



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**January 6, 2026**

**DIVISION MEMORANDUM**  
SGOD-2025-665

To : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Public School Head  
Public School Teacher  
All Others Concerned

Attention:

**Lea Grace R. Baquero - DiCNHS  
Floradel Dumadag - DiCNHS**

Subject: **DISSEMINATION ON THE COMMENCEMENT OF RO / SDO MANAGED TRAINING GUIDELINES ON CLASSROOM AND NATIONAL ALIGNMENT**

1. This is in reference to Regional Memorandum HRDD-2025-311 dated December 18, 2025, signed by Rebonfamil R. Baguio, Assistant Regional Director, re: **Dissemination on the Commencement of RO / SDO Managed Training Guidelines on Classroom and National Assessment Alignment**.
2. The Training Resource Packages can be accessed via <https://tinyurl.com/RO-SDO-Trainng-Package>.
3. Relevant details and information are provided in the enclosures.
4. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
5. Immediate and wide dissemination of this Memorandum is directed.

*Enclosed*  
**MELANIE J. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

*JKP*  
**JepEd Schools Division of Digos City**

*RECORDED*

*RECD 708*  
**DATE: 06 JAN 2026** **TIME: 9:13p**  
**BY:** *[Signature]*

Enclosed: As stated.  
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
| (082)553-8375

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

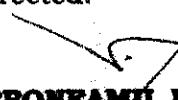
December 18, 2025

REGIONAL MEMORANDUM  
HRDD-2025-311

**DISSEMINATION ON THE COMMENCEMENT OF RO/SDO MANAGED TRAINING  
GUIDELINES ON CLASSROOM AND NATIONAL ASSESSMENTS ALIGNMENT**

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OULS-2025-194 entitled Guidelines on the Commencement of the Regional Office/Schools Division Office Managed Training on the Alignment of Classroom and National Assessments dated December 16, 2025. Contents are self-explanatory.
2. The Training Resource Packages can be accessed via <https://tinyurl.com/RO-SDO-Training-Package>. Relevant details, list of trainers, and other information are found in the enclosures.
3. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

  
**REBONFAMIL R. BAGUIO**

Director III  
Officer-In-Charge  
Office of the Regional Director

Enccl.: As stated  
ROH3/gbv

DEPARTMENT OF EDUCATION ROI  
RECORDS SECTION  
**RELEASED**

By:

Time: Dec. 19, 2025

120704



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Republic of the Philippines  
Department of Education  
DAVAO REGION

List of Core Trainers

No.	Name of Trainers	SDO	Position
1	Cherlyn B. Arcellas	Davao del Norte	MT I
2	Daian May B. Lagura	Davao de Oro	MT I
3	Glorimie E. Ocon	Panabo City	MT I
4	Jay Ann P. Coronacion	Davao City	MT I
5	Joan V. Egonia	Davao Occidental	MT I
6	Lea Grace R. Baquero	Digos City	MT III
7	Ma. Lynn J. Pizon	Panabo City	MT II
8	Cheryl D. Saguid	Davao del Sur	MT II
9	Mary Sol L. Seguia	Panabo City	MT I
10	Neptune Ailey May I. Ayuste	Davao del Sur	MT II
11	Roy L. Bugsad	Mati City	MT II
12	Floradel M. Dumadag	Digos City	MT I
13	Alona E. Flores	Tagum City	MT II
14	Kerra Elaizza D. Maamo	Davao del Norte	MT I

  
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-OULS-2025-194**

16 DEC 2025

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TO : **Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

*Carmela Oracion*

FROM : **CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON THE COMMENCEMENT OF THE REGIONAL OFFICE/SCHOOLS DIVISION OFFICE MANAGED TRAINING ON THE ALIGNMENT OF CLASSROOM AND NATIONAL ASSESSMENTS**

TO : **Chief Net**  
(HRDD)

[For Action  
-Handle / Facilitate]

DATE : December 1, 2025

The Bureau of Education Assessment (BEA), in collaboration with the National Educators Academy of the Philippines (NEAP), announces the commencement of the **Regional Office (RO)/Schools Division Office (SDO)-Managed Training on the Alignment of Classroom and National Assessments**. This memorandum is being disseminated following the successful completion of the Central Office (CO)-Managed Alignment Training series, which was conducted in an online modality.

The commencement of the RO/SDO-managed training aims to strengthen the capacity of teaching and teaching related personnel by cascading the knowledge and skills learned by the participants in the CO-managed training to construct classroom assessment items aligned with the structure, format, and quality of those used in national and international large-scale assessments.

Further, the training managed by RO/SDO seeks to promote uniformity in classroom item development, ensuring that local assessments effectively support learner readiness for national and international measures of learning outcomes.

To ensure the standardized and effective commencement of the RO/SDO-managed training, the following guidelines are hereby issued for the information and compliance of all concerned:

#### **I. Training Modality**

To ensure maximum engagement and facilitate hands-on workshops, the RO/SDO-Managed Training shall be conducted through the Face-to-Face Modality.



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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**MEMORANDUM**  
**DM-OULS-2025**

TO : **Regional Directors  
Schools Division Superintendents  
All Others Concerned**

FROM : **CARMELA C. ORACION**  
Assistant Secretary *W. Q.*  
Officer-in-Charge  
Undersecretary for Learning Systems

SUBJECT : **GUIDELINES ON THE COMMENCEMENT OF THE REGIONAL  
OFFICE/SCHOOLS DIVISION OFFICE MANAGED TRAINING ON  
THE ALIGNMENT OF CLASSROOM AND NATIONAL  
ASSESSMENTS**

DATE : December 1, 2025

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The Bureau of Education Assessment (BEA), in collaboration with the National Educators Academy of the Philippines (NEAP), announces the commencement of the **Regional Office (RO)/Schools Division Office (SDO)-Managed Training on the Alignment of Classroom and National Assessments**. This memorandum is being disseminated following the successful completion of the Central Office (CO)-Managed Alignment Training series, which was conducted in an online modality.

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To ensure the standardized and effective commencement of the RO/SDO-managed training, the following guidelines are hereby issued for the information and compliance of all concerned:

**I. Training Modality**

To ensure maximum engagement and facilitate hands-on workshops, the RO/SDO-Managed Training shall be conducted through the Face-to-Face Modality.

Field Offices are directed to secure appropriate venues (e.g., SDO Conference Halls, Training Centers, or external venues subject to procurement rules) that can accommodate the participants and allow for workshop-style seating arrangements. The conduct of the activity must strictly adhere to existing safety and administrative protocols.

## **II. Qualified Trainers (Core Trainers)**

The participants who successfully completed the four-part National Training Series are hereby recognized as the **Qualified Core Trainers** for the RO/SDO-Managed Training.

Only the personnel listed in **Enclosure No. 1** are authorized to facilitate the sessions, having met the strict attendance and output requirements of the National Training of Trainers (NTOT). ROs/SDOs must utilize these qualified trainers to ensure the quality and fidelity of the cascaded information.

SDOs with an insufficient pool of qualified trainers may invite qualified resource persons from other SDOs to support their training delivery.

## **III. Training Resource Package (TRP) and Submission of Outputs**

To ensure standardized delivery and quality assurance, all SDOs are strictly directed to use the official Training Resource Package (TRP) developed and finalized during the national sessions.

1. **Accessing the TRP:** The complete TRP, including session guides, slide decks, and activity sheets, can be accessed and downloaded via the following **TRP Link:**

*Note: Access to this drive is restricted to the official DepEd email addresses.*



2. **Submission of Outputs:** A separate folder has been created for the submission of accomplishment reports and workshop outputs. ROs/SDOs are directed to upload their files to the **Submission Link** below, separate from the TRP drive:  
**SUBMISSION LINK:**

*Note: Access to this drive is restricted to the official DepEd email addresses.*



**Folder Structure Instructions:** Inside the Submission Drive, SDOs must create their own directory strictly following this structure:

**Main Folder Name:** (Region - Division) (e.g., Region I - SDO Ilocos Norte)  
**Sub-folders to create inside:**

- Participant Outputs (Inside this, create separate sub-folders for: **NAT, PISA, TIMSS, SEA-PLM**)
- Photo Documentation (Upload a **maximum of 3 high-quality pictures per day**: e.g., 1 plenary, 1 workshop, 1 presentation)



#### **IV. Program Matrix**

The RO/SDO-Managed Training is allotted a total of **four (4) days** to complete. It shall strictly follow the training design of the National Training to ensure the logical progression of concepts from National Assessments to International Frameworks.

The **Indicative Program Matrix** is provided in **Enclosure No. 2**. ROs/SDOs are advised to adopt this schedule to ensure all key topics are covered within the allotted training period.

#### **V. Regional Office Responsibility (Governance and Oversight)**

The **Regional Offices**, through the **Human Resource Development Division (HRDD)**, **Curriculum and Learning Management Division (CLMD)** in coordination with the **Regional Testing Coordinators (RTCs)**, are hereby designated as the **Oversight and Quality Assurance Body** for the RO/S DO-Managed Trainings within their respective jurisdictions.

Further guidance on the duties, roles, and collaborative arrangements expected from all concerned offices is comprehensively outlined in **Enclosure No. 3**, which stipulates the complete terms of reference (see **Enclosure 3**).

#### **VI. Fund Utilization and Financial Guidelines**

To support the conduct of this activity, funds have been allocated under the **National Assessment Systems for Basic Education (NASBE) Program Support Funds (PSF)** (see **Enclosure 4**).

1. **Downloading of Funds:** The Program Support Funds have been downloaded to the Regional Offices (ROs) via Sub-Allotment Release Order (Sub-ARO).
2. **Eligible Expenses:** The funds shall be utilized to cover eligible expenses relative to the conduct of the alignment training, in accordance with the approved budget and guidelines.
3. **Compliance:** The utilization of funds shall be subject to the existing government budgeting, accounting, and auditing rules and regulations.

For immediate dissemination and strict compliance.

*Enclosure No. 1: List of Qualified Trainers*

*Enclosure No. 2: Program Matrix*

*Enclosure No. 3: Terms of Reference for RO/SDO Alignment Training*

*Enclosure No. 4: Guidelines on the Use of the National Assessment Systems for Basic Education (NASBE) Program Support Funds (PSF) to Conduct the Training for Alignment of Classroom and National Assessments*

199.	SHEILA BETON CUBIO	REGION IX	PAGADIAN CITY	MASTER TEACHER II
200.	GECRIS APDUHAN MARQUEZ	REGION IX	PAGADIAN CITY	MASTER TEACHER - I
201.	HAZEL BLOOM HUMINIG VILLARTA	REGION IX	ZAMBOANGA DEL SUR	MASTER TEACHER I
202.	DENNIS EMPALMADO BUCO	REGION IX	ZAMBOANGA DEL SUR	MASTER TEACHER II
203.	VILLA ALTHEA CANAPE-YAP	REGION IX	PAGADIAN CITY	MASTER TEACHER II
204.	ALELI CANILLO CAGAANAN	REGION IX	ZAMBOANGA DEL SUR	MASTER TEACHER III
205.	RITCHE TEMONIO DAGUMO	REGION IX	ZAMBOANGA DEL NORTE	MASTER TEACHER I
206.	MARICHEL LAVADOR JIMENEZ	REGION IX	ZAMBOANGA DEL NORTE	MASTER TEACHER II
207.	MA. CRISTINA B. GALGO	REGION X	GINGOOG	EPS
208.	JADE BORBON MONTEJO	REGION X	VALENCIA	TEACHER III
209.	MC ARTHUR LEQUIN CABABAN	REGION X	VALENCIA CITY	TEACHER III
210.	DANNY A. ASIO	REGION X	MISAMIS ORIENTAL	SEPS
211.	MELANIE P. SULDANO	REGION X	VALENCIA CITY	MASTER TEACHER II
212.	MARITES A. CAGUINDANGAN	REGION X	MISAMIS OCCIDENTAL	EPS
213.	JOANETTE CLARPONDEL M. CAPARAZ	REGION X	MISAMIS OCCIDENTAL	EDUCATION PROGRAM SUPERVISOR
214.	NICK CAINOY PAÑARES	REGION X	CLMD	EPS
215.	ROLAND CANOY	REGION X	VALENCIA CITY	TEACHER I
216.	GERMAN C. SUMINGUIT JR.	REGION X	TANGUB CITY	EDUCATION PROGRAM SUPERVISOR
217.	GLADYS JEAN D. QUIJADA	REGION X	BUKIDNON	SENIOR EDUCATION PROGRAM SPECIALIST
218.	JOYNILENGE COLIPANO LAVADOR	REGION X	BUKIDNON	EPS II
219.	ROWELL C. VILLARUBIA	REGION X	OZAMIZ CITY	EDUCATION PROGRAM SUPERVISOR
220.	ROWENA EBOT LONTAYAO	REGION X	LANAO DEL NORTE	EDUCATION PROGRAM SUPERVISOR
221.	CHERLYN BACOLOT ARCELLAS	REGION XI	DAVAO DEL NORTE	MASTER TEACHER I
222.	DAJAN MAY BRASE LAGURA	REGION XI	DAVAO DE ORO	MASTER TEACHER I
223.	GLORIMIE EGEOY OCÓN	REGION XI	PANABO CITY	MASTER TEACHER I
224.	JAY ANN P. CORONACION	REGION XI	DAVAO CITY	MASTER TEACHER II
225.	JOAN V. EGONIA	REGION XI	DAVAO OCCIDENTAL	MASTER TEACHER I
226.	LEA GRACE R. BAQUERO	REGION XI	DIGOS CITY	MASTER TEACHER III
227.	MA. LYNN JUBAY PIZON	REGION XI	PANABO CITY	MASTER TEACHER II
228.	CHERYL DIVINAGRACIA SAGUID	REGION XI	DAVAO DEL SUR	MASTER TEACHER II
229.	MARY SOL L. SEGUÍA	REGION XI	PANABO CITY	MASTER TEACHER I
230.	NEPTUNE ALLEY MAY IMPERIAL AYUSTE	REGION XI	DAVAO DEL SUR	MASTER TEACHER II
231.	ROY LUGAY BUGSAD	REGION XI	MATI CITY	MASTER TEACHER II
232.	FLORADEL MANAPOL DUMADAG	REGION XI	DIGOS CITY	MASTER TEACHER I
233.	ALONA ENCISA FLORES	REGION XI	TAGUM CITY	MASTER TEACHER II
234.	KERRA ELAIZZA DINO MAAMO	REGION XI	DAVAO DEL NORTE	MASTER TEACHER I

235.	CHRISTINE JOY P. DELOSO	REGION XI	DAVAO DEL SUR	MASTER TEACHER - II
236.	JUCELLINE LAURON	REGION XI	SAMAL CITY	MASTER TEACHER I
237.	KATHERINE QUITOGA IBANEZ	REGION XI	DAVAO DEL NORTE	MASTER TEACHER II
238.	LIWAYWAY FUENTICILLA	REGION XI	DIGOS CITY	MASTER TEACHER II
239.	ALFRED JAN G. NAPARAN	REGION XII	COTABATO	MASTER TEACHER II
240.	EDGAR OBANA FERNANDEZ	REGION XII	SARANGANI	MASTER TEACHER I
241.	ELLEN MAE HAMBRE BONILLA	REGION XII	SOUTH COTABATO	MASTER TEACHER I
242.	GYPSY GUMBAN ATIBULA	REGION XII	SARANGANI	MASTER TEACHER I
243.	MARIBEL MANOJO TORREÑA	REGION XII	SULTAN KUDARAT	MASTER TEACHER III
244.	PAUL C. RUELAN	REGION XII	TACURONG CITY	TEACHER III
245.	PERLA PALMA NEQUINTO	REGION XII	SOUTH COTABATO	MASTER TEACHER I
246.	SANDRA SEÑEREZ AQUINO	REGION XII	KUDARAT DIVISION	MASTER TEACHER I
247.	CHESTER IAN SOTTO PINEDA	REGION XII	SOUTH COTABATO	MASTER TEACHER I
248.	JOIE ALESNA VELARDE	REGION XII	KORONADAL CITY	MASTER TEACHER II
249.	MARIA CONSOLACION P. HIDALGO	REGION XII	GENERAL SANTOS CITY	MASTER TEACHER II
250.	JAY-AR M. DUBALAN	REGION XII	SARANGANI	MASTER TEACHER I
251.	JAYPEE KADALEM BALERA	REGION XII	COTABATO	MASTER TEACHER II
252.	NERIZA GALAY MACARANAS	REGION XII	KORONADAL CITY	MASTER TEACHER I
253.	JUMAR C. MONTERO	REGION XII	GENERAL SANTOS CITY	MASTER TEACHER I
254.	ANTONIO R. PASIGADO, JR.	REGION XII	KIDAPAWAN CITY	EDUCATION PROGRAM SUPERVISOR
255.	GRACE CABURAL VALENZUELA	REGION XII	SULTAN KUDARAT	MASTER TEACHER I
256.	LORENATE TRASMONTE LACDAO	NEGROS ISLAND REGION	BAYAWAN CITY	MASTER TEACHER II
257.	MECHELL BALASABAS RAMIREZ	NEGROS ISLAND REGION	DUMAGUETE CITY	MASTER TEACHER I
258.	REMIA VENTURA TIONGCO	NEGROS ISLAND REGION	NEGROS OCCIDENTAL	MASTER TEACHER II
259.	MICHELLE F. BAYOT	NEGROS ISLAND REGION	BAYAWAN CITY	MASTER TEACHER I
260.	PETER PAUL A. PATRON	NEGROS ISLAND REGION	NEGROS ORIENTAL	MASTER TEACHER I
261.	JENNY ROSE, DE LA PENA, TORETA	NEGROS ISLAND REGION	HIMAMAYLAN CITY	MASTER TEACHER I
262.	LYN A. FRANCISQUITE	NEGROS ISLAND REGION	NEGROS OCCIDENTAL	MASTER TEACHER II
263.	LEIZEL GUMARANG TAN	NEGROS ISLAND REGION	KABANKALAN CITY	MASTER TEACHER I
264.	DARIEL M. CACALDO	NEGROS ISLAND REGION	NEGROS ORIENTAL	MASTER TEACHER II
265.	GINA GULMATICO DIONISIO	NEGROS ISLAND REGION	TALISAY CITY	MASTER TEACHER II
266.	ROMINA GOMERA DE GUZMAN	NEGROS ISLAND REGION	DUMAGUETE CITY	MASTER TEACHER I