



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

**Office of the Schools Division Superintendent**

**August 28, 2026**

**DIVISION MEMORANDUM**

SGOD-2026 - 4H

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

Subject: **ATTENDANCE IN THE PARTICIPATION TO SIPNAYAN: ADVANCING  
NUMERACY THROUGH CONCRETE-PICTORIAL-ABSTRACT  
LEARNING ACTIVITY**

1. This is in reference to Regional Memorandum HRDD-2026-159 dated August 24, 2026, signed by Maria Ines C. Asuncion, Director IV, re: Participation in Sipnayan: Advancing Numeracy Through Concrete-Pictorial-Abstract Learning Activity, this Office informs all concerned personnel of the conduct of the said activity.

2. List of participants and schedule of activity:

| Participants        | School/Office   | Schedule             | Venue                              |
|---------------------|-----------------|----------------------|------------------------------------|
| Janet M. Villapaz   | R.N. Saplala ES | September 6-11, 2026 | Cluster 1 at Region VII            |
| Jem Boy B. Cabrella | SDO-CID         | October 11-16, 2026  | Baguio Teachers' Camp, Baguio City |

2. The board and lodging expenses of participants under Cluster 1 shall be charged against the downloaded FY 2026 Teacher Quality Development Program (TQDP) Fund, while the board and lodging for Cluster 2 participants shall be charged against the NEAP CO FY 2026 TQDP Fund. Transportation expenses, per diem, and other incidental expenses of all participants shall be charged against the respective Regional Office, Schools Division Office, school, or local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.

3. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC) in accordance with CSC & DBM Joint Circular No. 2 s. 2024, which prescribes guidelines on the availment of compensatory time-off, pursuant to the adoption of austerity measures in the government. Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines



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| (082)553-8375



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

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**Office of the Schools Division Superintendent**

in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.

4. for queries, email [hrddpro11@gmail.com](mailto:hrddpro11@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

*Melanie H. Estacio*  
**MELANIE H. ESTACIO, PhD, CESO V**  
Schools Division Superintendent *8/28/20*

Enclosed: As stated.  
SGOD/jsa

Schools Division of Digos City  
RECORDS SECTION

**RECEIVED**  
20-0870953  
DATE: 03 SEP 2019 TIME: 1:57  
BY: *[Signature]*



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



August 24, 2026

REGIONAL MEMORANDUM  
HRDD-2026-159

PARTICIPATION TO SIPNAYAN: ADVANCING NUMERACY THROUGH  
CONCRETE-PICTORIAL-ABSTRACT LEARNING ACTIVITY

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OULS-2026-334 dated August 3, 2026 titled, Conduct of SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning, be informed that the activity is scheduled on September 6-11, 2026 at Region VII for Master Teachers and October 11-16, 2026 at Baguio Teachers' Camp, Baguio City for Education Program Supervisors. The list of participants and other relevant details are found in the enclosures.
2. The board and lodging expenses of participants under Cluster 1 shall be charged against the downloaded FY 2026 Teacher Quality Development Program (TQDP) Fund, while board and lodging for Cluster 2 shall be charged against the NEAP CO FY 2026 TQDP Fund. Transportation expenses, per diem, and other incidental costs of all participants shall be charged to the respective Regional Office, Schools Division Office, school, or local funds, subject to the usual accounting and auditing rules and regulations.
3. Further, the participants are entitled to non-monetary compensation, such as vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered." Compensatory time-off shall apply to non-teaching and teaching-related personnel only if they will not receive per diem. It shall be noted, however, that travel time must not be included in the computation of Compensatory Overtime Credit. The applicable benefit shall be granted when any of the related activities fall on weekdays, holidays, or during work suspensions.
4. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

**MARIA INES C. ASUNCION**  
Director IV

Digitally signed by  
Records Section  
Date: 2026.08.27 08:36:24 +0800

DEPARTMENT OF EDUCATION ROX

RECORDS SECTION

**RELEASED**

Encl.: As stated  
ROH3/glv

By:



ADDRESS: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)







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

**List of Participants**

Cluster 1 at Region VII  
September 6-11, 2026

| No. | NAME OF PARTICIPANTS     | DESIGNATION    | SDOs             |
|-----|--------------------------|----------------|------------------|
| 1   | Jessie Reponte           | Master Teacher | Davao City       |
| 2   | Beverly T. Tagupa        | Master Teacher | Davao de Oro     |
| 3   | Darling O. Caballes      | Master Teacher | Davao del Norte  |
| 4   | Melody B. Bahaya         | Master Teacher | Davao del Sur    |
| 5   | Rey R. Amatoso           | Master Teacher | Davao Occidental |
| 6   | Audrey S. Arabis         | Master Teacher | Davao Oriental   |
| 7   | Janet M. Villapaz        | Master Teacher | Digos City       |
| 8   | Lyn C. Dela Cerna        | Master Teacher | IGACOS           |
| 9   | Vanessa Mae A. del Monte | Master Teacher | Mati City        |
| 10  | Conrada B. Cacayan       | Master Teacher | Panabo City      |
| 11  | Hazel B. Gentiles        | Master Teacher | Tagum City       |

Cluster 2 at Baguio Teachers' Camp, Baguio City  
October 11-16, 2026

| No. | NAME OF PARTICIPANTS | DESIGNATION | SDOs             |
|-----|----------------------|-------------|------------------|
| 1   | Jeson J. Reyes       | EPS         | Davao City       |
| 2   | Renato N. Pacpakin   | EPS         | Davao de Oro     |
| 3   | Medos O. Jala        | EPS         | Davao del Norte  |
| 4   | Alicia I. Ayuste     | EPS         | Davao del Sur    |
| 5   | Romeo M. Parreno     | EPS         | Davao Occidental |
| 6   | Boyshin B. Rebalde   | EPS         | Davao Oriental   |
| 7   | Jem Boy B. Cabrella  | EPS         | Digos City       |
| 8   | Junelo C. Fornolles  | EPS         | IGACOS           |
| 9   | Jeremias C. Ceniza   | EPS         | Mati City        |
| 10  | Carolyn M. Arado     | EPS         | Panabo City      |
| 11  | Maria Fe Sibuan      | EPS         | Tagum City       |



Republic of the Philippines  
Department of Education  
DAVAO REGION

ENDORSEMENT OF PARTICIPANTS

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning  
Cluster 1  
September 6-11, 2026 | Region VII

Region: **XI**

The Regional Office of **Region XI** respectfully endorses the following individuals **participants** to participate in the implementation of SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 1 who met the required Qualification Standards (QS):

List of Endorsed Participants

|                            | NAME OF PARTICIPANTS     | SEX (F/M) | DESIGNATION    | SCHOOL                             | DIVISION         | DEPED EMAIL                        |
|----------------------------|--------------------------|-----------|----------------|------------------------------------|------------------|------------------------------------|
| <i>Master Teacher (MT)</i> |                          |           |                |                                    |                  |                                    |
| 1                          | Jessie Reponte           | Male      | Master Teacher | Tugbok CES (SpEd School            | Davao City       | jessie.reponte001@dep ed.gov.ph    |
| 2                          | Beverly T. Tagupa        | Female    | Master Teacher | Montevista CES                     | Davao de Oro     | beverly.tagupa@de ped.gov.ph       |
| 3                          | Darling O. Caballes      | Female    | Master Teacher | Sto. Nino CES                      | Davao del Norte  | darling.caballes@de ped.gov.ph     |
| 4                          | Melody B. Bahaya         | Female    | Master Teacher | Jose T. Arranguez Sr. ES           | Davao del Sur    | melody.bahaya@de ped.gov.ph        |
| 5                          | Rey R. Amatoso           | Male      | Master Teacher | Mabila CES                         | Davao Occidental | rey.amatoso@depe d.gov.ph          |
| 6                          | Audrey S. Arabis         | Male      | Master Teacher | Limot IS                           | Davao Oriental   | audrey.arabis@dep ed.gov.ph        |
| 7                          | Janet M. Villapaz        | Female    | Master Teacher | Remedios N. Saplala ES             | Digos City       | janet.villapaz@depe d.gov.ph       |
| 8                          | Lyn C. Dela Cerna        | Female    | Master Teacher | Penaplata CES SpEd Center          | IGACOS           | lyn.delacerna@depe d.gov.ph        |
| 9                          | Vanessa Mae A. del Monte | Female    | Master Teacher | Rabat-Rocamora Mati CS SpEd Center | Mati City        | vanessamae.delmon te@dep ed.gov.ph |
| 10                         | Conrada B. Cacayan       | Female    | Master Teacher | Panabo CES SpEd Center             | Panabo City      | conrada.cacayan@d eped.gov.ph      |
| 11                         | Hazel B. Gentiles        | Female    | Master Teacher | F. Dela Cruz-P. Sagun ES           | Tagum City       | hazel.gentiles@dep ed.govph        |



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

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All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.

Endorsed by:

  
**NELMA LYN R. BARNIJA, EdD**  
HRDD Chief  
Date:





Republic of the Philippines  
Department of Education  
DAVAO REGION

ENDORSEMENT OF PARTICIPANTS

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning  
Cluster 2  
October 11-16, 2026 | Baguio Teachers Camp, Baguio City

Region: **XI**

The Regional Office of **Region XI** respectfully endorses the following individuals **participants** to participate in the implementation of SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 2 who met the required Qualification Standards (QS):

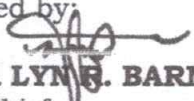
List of Endorsed Participants

|                              | NAME OF PARTICIPANTS | SEX (F/M) | DESIGNATION | FD  | DIVISION         | DEPED EMAIL                   |
|------------------------------|----------------------|-----------|-------------|-----|------------------|-------------------------------|
| Education Program Supervisor |                      |           |             |     |                  |                               |
| 1                            | Jeson J. Reyes       | LGBT      | EPS         | CID | Davao City       | jeson.reyes001@deped.gov.ph   |
| 2                            | Renato N. Pacpakin   | Male      | EPS         | CID | Davao de Oro     | renato.pacpakin@deped.gov.ph  |
| 3                            | Medos O. Jala        | Male      | EPS         | CID | Davao del Norte  | medo.jala@deped.gov.ph        |
| 4                            | Alicia I. Ayuste     | Female    | EPS         | CID | Davao del Sur    | alicia.ayuste001@deped.gov.ph |
| 5                            | Romeo M. Parreno     | Male      | EPS         | CID | Davao Occidental | romeo.parreno01@deped.gov.ph  |
| 6                            | Boyshin B. Rebalde   | Male      | EPS         | CID | Davao Oriental   | boyshin.rebalde@deped.gov.ph  |
| 7                            | Jem Boy B. Cabrella  | Male      | EPS         | CID | Digos City       | jemboy.cabrella@deped.gov.ph  |
| 8                            | Junelo C. Fornolles  | Male      | EPS         | CID | IGACOS           | junelo.fornolles@deped.gov.ph |
| 9                            | Jeremias C. Ceniza   | Male      | EPS         | CID | Mati City        | jeremias.ceniza@deped.gov.ph  |
| 10                           | Carolyn M. Arado     | Female    | EPS         | CID | Panabo City      | carolyn.arado@deped.gov.ph    |
| 11                           | Maria Fe Sibuan      | Female    | EPS         | CID | Tagum City       | arife.sibuan@deped.gov.ph     |

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.

Endorsed by:

  
**NELMA LYN B. BARNIJA, EdD**  
HRDD Chief  
Date:



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Website: www.depedroxi.ph





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

MEMORANDUM  
DM-OULS-2026- 334

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs/NEAP R Focal Persons**  
**All Others Concerned**

FROM : *Carmela C. Oracion*  
**CARMELA C. ORACION**  
Undersecretary for Learning Systems

SUBJECT : **CONDUCT OF SIPNAYAN: ADVANCING NUMERACY THROUGH CONCRETE-PICTORIAL-ABSTRACT (CPA) LEARNING**

DATE : 03 August 2026

1. The National Educators Academy of the Philippines (NEAP) is committed to strengthening the quality of Mathematics education in the Department of Education (DepEd) through professional development programs that address the evolving learning needs of teachers and learners. As DepEd's primary training arm, NEAP recognizes the importance of developing strong foundational numeracy skills and promote innovative, research-informed approaches to Mathematics instruction that foster conceptual understanding and mathematical proficiency among learners. In view of this, NEAP shall implement the **SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning**, a professional development program designed to enhance teachers' pedagogical content knowledge and instructional practices anchored on the Singapore Math framework.
2. Specifically, the objectives of the training activities are as follows:
  - a. Enhance participants' pedagogical content knowledge and instructional competence in implementing the Concrete-Pictorial-Abstract (CPA) approach for Key Stage 2 Mathematics instruction.
  - b. Equip participants with effective strategies, tools, and instructional practices anchored on the Singapore Math framework to promote conceptual understanding, problem-solving, and mathematical communication among learners.
  - c. Prepare participants to serve as trainers and instructional leaders who can effectively cascade and support the implementation of SIPNAYAN across Schools Division Offices, ensuring quality, coherence, and sustainability of numeracy interventions.



3. Relative to this, NEAP invites the participation of qualified Education Program Supervisors and Master Teachers to the following activities:

| ACTIVITY                                                                                    | DATE & VENUE                                                                                           | TARGET PARTICIPANTS                                                                                   |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 1 | September 6-11, 2026<br>(Inclusive of travel dates)<br><i>Venue: Region VII</i>                        | One (1) Master Teacher per SDO across all Regions<br><br><b>TOTAL: 221 Participants</b>               |
| SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 2 | October 11-16, 2026<br>(Inclusive of travel dates)<br><i>Venue: Baguio Teachers' Camp, Baguio City</i> | One (1) Education Program Supervisor per SDO across all Regions<br><br><b>TOTAL: 221 Participants</b> |

4. Regional Offices shall endorse participants and RO PMT members to the NEAP **Central Office** using the **prescribed template** (see *Enclosure 1*) and the said list must be uploaded via OneDrive link: **<https://tinyurl.com/Sipnayan-EndorsementPax>** until **28 August 2026**.
5. In preparation for the said activity, an **Online Orientation** will be conducted with the Central Office PMT and endorsed RO-PMT members on **3 September 2026 at 10:00 a.m.** via Microsoft Teams.

Meeting Link: <https://tinyurl.com/Orientation-SIPNAYAN>



6. The board and lodging expenses of participants under Cluster 1 shall be charged against the downloaded FY 2026 Teacher Quality Development Program (TQDP) Fund, while board and lodging for Cluster 2 shall be charged against the NEAP CO FY 2026 TQDP Fund. Transportation expenses, per diem, and other incidental costs of all participants shall be charged to the respective Regional Office, Schools Division Office, school, or local funds, subject to the usual accounting and auditing rules and regulations.
7. Participants are entitled to non-monetary compensation, such as vacation service credits in accordance with DepEd Order No. 013, s. 2024 “Revised Guidelines on the Grant of Vacation Service Credits for Teachers” or DepEd Order No. 009, s. 2025 “Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on

the School Calendar and Activities for the School Year 2024-2025),” or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 “Non-Monetary Remuneration for Overtime Services Rendered.” Compensatory time-off shall apply to non-teaching and teaching-related personnel only if they will not receive per diem. It shall be noted, however, that travel time must not be included in the computation of Compensatory Overtime Credit. The applicable benefit shall be granted when any of the related activities fall on weekdays, holidays, or during work suspensions.

8. Participants are reminded to bring their own maintenance medication, laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket WIFI, etc.).
9. For reference, attached are the following:
  - a. **Enclosure 1** – Endorsement of Participants and PMT Members
  - b. **Enclosure 2** – Program Management Terms of Reference
  - c. **Enclosure 3** – Allocation List per RO
  - d. **Enclosure 4** – List of Participants/Program Management Team
  - e. **Enclosure 5** – Indicative Program of Activities
  - f. **Enclosure 6** – Meal Provision Guide
10. Should you have questions and concerns, please coordinate with Ms. Joy S. Magalona, Senior Education Program Specialist of NEAP-PDD through email at [joy.magalona001@deped.gov.ph](mailto:joy.magalona001@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
11. For immediate dissemination and appropriate action.



Republika ng Pilipinas  
Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

ENDORSEMENT OF PARTICIPANTS AND PMT MEMBERS

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 1  
September 6-11, 2026 | Region VII

Region: \_\_\_\_\_

The Regional Office of [Insert Region] respectfully endorses the following individuals (participants and PMT members) to participate in the implementation of SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 1 who met the required Qualification Standards (QS):

List of Endorsed Participants (Check Qualifications, for reference)

|                | NAME | SEX<br>(F/M) | DESIGNATION | SCHOOL | DIVISION | DEPED<br>EMAIL |
|----------------|------|--------------|-------------|--------|----------|----------------|
| Master Teacher |      |              |             |        |          |                |
| 1.             |      |              |             |        |          |                |

SDO PMT Members (for Bohol only)

|    | NAME | SEX<br>(F/M) | DESIGNATION | DIVISION | DEPED EMAIL |
|----|------|--------------|-------------|----------|-------------|
| 1. |      |              |             |          |             |
| 2. |      |              |             |          |             |
| 3. |      |              |             |          |             |
| 4. |      |              |             |          |             |
| 5. |      |              |             |          |             |

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.

Endorsed by:

\_\_\_\_\_  
(HRDD Chief Full Name and Signature)  
Date:



Room 213-A Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 8715-9919  
Email Address: neap.pdd@deped.gov.ph | Website: www.deped.gov.ph

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| Effectivity    | 09.20.21    | Page | 1 of 10 |







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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

ENDORSEMENT OF PARTICIPANTS AND PMT MEMBERS

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 2  
October 11-16, 2026 | Baguio Teachers Camp, Baguio City

Region: \_\_\_\_\_

The Regional Office of [Insert Region] respectfully endorses the following individuals (participants and PMT members) to participate in the implementation of SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning - Cluster 1 who met the required Qualification Standards (QS):

List of Endorsed Participants (Check Qualifications, for reference)

|                              | NAME | SEX<br>(F/M) | DESIGNATION | SCHOOL | DIVISION | DEPED<br>EMAIL |
|------------------------------|------|--------------|-------------|--------|----------|----------------|
| Education Program Supervisor |      |              |             |        |          |                |
| 1.                           |      |              |             |        |          |                |

RO PMT Member (\*for CAR, RI, RII, RIII, RIV-A only)

|    | NAME | SEX<br>(F/M) | DESIGNA<br>TION | DIVISION | DEPED EMAIL |
|----|------|--------------|-----------------|----------|-------------|
| 1. |      |              |                 |          |             |

Note: 1 endorsed RO PMT per identified Region

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.

Endorsed by:

\_\_\_\_\_  
(HRDD Chief Full Name and Signature)  
Date:



Room 213-A Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 8715-9919  
Email Address: neap.pdd@deped.gov.ph | Website: www.deped.gov.ph

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

PROGRAM MANAGEMENT TEAM  
TERMS OF REFERENCE

Program Management Team members assigned to session rooms are expected to carry out the following tasks to ensure the smooth, effective, and learner-centered implementation of the program:

1. Assist the Central Office - Program Management Team (NEAP-PMT) in supervising the overall implementation of the program within the assigned session room, ensuring a constructive and engaging learning environment.
2. Coordinate with resource persons and/or learning area experts to ensure that the program is delivered in alignment with the approved instructional design and session objectives.
3. Establish a conducive learning atmosphere by initiating unfreezing activities, aligning participant expectations, and setting learning norms at the start of the program.
4. Monitor and respond to emerging learning needs and challenges within the session room, referring complex issues to the Program Lead as necessary for resolution or escalation.
5. Facilitate the execution of scheduled learning activities and provide logistical and instructional support for any required adjustments.
6. Ensure the proper administration of both pre-test and post-test assessments, in accordance with the program's assessment protocols.
7. Document the learning sessions accurately, including key discussions, activities, insights, and participant engagement. Capture relevant photographs to support program documentation and reporting.
8. Assist in the distribution of learning materials and necessary supplies, ensuring participants have access to required resources throughout the training.
9. Ensure the completion and submission of daily attendance sheets and daily evaluation forms by participants to designated NEAP personnel.



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Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

ALLOCATION LIST PER RO

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 1 and Cluster 2  
September 6-11, 2026 - Region VII | October 11-16, 2026 - Baguio Teachers Camp,  
Baguio City

| Region       | Cluster 1<br>(Master Teachers) | Cluster 2<br>(Supervisors) |
|--------------|--------------------------------|----------------------------|
| Region I     | 14                             | 14                         |
| Region II    | 9                              | 9                          |
| Region III   | 21                             | 21                         |
| Region IV-A  | 25                             | 25                         |
| Region IV-B  | 7                              | 7                          |
| Region V     | 13                             | 13                         |
| Region VI    | 8                              | 8                          |
| Region VII   | 12                             | 12                         |
| NIR          | 21                             | 21                         |
| Region VIII  | 13                             | 13                         |
| Region IX    | 9                              | 9                          |
| Region X     | 14                             | 14                         |
| Region XI    | 11                             | 11                         |
| Region XII   | 8                              | 8                          |
| CARAGA       | 12                             | 12                         |
| CAR          | 8                              | 8                          |
| NCR          | 16                             | 16                         |
| <b>TOTAL</b> | <b>221</b>                     | <b>221</b>                 |



Room 213-A Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600  
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

PROGRAM MANAGEMENT TEAM COMPOSITION

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 1 and Cluster 2  
September 6-11, 2026 - Region VII | October 11-16, 2026 - Baguio Teachers Camp,  
Baguio City

| No. | Name                     | Position                            | Office/SDO/Region                       |
|-----|--------------------------|-------------------------------------|-----------------------------------------|
| 1   | Alexander Simagala       | Project Development Officer IV      | NEAP- PDD<br>Program Management<br>Team |
| 2   | Alvin B. Fulgencio       | Project Development Officer IV      |                                         |
| 3   | Joy S. Magalona          | Senior Education Program Specialist |                                         |
| 4   | Hanifa Hadji T. Abas     | Education Program Specialist II     |                                         |
| 5   | Dia Sielo D. Carabaña    | Education Program Specialist II     |                                         |
| 6   | Lourdes U. Arguelles     | Education Program Specialist II     |                                         |
| 7   | Eric Sarmiento           | Administrative Officer V            |                                         |
| 8   | Ash Airel V. Cristobal   | Technical Assistant II              |                                         |
| 8   | Paolo Alinojan           | Technical Assistant II              |                                         |
| 9   | Loverly O. Seda          | Technical Assistant II              |                                         |
| 10  | Adison Lozano            | Technical Assistant II              |                                         |
| 11  | Cielmer Bolante          | Technical Assistant II              |                                         |
| 12  | Densehl Allen Majadillas | Technical Assistant II              |                                         |



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5

INDICATIVE PROGRAM OF ACTIVITIES

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 1  
September 6-11, 2026 | Region VII

| Time                | Day 0<br>Sept 6,<br>2026<br>(Sunday) | Day 1<br>Sept 7,<br>2026<br>(Monday) | Day 2<br>Sept 8,<br>2026<br>(Tuesday) | Day 3<br>Sept 9,<br>2026<br>(Wednesday) | Day 4<br>Sept 10,<br>2026<br>(Thursday) | Day 5<br>Sept 11,<br>2026<br>(Friday) |
|---------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------|
| 8:00 am – 8:15 am   | Travel time                          | MOL                                  | MOL                                   | MOL                                     | MOL                                     | MOL                                   |
| 8:15 am – 8:30 am   |                                      | Session Proper:                      | Session Proper:                       | Session Proper:                         | Session Proper:                         | Workshop Proper:                      |
| 8:30 am – 8:45 am   |                                      |                                      |                                       |                                         |                                         |                                       |
| 8:45 am – 9:00 am   |                                      |                                      |                                       |                                         |                                         |                                       |
| 9:00 am – 9:15 am   |                                      |                                      |                                       |                                         |                                         |                                       |
| 9:15 am – 9:30 am   |                                      | Session Proper:                      | Session Proper:                       | Session Proper:                         | Session Proper:                         | Workshop Proper:                      |
| 9:30 am – 9:45 am   |                                      |                                      |                                       |                                         |                                         |                                       |
| 9:45 am – 10:00 am  |                                      | Health Break                         | Health Break                          | Health Break                            | Health Break                            | Health Break                          |
| 10:00 am – 10:15 am |                                      | Continuation of Session Proper:      | Continuation of Session Proper:       | Continuation of Session Proper:         | Continuation of Session Proper:         | Continuation of Workshop Proper:      |
| 10:15 am – 10:30 am |                                      |                                      |                                       |                                         |                                         |                                       |
| 10:30 am – 10:45 am | Check in and Registration:           | Session Proper:                      | Session Proper:                       | Session Proper:                         | Session Proper:                         | Workshop Proper:                      |
| 10:45 am – 11:00 am |                                      |                                      |                                       |                                         |                                         |                                       |
| 11:00 am – 11:45 am |                                      | Lunch Break                          | Lunch Break                           | Lunch Break                             | Lunch Break                             | Lunch Break                           |
| 11:45 am – 12:00 pm |                                      |                                      |                                       |                                         |                                         |                                       |
| 12:00 pm – 1:00 pm  | Check in and Registration:           | Continuation of Session:             | Continuation of Session:              | Continuation of Session:                | Continuation of Session:                | Continuation of Workshop Proper:      |
| 1:00 pm – 1:15 pm   |                                      |                                      |                                       |                                         |                                         |                                       |
| 1:15 pm – 2:00 pm   |                                      |                                      |                                       |                                         |                                         |                                       |
| 2:00 pm – 2:15 pm   |                                      |                                      |                                       |                                         |                                         |                                       |
| 2:15 pm – 2:30 pm   |                                      |                                      |                                       |                                         |                                         |                                       |



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|                   |                                        |                                       |                                       |                                       |                                       |                                 |
|-------------------|----------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------|
| 2:30 pm – 2:45 pm |                                        | Session Proper:                       | Session Proper:                       | Session Proper:                       | Session Proper:                       | Workshop Proper:                |
| 2:45 pm – 3:00 pm |                                        |                                       |                                       |                                       |                                       |                                 |
| 3:00 pm – 3:15 pm | Opening Program and Pre-Test (Plenary) | Health Break                          | Health Break                          | Health Break                          | Health Break                          | Health Break                    |
| 3:15 pm – 3:45 pm |                                        | Continuation of Session Proper:       | Continuation of Session Proper:       | Continuation of Session Proper:       | Continuation of Session Proper:       | Continuation of Session Proper: |
| 3:45 pm – 4:00 pm |                                        |                                       |                                       |                                       |                                       |                                 |
| 4:00 pm – 4:30 pm |                                        |                                       |                                       |                                       |                                       |                                 |
| 4:30 pm – 4:45 pm |                                        |                                       |                                       |                                       |                                       |                                 |
| 4:45 pm – 5:00 pm |                                        |                                       |                                       |                                       |                                       | Closing Program                 |
| 5:00 pm – 5:15 pm | End-of-Day Evaluation /PMT Debriefing  | End-of-Day Evaluation/ PMT Debriefing | End-of-Day Evaluation /PMT Debriefing | End-of-Day Evaluation /PMT Debriefing | End-of-Day Evaluation /PMT Debriefing | End-of-Day Evaluation           |

- Check-in: 6 September 2026, 1:00 p.m.
- Check-out: 11 September 2026, 12:00 p.m.





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INDICATIVE PROGRAM OF ACTIVITIES

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 2  
October 11-16, 2026 | Baguio Teachers Camp, Baguio City

| Time                | Day 0<br>Oct. 11,<br>2026<br>(Sunday) | Day 1<br>Oct. 12,<br>2026<br>(Monday) | Day 2<br>Oct. 13,<br>2026<br>(Tuesday) | Day 3<br>Oct. 14,<br>2026<br>(Wednesday) | Day 4<br>Oct. 15,<br>2026<br>(Thursday) | Day 5<br>Oct 16,<br>2026<br>(Friday) |
|---------------------|---------------------------------------|---------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|--------------------------------------|
| 8:00 am – 8:15 am   | Travel time                           | MOL                                   | MOL                                    | MOL                                      | MOL                                     | MOL                                  |
| 8:15 am – 8:30 am   |                                       | Session Proper:                       | Session Proper:                        | Session Proper:                          | Session Proper:                         | Workshop Proper:                     |
| 8:30 am – 8:45 am   |                                       |                                       |                                        |                                          |                                         |                                      |
| 8:45 am – 9:00 am   |                                       |                                       |                                        |                                          |                                         |                                      |
| 9:00 am – 9:15 am   |                                       |                                       |                                        |                                          |                                         |                                      |
| 9:15 am – 9:30 am   |                                       | Session Proper:                       | Session Proper:                        | Session Proper:                          | Session Proper:                         | Workshop Proper:                     |
| 9:30 am – 9:45 am   |                                       |                                       |                                        |                                          |                                         |                                      |
| 9:45 am – 10:00 am  |                                       |                                       |                                        |                                          |                                         |                                      |
| 10:00 am – 10:15 am |                                       |                                       |                                        |                                          |                                         |                                      |
| 10:15 am – 10:30 am |                                       | Continuation of Session Proper:       | Continuation of Session Proper:        | Continuation of Session Proper:          | Continuation of Session Proper:         | Continuation of Workshop Proper:     |
| 10:30 am – 10:45 am |                                       |                                       |                                        |                                          |                                         |                                      |
| 10:45 am – 11:00 am |                                       |                                       |                                        |                                          |                                         |                                      |
| 11:00 am – 11:15 am |                                       |                                       |                                        |                                          |                                         |                                      |
| 11:15 am – 11:45 am |                                       | Session Proper:                       | Session Proper:                        | Session Proper:                          | Session Proper:                         | Workshop Proper:                     |
| 11:45 am – 12:00 pm |                                       |                                       |                                        |                                          |                                         |                                      |
| 12:00 pm – 1:00 pm  |                                       | Lunch Break                           | Lunch Break                            | Lunch Break                              | Lunch Break                             | Lunch Break                          |
| 1:00 pm – 1:15 pm   | Check in and Registration:            | Continuation of Session:              | Continuation of Session:               | Continuation of Session:                 | Continuation of Session:                | Continuation of Workshop Proper:     |
| 1:15 pm – 2:00 pm   |                                       |                                       |                                        |                                          |                                         |                                      |
| 2:00 pm – 2:15 pm   |                                       |                                       |                                        |                                          |                                         |                                      |
| 2:15 pm – 2:30 pm   |                                       |                                       |                                        |                                          |                                         |                                      |
| 2:30 pm – 2:45 pm   |                                       | Session Proper:                       | Session Proper:                        | Session Proper:                          | Session Proper:                         | Workshop Proper:                     |
| 2:45 pm – 3:00 pm   |                                       |                                       |                                        |                                          |                                         |                                      |



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|                   |                                        |                                      |                                      |                                      |                                      |                                 |
|-------------------|----------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------|
| 3:00 pm – 3:15 pm | Opening Program and Pre-Test (Plenary) | Health Break                         | Health Break                         | Health Break                         | Health Break                         | Health Break                    |
| 3:15 pm – 3:45 pm |                                        | Continuation of Session Proper:      | Continuation of Session Proper:      | Continuation of Session Proper:      | Continuation of Session Proper:      | Continuation of Session Proper: |
| 3:45 pm – 4:00 pm |                                        |                                      |                                      |                                      |                                      |                                 |
| 4:00 pm – 4:30 pm |                                        |                                      |                                      |                                      |                                      | Closing Program                 |
| 4:30 pm – 4:45 pm |                                        |                                      |                                      |                                      |                                      |                                 |
| 4:45 pm – 5:00 pm |                                        |                                      |                                      |                                      |                                      |                                 |
| 5:00 pm – 5:15 pm | End-of-Day Evaluation/PMT Debriefing   | End-of-Day Evaluation/PMT Debriefing | End-of-Day Evaluation/PMT Debriefing | End-of-Day Evaluation/PMT Debriefing | End-of-Day Evaluation/PMT Debriefing | End-of-Day Evaluation           |

- Check-in: 11 October 2026, 1:00 p.m.
- Check-out: 16 October 2026, 12:00 p.m.



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Enclosure 6

MEAL PROVISION GUIDE

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 1  
September 6-11, 2026 Region VII

| Meals     | Day 0<br>Sunday | Day 1<br>Monday | Day 2<br>Tuesday | Day 3<br>Wednesday | Day 4<br>Thursday | Day 5<br>Friday |
|-----------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|
| Breakfast |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| AM Snack  |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| Lunch     |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| PM Snack  |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| Dinner    | ✓               | ✓               | ✓                | ✓                  | ✓                 |                 |

SIPNAYAN: Advancing Numeracy through Concrete-Pictorial-Abstract (CPA) Learning -  
Cluster 2  
October 11-16, 2026 | Baguio Teachers Camp, Baguio City

| Meals     | Day 0<br>Sunday | Day 1<br>Monday | Day 2<br>Tuesday | Day 3<br>Wednesday | Day 4<br>Thursday | Day 5<br>Friday |
|-----------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|
| Breakfast |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| AM Snack  |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| Lunch     |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| PM Snack  |                 | ✓               | ✓                | ✓                  | ✓                 | ✓               |
| Dinner    | ✓               | ✓               | ✓                | ✓                  | ✓                 |                 |



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