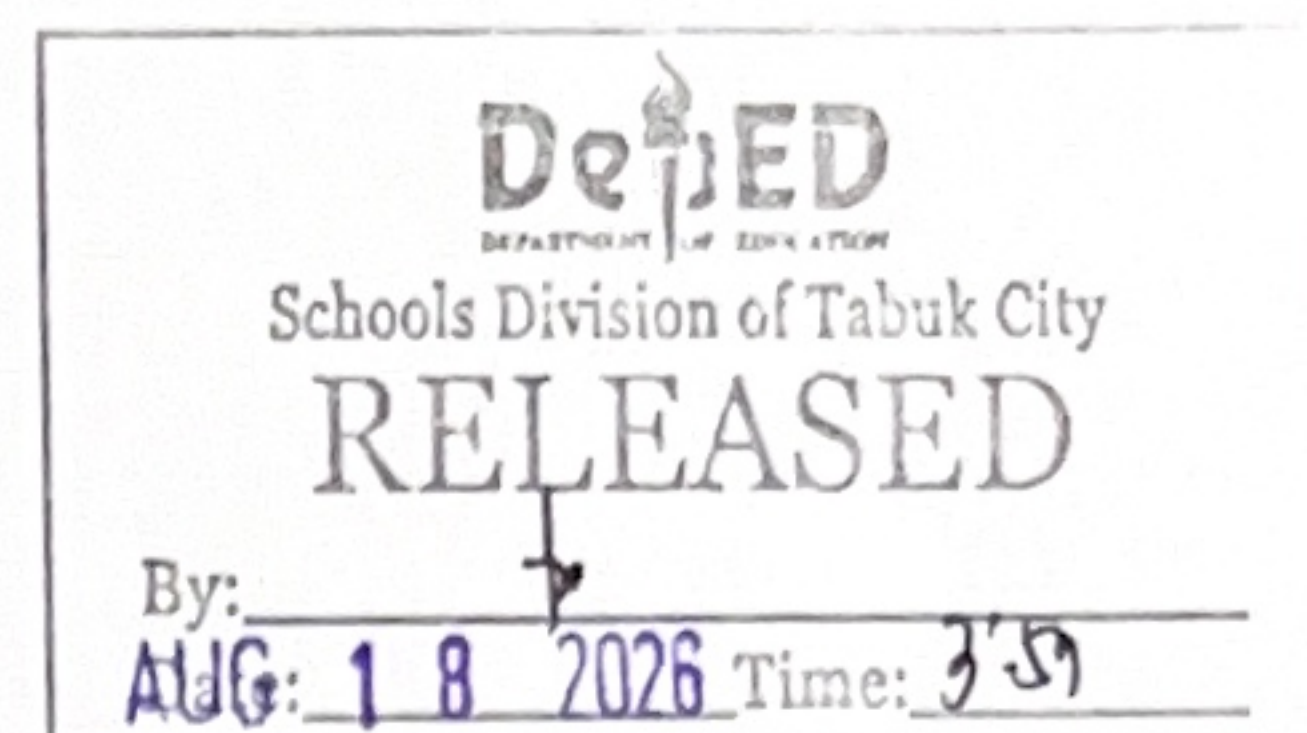




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

18/August/2026

DIVISION MEMORANDUM
NO. 374 s. 2026

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned.

**Planning Meeting and Preparatory Activities for the Conduct of Training
Educators in Advancing Conceptual Hand-on (TEACH) Learning in
Mathematics and Science**

1. Pursuant to the preparation and successful implementation of the forthcoming conduct of Training Educators in Advancing Conceptual Hand-on (TEACH) Learning in Mathematics and Science scheduled on **August 22, 2026** at 8:30 A.M. onwards at the Schools Division Office, CID Office, this memorandum is issued to inform all members of the Program Management Team and the Resource Speaker(s) regarding their roles, responsibilities, and preparatory activities.
2. The planning and coordination activities aim to:
 - Ensure the smooth and efficient conduct of the training program;
 - Clarify the duties and responsibilities of the Program Management Team;
 - Coordinate with the Resource Speaker(s) regarding training content, schedule, and technical requirements;
 - Finalize logistical, administrative, and financial arrangements; and
 - Ensure that expected training outcomes are achieved.
3. Participants are expected to attend and actively participate in the planning meeting and preparatory activities. The list of participants is found in Enclosure 1.
4. To ensure the effective implementation of the training, the following roles and responsibilities shall be observed:
 - Program Management Team



Address: BCS Compound, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



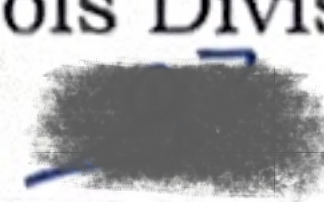
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The team shall:

- ✓ Prepare the training design, program, and activity flow;
 - ✓ Ensure the availability of venue, equipment, and training materials;
 - ✓ Coordinate participant registration and attendance;
 - ✓ Prepare certificates, evaluation forms, and documentation requirements;
 - ✓ Facilitate communication with all concerned stakeholders.
- Resource Speaker(s)
- The Resource Speaker(s) shall:
- ✓ Submit training materials and presentation slides before the scheduled training;
 - ✓ Coordinate technical requirements with the organizing team;
 - ✓ Deliver assigned topics and facilitate learning activities;
 - ✓ Participate in the evaluation and feedback session.

5. At the end of the planning and coordination activities, the following outputs are expected:
- Finalized training program and schedule;
 - Confirmed resource speaker(s) and session assignments;
 - Completed logistical and administrative arrangements;
 - Consolidated checklist of tasks and responsible persons;
 - Prepared training materials and evaluation tools.
 - Participants shall be granted COCs/CTOs or Service Credits subject to existing DepEd and CSC rules and regulations.
6. Participants shall be granted COCs/CTOs or Service Credits subject to existing DepEd and CSC rules and regulations.
7. All concerned are enjoined to extend their full cooperation and support to ensure the successful conduct of this training activity.
8. For information, guidance, and compliance.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent






Republic of the Philippines
Department of Education
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Schools Division of Tabuk City

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Enclosure 1. List of Participants

Members of the Program Management Team			
#	Name	Position	School/Office
1	Emmanuel C. Ubuan	EPS-Mathematics	CID
2	Cresencia M. Na-oy	EPS-Science	CID
3	Shamgar Louie N. Candelario	EPS II	SGOD
Resource Speaker(s)			
1	Jovy P. Gunnawa	MT-II	Laya IS
2	Sheena Lugao	MT-1	Burayukan ES
3	Sheena Ringor	T-6	Appas IS
4	Joshua Lasegan	T-3	Bulanao CS
5	Mylene Salvador	MT-2	Appas IS
6	Janice Nonog	MT-1	Bulanao CS
7	Daryl Bayudang	T-3	Bulanao CS

