



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

June 18, 2025

DIVISION MEMORANDUM
NO. 262, s. 2025

**COORDINATION CONFERENCE OF PROGRAM MANAGEMENT TEAM
& RESOURCE PERSONS RE DIVISION TRAINING OF TRAINERS (DTOT)
FOR THE PHASE 2 MATATAG-REVISED K TO 12 CURRICULUM
TRAINING OF GRADES 2, 3, 5 & 8 TEACHERS**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
Section/Unit Heads
All Others Concerned

1. In reference to DM No. 235, s. 2025 dated May 30, 2025, this Office, through the SGOD-Human Resource Development Section, informs the concerned personnel on the Coordination Conference re Division Training of Trainers (DTOT) of the Phase 2 MATATAG-Revised K to 12 Curriculum Training of Grades 2, 3, 5 & 8 Teachers on June 20, 2025, 01:00 p.m. (Friday) at the Division Conference Hall.
2. The agenda of this activity are as follows:
 - a. Plotting of resource persons per session;
 - b. Accomplishment and submission of travel reimbursement documents on the travel expenses incurred in attending the Core and Expansion Training of Faculty; and
 - c. Others.
3. The participants of the conference are all the program management team and the resourced persons of the DTOT. Participants are expected to bring their accomplished reimbursement documents ready for perusal. List of Participants is found in Enclosure A of this Memorandum.
4. Presence of a personnel from Pre-Audit Section will be invited to give insights on the details of Travel Reimbursement Processes.
5. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CALAYONA JR., PhD, CESO VI
OIC-Schools Division Superintendent



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Page 1 of 1

Enclosure A

List of Participants to Coordination Conference

Program Management Team		Training Team	
		National Core Team:	
1) Dr. Margarito A. Cadayona Jr., CESO VI	14	Dr. Lourdes L. Matan, EPS	
OIC-Schools Division Superintendent	15	Rina M. Aboganda, EPS II	
	16	Blesildo M. Orquin, P-2	
2) Dr. Jun-Nilou D. Dulfo	17	John Michael C. Jalayajay, HT-II	
OIC-Asst. Schools Division Superintendent		Expansion Team:	
	18	Cynthia G. De Guzman	45 Jhan Glend S. Catanares
3) Dr. Avelina P. Tupa	19	Felicita P. Constantino	46 Kristian Aldrin B. Cruda
OIC-Chief, SGOD	20	Fernando P. Medrina	47 Lizmher Jane D. Suarez
	21	Jaysam M. Casaljay	48 Ma. Carren M. Julaton
4) Dr. Renato S. Cagomoc	22	Jaysson A. Alilita	49 Ma. Lourdes M. Daligdig
Chief, CID	23	Jesebel M. Festin	50 Malvin D. Regulacion
	24	Josephine T. Silva	51 Maricel G. Merencillo
5) Oscar D. Billate, Jr.	25	Lorena S. Evardone	52 Mart Julius L. Talahiban
EPS-SGOD	26	Lorena Z. Libot-Libot	53 Prolet Jay A. Malingin
	27	Maximo T. Pacho Jr.	54 Rhuel R. Yongotyongot
6) Marita P. Senolos	28	Sonia M. Cuizon	55 Samuel A. Repelente
SEPS-HRD	29	Billy Joe A. Castante	56 Remirose Doann G. Yu
	30	Cecilia B. Nardo	57 Rose Ann B. Menieba
Secretariat:	31	Chona C. Valenzuela	58 Chinky F. Baculanta
7) Rosalia M. Rivera, EPS II-HRD	32	Daisy G. Ale	59 Rolando M. Lacbo
8) Sharon D. Balza, EPS II-SMN	33	Gerome C. Silva	60 Maricel P. Alegria
9) Leah D. Balane, AO II	34	Ma. Hazel D. Aguaviva	61 Milaner R. Oyo-A
	35	Michael V. Pernia	62 Gene Dominic L. Gutierrez
TWG:	36	Ria N. Senales	63 Jeneth M. Alfaro
10) Drixel Idol R. Ortega, ADAS III	37	Rodrigo R. Ventures Jr.	64 Catherine A. Lim
11) Gary H. Ballon, ITO	38	Sonia C. Cupla	65 Christopher D. Salino
Medics:	39	Benjie A. Beduya	66 Raymund C. Constantino
12) Sophia C. Monteron	40	Christian L. Senolos	67 Maita Y. Sarmiento
13) Nikki S. Dollado	41	Corie B. Senolos	68 Haidee B. Asis
	42	Dr. Virginia A. Millares	69 Mylene T. Ballon
	43	Edna M. Cabillan	70 Dr. Rinalyn C. Beso
	44	Ira A. Calaoagan	