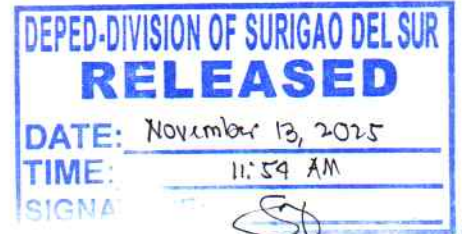




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



DIVISION MEMORANDUM  
 No. 503, s. 2025

To: Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/Districts In-Charge  
 Identified Illustrators, Layout Artists, Writers, and Evaluators  
 All Others Concerned

**DEVELOPMENT, QUALITY ASSURANCE AND PRINTING OF SELF LEARNING  
 MODULES FOCUSING ON LEAST-LEARNED COMPETENCIES FOR KEY STAGE  
 1 AND SPECIAL CURRICULAR PROGRAMS, PHASES 1, 2, AND 3**

- The early years of education, particularly in **Key Stage 1 (Grades 1-3)** is crucial for building foundational literacy, numeracy, and critical thinking skills. Persistent learning gaps in these areas hinder learners' progression. To address this, the Division through the **Curriculum Implementation Division (CID)- Learning Resource Management Section (LRMS)** shall develop **Self-Learning Modules (SLMs)** focusing on **least-learned competencies** to enhance mastery, bridge gaps, and promote equitable learning outcomes.
- The activity shall be conducted on **November 16-23, 2025** at **Shacene Pension House, Tandag City, Surigao del Sur**. Participants are the identified illustrators, layout artists, writers, evaluators, and members of the Division Learning Resource Team (Enclosure No. 1).
- In recognition of participants' commitment, non-monetary remuneration shall be granted in accordance with CSC-DBM Joint Circular No. 2, s. 2004: **teaching personnel – 1 day service credit per day of attendance; non-teaching personnel – 1.5 days CTO per day of attendance.**
- General Objective:**  
 Produce quality-assured SLMs targeting least-learned competencies in Key Stage 1.  
**Specific Objectives:**
  - Identify least-learned competencies based on assessments;
  - Develop and validate curriculum-aligned, learner-friendly SLMs; and
  - Facilitate the printing and reproduction of approved modules.
- This is an eight-day live-in training. However, participants who are less than 50km. radius from the Division Office as stipulated in DM 102, s. 2020, will not be accommodated in the hotel for a night stay.



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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6. Meals and accommodation shall be provided by the Division. **The first meal to be served shall be morning snacks of November 16, 2025 (Day 1). The last serving shall be afternoon snack on November 23, 2025 (Day 8).** Transportation and other incidental expenses may be charged against school MOOE/local funds or other available sources, subject to the usual accounting and auditing rules and regulations.
7. Participants are reminded to bring the following materials for the training workshop: flash drive/ hard drive, laptop, extension wires, pocket Wi-Fi, and other materials to be used as references.
8. Enclosed herewith are the Program Matrix and the Travel Authority for the eight-day training workshop.
9. For any inquiries or clarifications, please contact **ELNIE ANTHONY P. BARCENA, Education Program Supervisor, OIC-LRMS Manager.**
10. Immediate and wide dissemination of this Memorandum is desired.

  
**LORENZO O. MACASOCOL PhD, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

DEVELOPMENT SLM QUALITY ASSURANCE PRINTING KEY STAGE  
LEAST-LEARNED COMPETENCIES SPECIAL CURRICULAR PROGRAMS  
CID/LGKG  
10/11/2025

**DEVELOPMENT, QUALITY ASSURANCE, AND PRINTING OF SELF LEARNING MODULES FOCUSING ON LEAST-LEARNED COMPETENCIES FOR KEY STAGE 1 AND SPECIAL CURRICULAR PROGRAMS, PHASE 1**

**Phase 1 (Grade 1)**

**LIST OF PARTICIPANTS**

No.	Name	Sex	Position	Role (Writer, Layout Artist, Language Editor, Content Editor, Illustrator, PMT)	School/District/Office
1	Fluellen L. Cos, PhD	M	CID Chief	PMT	Division Office- CID
2	Jonathan L. Ambel	M	EPS	PMT	Division Office- CID
3	Regina Euann A. Puerto	F	EPS	PMT	Division Office- CID
4	Ressil L. Tersona	F	EPS	PMT	Division Office- CID
5	Irene Grumez	F	EPS	PMT	Division Office- CID
6	Analiza G. Doloricon	F	EPS	PMT	Division Office- CID
7	Megenila C. Guillen	F	EPS	PMT	Division Office- CID
8	Encarnacion M. Padua	F	EPS	PMT	Division Office- CID
9	Elnie Anthony P. Barcena	M	EPS	PMT	Division Office- CID
10	Menerba M. Dapar	F	EPS	PMT	Division Office- CID
11	Claire Ann P. Gonzaga	F	Librarian II	PMT	Division Office- CID
12	Jhun Clifford P. Reyna	M	EPS II	PMT	Division Office- CID
13	Lieu Gee Keeshia C. Guillen	F	PDO II	PMT	Division Office- CID
14	Rosbelt Jhon G. Grumo	M	ADAS III	PMT	Division Office- CID
15	Brejean A. Acodile	F	ADAS II	PMT	Division Office- CID
16	Hypzibah L. Andoy	F	NURSE II	PMT	Division Office- SGOD
17	Joanne F. Balan	F	NURSE II	PMT	Division Office- SGOD
18	Jireh Florianne M. Wahing	F	PDO I	PMT	Gamut CES, Tago
<b>ENGLISH</b>					
19	Elibert M. Pormiento	M	Head Teacher I	Illustrator	Unidad Elementary School/ Barobo I
20	Victoria C. Argote	F	TIC	Writer/Layout Artist	Uba Elementary School/Cortes
21	Ruth Christianne Jele S. Rubenial	F	Principal 1	Language/Content Editor	Carrascal Central Elementary School/Carrascal
22	Lorna O. Vermon	F	Principal 1	Language Evaluator	Cabacungan National High School/Barobo
23	Senen B. Martinez, Jr.	M	Principal 1	Content Evaluator	Dugmanon National High School/Hinatuan North
<b>FILIPINO</b>					
	Jefthy L. Olayon	M	Teacher III	Illustrator	Manambia Intetgrated School/ Tagbina II
				Writer/Layout Artist	
				Language/Content Editor	
				Language Evaluator	
				Content Evaluator	
<b>SCIENCE</b>					
27	Rayjun M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
28	Beatriz B. Campion	F	Principal I	Language/Content Editor	Tagongon ES
29	Laura D. Espin	P	Principal I	Content Evaluator	Hinapoyan ES
30	Renante G. Rendon	M	Principal I	Language Evaluator	Tidman NHS
31	Rey D. Arbolonio	M	Principal I	Content Evaluator	Bingcongan IS
<b>MATHEMATICS</b>					
32	Carl Jun M. Pormiento	M	Teacher I	Illustrator	San Roque Elementary School/ Barobo I
33	Joyce P. Plando	F	TIC	Writer/Layout Artist	Bacolod PS-Carrascal
34	Analyn R. Teves	F	Principal 1	Writer/Layout Artist	Bunga IS-Lanuza
35	Arta Ophelia D. Yparraguirre	F	Principal 2	Language Editor/Evaluator	Palasao ES-Cantilan
36	Madrielyn U. Cabahug	F	Principal 3	Content Editor/Evaluator	Bugsukan ES-Cantilan
<b>ARALING PANLIPUNAN</b>					
37	Andy B. Cuadra	M	Teacher I	Illustrator	Barobo National High School/ Barobo I
38	Hanzel Ann J. Lacsi	F	P-2	Writer/Layout Artist	Kinabigtasan ES, Tago
39	Mary Cris Jubane	F	Principal 1	Writer/Content Editor	Mamis ES, Barobo
40	Maridel V. Casaba	F	Principal 1	Language Evaluator	Libas Gua ES, San Miguel 2
41	Mavic P. Quijada	F	HT 3	Content Evaluator	Tabon-tabon ES, Tago
<b>Good Manners and Right Conduct</b>					
42	Juniet John G. Catejesan	M	T I	Illustrator	Babuyan ES, Carrascal
43	Robe Ann O. Ascarez	F	HT II	Writer/Layout Artist	Manga ES, Madrid District
44	Merlyn E. Lao-ay	F	SH/TIC	Language/Content Editor	Bayogo ES, Madrid District
45	Christopher Alain D. Urquia	M	HT II	Language Evaluator	Carac-an ES, Madrid Dsistrict
46	Analiza E. Dahunog	F	Principal I	Content Evaluator	Bagsac ES, Madrid District
<b>ALS</b>					
47	Rhecel R. Lagudas	F	T II	Illustrator	Tagongon ES, Tagbina I

48	Geman N. Sarceda	M	Teacher 1	Writer/Layout Artist	ALS Lianga District
49	Jadelyn B. Epis	F	T-III	Writer/Layout Artist	ALS Tagbina 2 District
50	Johnson T. Cabuyoc	M	HT-3	Laguage/Content Editor	Hamburger ES
51	Adolorosa Q. Vasques	F	P-1	Laguage/Content Evaluator	Amag ES
<b>IPED</b>					
52	Junry M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
53	Kieth Martin Lacorte	M	TIC	Writer/Layout Artist	Han-ayan ESLT
54	Johnson T. Cabuyoc	M	TIC	Laguage/Content Editor	Kabuluhan ESLT
55	Gelma P. Tecson	F	P-1	Language Evaluator	Bagyangon ESLT
56	Danilo T. Alcantara	M	P-3	Content Evaluator	Magroyong ES
<b>MADRASAH</b>					
57	Jeru Salem O. Cuarteron	M	Teacher III	Illustrator	Falcon Memorial Elementary School/ Tago
58	Schnaya R. Ahmad	F	ALIVE Teacher	Writer/Layout Artist	Madrid CES
59	Jeziel A. Umbaro	F	ALIVE Teacher	Laguage/Content Editor	Madrid NHS
60	Oilver S. Jandayan	M	ALIVE Teacher	Language Evaluator	Barobo NHS
61	Hamdanie A. Pangandag	M	ALIVE Teacher	Content Evaluator	Cantilan ECES
<b>Music and Arts</b>					
62	Bernard P. Mahumot	M	Teacher II	Illustrator	Quary II Soriano ES
63	Susan R. Villafior	F	Head Teacher II	Writer/Layout Artist	Carromata Elem. School - San Miguel 2
64	Marlyn B. Arraz	F	Head Teacher III	Writer/Layout Artist	Maligaya IS - Hinatuan South District
65	Florelyn Cruiz	F	Principal I	Language Eval/Editor	Magasang Elem. School / Cantilan District
66	Annabelle R. Cubil	F	Principal III	Content Eval/Editor	San Agustin CES - San Agustin District
<b>PE and Health</b>					
67	Rene B. Arrubio	M	Teacher III	Illustrator	Cantilan East Central Elementary School/ Cantilan
68	Gelma P. Tecson	F	Principal I	Writer/Layout Artist	Bagyangon ESLT - San Miguel 2 District
69	Cherry Guinsatao	F	Head Teacher III	Writer/Layout Artist	Castillo Elem. School - San Miguel 1 District
70	Hayde C. Barillo	F	Principal I	Language Eval/Editor	Adlay ES - Tago District
71	Emelyn D. Subiera	F	Principal II	Content Eval/Editor	Bacolod ES - Cagwait ES
<b>Entrepreneurship</b>					
72	Ivin Mae N. Ambos	F	Teacher III	Illustrator	San Pedro Elementary School/ Lianga
73	Mavic P. Quijada	F	Head Teacher III	Writer/Layout Artist	Tabon Tabon ES
74	Sheila Robena Anne P. Luna	F	Teacher III	Writer/Layout Artist	Sumo-sumo ES, Tago District
75	Ellen O. Eliot	F	Principal 1	Language Eval/Editor	Purissima NHS
76	Annabelle R. Cubil	F	Principal III	Content Eval/Editor	San Agustin CES - San Agustin District

**DEVELOPMENT, QUALITY ASSURANCE, AND PRINTING OF SELF LEARNING MODULES FOCUSING ON LEAST-LEARNED COMPETENCIES FOR KEY STAGE 1 AND SPECIAL CURRICULAR PROGRAMS, PHASE 2**

**Phase 2 (Grade 2)**

**LIST OF PARTICIPANTS**

No.	Name	Sex	Position	Role (Writer, Layout Artist, Language Editor, Content Editor, Illustrator, PMT)	School/District/Office
1	Fluellen L. Cos, PhD	M	CID Chief	PMT	Division Office- CID
2	Jonathan L. Ambel	M	EPS	PMT	Division Office- CID
3	Regina Euann A. Puerto	F	EPS	PMT	Division Office- CID
4	Ressit L. Tersona	F	EPS	PMT	Division Office- CID
5	Irene Grumez	F	EPS	PMT	Division Office- CID
6	Analiza G. Doloricon	F	EPS	PMT	Division Office- CID
7	Megenila C. Guillen	F	EPS	PMT	Division Office- CID
8	Encarnacion M. Padua	F	EPS	PMT	Division Office- CID
9	Elnie Anthony P. Barcena	M	EPS	PMT	Division Office- CID
10	Menerba M. Dapar	F	EPS	PMT	Division Office- CID
11	Claire Ann P. Gonzaga	F	Librarian II	PMT	Division Office- CID
12	Jhun Clifford P. Reyna	M	EPS II	PMT	Division Office- CID
13	Lieu Gee Keeshia C. Guillen	F	PDO II	PMT	Division Office- CID
14	Rosbelt Jhon G. Grumo	M	ADAS III	PMT	Division Office- CID
15	Brejean A. Acodile	F	ADAS II	PMT	Division Office- CID
16	Pinky L. Barte	F	ADAS III	PMT	Division Office- CID
<b>ENGLISH</b>					
17	Elibert M. Pormiento	M	Head Teacher I	Illustrator	Unidad Elementary School/ Barobo I
18	Ariel A. Totentino	M	TIC	Writer/Layout Artist	Pamian Integrated School/Lingig 2
19	Tomasito D. Siman	M	Principal 2	Language/Content Editor	Bayabas Central Elementary School/Bayabas
20	Wilfredo P. Puig, Jr.	M	TIC	Language Evaluator	Tigao National High School/Tago
21	Beatriz A. Torio	F	Principal 2	Content Evaluator	Cantilan National High School/ Cantilan
<b>FILIPINO</b>					
22	Jeffthy L. Olayon	M	Teacher III	Illustrator	Manambia Intetgrated School/ Tagbina II
23				Writer/Layout Artist	
24				Language/Content Editor	
25				Language Evaluator	
26				Content Evaluator	
<b>SCIENCE</b>					
27	Rayjun M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
28	Dolores M. Bual	F	Principal I	Writer/Layout Artist	Hornasan ES
29	Gemma U. Cabellño	F	Principal II	Language/ Content Editor	Pagtilaan ES
30	Joseph D. Tucong	M	Principal I	Language Evaluator	Cagwait CES
31	Archie S. Pagaura	M	Principal II	Content Evaluator	Sagbayan NHS
<b>MATHEMATICS</b>					
32	Carl Jun M. Pormiento	M	Teacher I	Illustrator	San Roque Elementary School/ Barobo I
33	Jovelyn V. Humilde	F	Principal 1	Writer/Layout Artist	Katipunan ES-Tagbina 1
34	Alona P. Diapana	F	Principal 1	Writer/Layout Artist	Amaga ES-Barobo
35	Rogelio Jr. T. Odtojan	M	Principal 2	Language Editor/Evaluator	Liang CES-Liang
36	Johnny G. Mulato	M	Principal 1	Content Editor/Evaluator	Talisay Seaside ES
<b>ARALING PANLIPUNAN</b>					
37	Andy B. Cuadra	M	Teacher I	Illustrator	Barobo National High School/ Barobo I
38	Maricel D. Maco	F.	Principal 1	Writer/Layout Artist	Antipolo ES, Marihatag District
39	Rochen M. Raniel	F.	Principal 1	Writer/Content Editor	Salvacion ES, San Agustin District
40	Christy S. Quijada	F.	MT-1/TIC	Language Evaluator	Eufemio B. Ariate IS, Bayabas
41	Julito T. Mangadlao	M	Principal 2	Content Evaluator	Barobo CES, Barobo District
<b>Good Manners and Right Conduct</b>					
42	Juniel John G. Calejesan	M	TI	Illustrator	Babuyan ES, Carrascal
43	Cheryt A. Tagyam	F.	HT II	Writer/Layout Artist	Gacub ES, Carmen District
44	Vilma G. Aguhob	F.	HT III	Language/Content Editor	Songkit ES, Madrid District
45	Myrna O. Aguipto	F.	HT III	Language Evaluator	ABSMES, Carmen District
46	Hazelsira L. Arreza	F.	Principal I	Content Evaluator	Carmen CES, Carmen Dsistrict
<b>ALS</b>					
47	Rhecel R. Lagudas	F	T II	Illustrator	Tagongon ES, Tagbina I
48	Genalyn Campos	F.	Master Teacher I	Writer/Layout Artist	ALS Lianga Distriict

49	Marvin T. Diaz	M	T-3	Writer/Layout Artist	ALS Tagbina 1 District
50	Merjorie Dumalagan	F.	P-2	Content & Language Editor	Matixi IS
51	Rachel Methuselah R. Cumah	F.	P-4	Content & Language Evaluator	Barobo NHS
<b>IPED</b>					
52	Junry M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
53	Jave R. Bacaro	M	TIC	Writer/Layout Artist	Sangay ESLT
54	Flora Mae M. Sabado	F.	TIC	Laguage/Content Editor	Lamintao ESLT
55	Joseph Terse	M	TIC	Language Evaluator	Menong ESLT
56	Remond Duazo	M	Head Teacher 3	Content Evaluator	Nurcia IS
<b>MADRASAH</b>					
57	Jeru Salem O. Cuarteron	M	Teacher III	Illustrator	Falcon Memorial Elementary School/ Tago
58	Junaisa T. Oraco	F	ALIVE Teacher	Writer/Layout Artist	Barobo CES
59	Aisah R. Ahmad	F.	ALIVE Teacher	Laguage/Content Editor	Madrid NHS
60	Oliver S. Jandayan	M	ALIVE Teacher	Language Evaluator	Barobo NHS
61	Hamdanie A. Pangandag	M	ALIVE Teacher	Content Evaluator	Cantilan ECES
<b>Music and Arts</b>					
62	Bernard P. Mahumot	M	Teacher II	Illustrator	Quary II Soriano ES
63	Lovely Jean Trugillo	F.	TIC	Writer/Layout Artist	Tag-anito ES - Carrascal District
64	Aljie V. Andujar	F.	TIC	Writer/Layout Artist	Mahaba ES - Marihatag District
65	Alona P. Diapana	F.	Principal I	Language Eval/Editor	Amaga ES - Barobo District
66	Victoria Argoti	F.	Principal I	Content Eval/Editor	Uba Elem. School / Cortes District
<b>PE and Health</b>					
67	Rene B. Arrubio	M	Teacher III	Illustrator	Cantilan East Central Elementary School/ Cantilan
68	Alfonso Alimboyong	M	HT III	Writer/Layout Artist	Libas Sud IS - San Miguel 1 District
69	Patrocenio Baldo	M	HT II	Writer/Layout Artist	Arorogan Elem. School / Marihatag District
70	Marivic Sumagaysay	F.	Principal II	Writer/Layout Artist	Tidman ES - Hinatuan South District
71	Evelyn Avila	F.	Principal I	Content Eval/Editor	Sta. Cruz Elem. School - Marihatag District
<b>Entrepreneurship</b>					
72	Ivin Mae N. Ambos	F	Teacher III	Illustrator	San Pedro ES, Lianga District
73	Leonardo Posesano	M	Head Teacher I	Writer/Layout Artist	Davisol NHS, Lianga District
74	Milven L. Medrano	M	Principal 1	Writer/Layout Artist	Sumo-sumo ES, Tago, District
75	Ellen Illiot	F	Principal 1	Language Eval/Editor	Purisima NHS
76	Annabelle R. Cubil	F	Principal III	Content Eval/Editor	San Agustin CES - San Agustin District

**DEVELOPMENT, QUALITY ASSURANCE, AND PRINTING OF SELF LEARNING MODULES FOCUSING ON LEAST-LEARNED COMPETENCIES FOR KEY STAGE 1 AND SPECIAL CURRICULAR PROGRAMS, PHASE 3**

**Phase 3 (Grade 3)**

**LIST OF PARTICIPANTS**

No.	Name	Sex	Position	Role (Writer, Layout Artist, Language Editor, Content Editor, Illustrator, PMT)	School/District/Office
1	Fluellen L. Cos, PhD	M	CID Chief	PMT	Division Office- CID
2	Jonathan L. Ambel	M	EPS	PMT	Division Office- CID
3	Regina Euann A. Puerto	F	EPS	PMT	Division Office- CID
4	Ressil L. Tersona	F	EPS	PMT	Division Office- CID
5	Irene Grumez	F	EPS	PMT	Division Office- CID
6	Analiza G. Doloricon	F	EPS	PMT	Division Office- CID
7	Megenila C. Guillen	F	EPS	PMT	Division Office- CID
8	Encarnacion M. Padua	F	EPS	PMT	Division Office- CID
9	Elnie Anthony P. Barcena	M	EPS	PMT	Division Office- CID
10	Menerba M. Dapar	F	EPS	PMT	Division Office- CID
11	Claire Ann P. Gonzaga	F	Librarian II	PMT	Division Office- CID
12	Jhun Clifford P. Reyna	M	EPS II	PMT	Division Office- CID
13	Lieu Gee Keeshia C. Guillen	F	PDO II	PMT	Division Office- CID
14	Rosbett Jhon G. Grumo	M	ADAS III	PMT	Division Office- CID
15	BrejeanA. Acodile	F	ADAS II	PMT	Division Office- CID
16	Pinky L. Barte	F	ADAS III	PMT	Division Office- CID
<b>ENGLISH</b>					
17	Elibert M. Pormiento	M	Head Teacher I	Illustrator	Unidad Elementary School/ Barobo
18	Vincent Paul P. Suarez	M	Principal 1	Writer/Layout Artist	Pedro Redondo Elementary School/Lingig 2
19	Marybeth M. Moldez	F	Principal 2	Language/Content Editor	Tina Central Elementary School/San Miguel 2
20	Gloria M. Paraguya	F	Principal 3	Language Evaluator	Tagbina National High School/Tagbina 1
21	Christy S. Quijada	F	Principal 1	Content Evaluator	Eufemio Ariate MIS/Bayabas District
<b>FILIPINO</b>					
22	Jefthy L. Olayon	M	Teacher III	Illustrator	Manambia Intetgrated School/ Tagbina II
23				Writer/Layout Artist	
24				Language/Content Editor	
25				Language Evaluator	
26				Content Evaluator	
<b>SCIENCE</b>					
27	Rayjun M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
28	Arieljun P. Rosal	M	HT-II	Writer/Layout Artist	Osmeña IS
29	Kareen L. Cuadra	F	HT-I	Language/Content Editor	Magsaysay ES
30	Jesebel Alngog	F	Principal I	Language Evaluator	Gata IS
31	Ronald P. Jacinto	M	Principal II	Content Evaluator	San Miguel NCHS
<b>MATHEMATICS</b>					
32	Carl Jun M. Pormiento	M	Teacher I	Illustrator	San Roque Elementary School/ Barobo I
33	Adam B. Besinga	M	Head Teacher 3	Writer/Layout Artist	Himat-e Integrated School-Tago
34	Arn Vincent Vansuela	M	Head Teacher 1	Writer/Layout Artist	Unidos ES
35	Milven L. Medrano	M	Principal 1	Language Editor/Evaluator	Sumo-sumo ES
36	Jonalyn C. Medrano	F	Principal 3	Content Editor/Evaluator	Gamut CES-Tago District
<b>ARALING PANLIPUNAN</b>					
37	Andy B. Cuadra	M	Teacher I	Illustrator	Barobo National High School/ Barobo I
38	Sheila Mae C. Molino	F	Principal 2	Writer/Layout Artist	Hinogbakan ES, Marihatag District
39	Fivie S. Galdiano	F	Principal 1	Writer/Layout Artist	Maurillo Avila Integrated School, San Agustin District
40	Analiza M. Guevarra	F	Principal 2	Language Evaluator	R. Moreno IS, Lianga District
41	Marites P. Alzate	F	Principal 3	Content Evaluator	Burgos ES, Cortes District
<b>Good Manners and Right Conduct</b>					
42	Juniet John G. Calejesan	M	TI	Illustrator	Babuyan ES, Carrascal
43	Emely G. Bandola	F	Principal 1	Writer/Layout Artist	Talisay ES, Hinatuan North
44	Jezebel C. Duero	F	Principal 1	Language/Content Editor	NAUMES, Cantilan District
45	Janice P. Ocura	F	Principal II	Content Evaluator	Cantilan Pilot School
46	Joann S. Defante	F	Principal II	Language Evaluator	Parang ES, Cantilan District
<b>ALS</b>					
47	Rhcel R. Lagudas	F	TI	Illustrator	Tagongon ES, Tagbina I
48	Judith M. Pasilong	F	MT-1	Writer/Layout Artist	ALS Madrid District
49	Marvin John U. Uriarte	M	ALS Teacher	Writer/Layout Artist	ALS Tago District
50	Rogelio T. Odtojan, Jr.	M	Principal II	Content & Language Editor	Lianga CES
51	Junalyn Medrano	F	P-2	Content & Language Editor	Gamut CES

<b>IPED</b>					
52	Junry M. Pormiento	M	Teacher II	Illustrator	Barobo National High School/ Barobo I
53	Rosie A. Guinsod	F	TIC	Writer/Layout Artist	Kiskis ESLT
54	Terry G. Alcantara	M	TIC	Laguage/Content Editor	Calatngan IS
55	Andrew N. Sumberan	M	P-1	Language Evaluator	Cabangahan IS
56	Ryan M. Bando	M	School Head	Content Evaluator	Tabinas ICES
<b>MADRASAH</b>					
57	Jeru Salem O. Cuarteron	M	Teacher III	Illustrator	Falcon Memorial Elementary School/ Tago
58	Norjenna Sultan	F	ALIVE Teacher	Writer/Layout Artist	Diatagon Brgy. ES
59	Salimah A. Jamil	F	ALIVE Teacher	Laguage/Content Editor	Madrid NHS
60	Oilver S. Jandayan	M	ALIVE Teacher	Language Evaluator	Barobo NHS
61	Hamdanie A. Pangandag	M	ALIVE Teacher	Content Evaluator	Cantilan ECES
<b>Music and Arts</b>					
62	Bernard P. Mahumot	M	Teacher II	Illustrator	
63	Raquem Suarez	M	Head Teacher 1	Writer/Layout Artist	Unaban ES - Tago
64	Princess Rutchie Montenegro	F	TIC	Writer/Layout Artist	Libas Elem School - Lanuza District
65	Gemmalynda Montenegro	F	P-III / DIC	Language Eval/Editor	Lanuza District
66	Rolly B. Ravelo	M	P-III / DIC	Content Eval/Editor	Cantilan East Central Elementary School/ Cantilan
<b>PE and Health</b>					
67	Rene B. Arrublo	M	Teacher III	Illustrator	Cantilan East Central Elementary School/ Cantilan
68	Allen Ayuste	F	Principal 1	Writer/Layout Artist	Sto. Elem. School, Hinatuan North District
69	Catherine A. Aguhob	F	T-3 / TIC	Writer/Layout Artist	Balibadon ES - Cortes
70	Arlene Tumanda	F	Principal II	Language Eval/Editor	Bigaan ES - Hinatuan South
71	Marianne Karen Castro	F	Principal 1	Content Eval/Editor	Pocto IS - Hinatuan South
<b>Entrepreneurship</b>					
72	Ivin Mae N. Ambos	F	Teacher III	Illustrator	San Pedro ES, Lianga District
73	Maricel D. Maco	F	Principal 1	Writer	Antipolo ES, San Agustin ES
74	Sandy G. Sapong Jr	M	Principal 1	Writer/Layout Artist	Solomon NHS, Bayabas District
75	Ellen Illiot	F	Principal 1	Language Eval/Editor	Purissima NHS
76	Annabelle R. Cubil	F	Principal III	Content Eval/Editor	San Agustin CES - San Agustin District



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**Enclosure 01**

Detailed Program or Course Matrix

TIME & DATE	ACTIVITIES
Day 1 November 16, 2025 8:00 AM – 12:00 PM	Arrival
12:00PM – 1:00PM	LUNCH
1:00 PM – 1:30 PM	Preliminaries - Nationalistic Song/Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Opening Remarks - Statement of Purpose - Inspirational Message - House Rules
1:30 PM – 3:00 PM	<b>Session 1: GUIDE CARD</b> FLUELLEN L. COS PhD <i>CID Chief</i>
3:00 PM – 3:30 PM	Health Break
3:30 PM – 5:00 PM	<b>Session 2: ACTIVITY CARD</b> IRENE GRUMEZ PhD <i>EPS-Filipino</i>
5:00 PM – 5:30 PM	Reflection Journal/Debriefing
<b>TIME &amp; DATE</b>	
<b>ACTIVITIES</b>	
Day 2 November 17, 2025 7:45 AM – 8:00 AM	Management of Learning
8:00 AM - 9:30 AM	<b>Session 3: ASSESSMENT CARD</b> CARLOS TIAN CHOW C. CORREOS <i>SGOD Chief</i>
9:30AM – 10:00AM	Health Break
10:00AM– 12:00PM	<b>Session 4: REFERENCE CARD</b> RESSIL L. TERSONA EdD <i>Principal III- Division Science Coordinator</i>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Workshop: Assembling SIM Drafts</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing



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TIME & DATE	ACTIVITIES
Day 3 November 18, 2025 8:00 AM – 8:30 AM	Management of Learning
8:30 AM - 9:00 AM	<b>Workshop: Assembling SIM Drafts</b>
9:00 AM – 9:30 AM	Health Break
9:30 AM – 12:00 PM	<b>Workshop: Assembling SIM Drafts</b>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Workshop: Assembling SIM Drafts</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing
TIME & DATE	ACTIVITIES
Day 4 November 19, 2025 8:00 AM – 8:30 AM	Management of Learning
8:30 AM - 9:00 AM	<b>Workshop: Assembling SIM Drafts</b>
9:00 AM – 9:30 AM	Health Break
9:30 AM – 12:00 PM	<b>Workshop: Assembling SIM Drafts</b>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Workshop: Assembling SIM Drafts</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing
TIME & DATE	ACTIVITIES
Day 5 November 20, 2025 8:00AM – 8:30 AM	Management of Learning
8:30 AM - 9:00 AM	<b>Workshop: Assembling SIM Drafts</b>
9:00AM – 9:30AM	Health Break
9:30 AM – 12:00 PM	<b>Workshop: Assembling SIM Drafts</b>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Workshop: Assembling SIM Drafts</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing



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<b>TIME &amp; DATE</b>	<b>ACTIVITIES</b>
Day 6 November 21, 2025 8:00AM – 8:30 AM	Management of Learning
8:30 AM - 9:00 AM	<b>Finalization and Quality Assurance</b>
9:00AM – 9:30 AM	Health Break
9:30AM – 12:00PM	<b>Finalization and Quality Assurance</b>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Finalization and Quality Assurance</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing
<b>TIME &amp; DATE</b>	<b>ACTIVITIES</b>
Day 7 November 22, 2025 8:00AM – 8:30 AM	Management of Learning
8:30 AM - 9:00 AM	<b>Finalization and Quality Assurance</b>
9:00AM – 9:30 AM	Health Break
9:30AM – 12:00PM	<b>Finalization and Quality Assurance</b>
12:00PM – 1:00PM	LUNCH
1:00 PM – 5:30 PM	<b>Finalization and Quality Assurance</b>
5:30 PM – 6:00 PM	Reflection Journal/Debriefing
<b>TIME &amp; DATE</b>	<b>ACTIVITIES</b>
Day 8 November 23, 2025 7:45 AM – 8:00 AM	Management of Learning
8:00 AM - 9:30 AM	SIM Presentation and Critique
9:30AM – 10:00AM	Health Break
10:00AM–12:00PM	SIM Presentation and Critique
12:00PM – 1:00PM	LUNCH
1:00 PM – 3:00 PM	SIM Presentation and Critique
3:00 PM – 4:00 PM	Closing Program and Awarding
4:00 PM – 5:00 PM	HOME SWEET HOME



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No.: **LO-355-2025**

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**  
**PHASE 1 (GRADE 1)**

NO.	NAME	POSITION/ DESIGNATION	PERMANENT STATION
1	Fluellen L. Cos, PhD	CID Chief	Division Office- CID
2	Jonathan L. Ambel	EPS	Division Office- CID
3	Regina Euann A. Puerto	EPS	Division Office- CID
4	Ressil L. Tersona	EPS	Division Office- CID
5	Irene Grumez	EPS	Division Office- CID
6	Analiza G. Doloricon	EPS	Division Office- CID
7	Megenila C. Guillen	EPS	Division Office- CID
8	Encarnacion M. Padua	EPS	Division Office- CID
9	Elnie Anthony P. Barcena	EPS	Division Office- CID
10	Menerba M. Dapar	EPS	Division Office- CID
11	Claire Ann P. Gonzaga	Librarian II	Division Office- CID
12	Jhun Clifford P. Reyna	EPS II	Division Office- CID
13	Lieu Gee Keeshia C. Guillen	PDO II	Division Office- CID
14	Rosbelt Jhon G. Grumo	ADAS III	Division Office- CID
15	BrejeanA. Acodile	ADAS II	Division Office- CID
16	Hypzibah L. Andoy	Nurse II	Division Office- SGOD
17	Joanne F. Balan	Nurse II	Division Office- SGOD
18	Jireh Florianne M. Wahing	PDO I	Gamut CES, Tago
19	Elibert M. Pormiento	Head Teacher I	Unidad ES/ Barobo
20	Victoria C. Argote	TIC	Uba ES/Cortes
21	Ruth Christianne Jele S. Rubenial	Principal 1	Carrascal CES/Carrascal
22	Lorna O. Vermon	Principal 1	Cabacungan NHS/Barobo
23	Senen B. Martinez, Jr.	Principal 1	Dugmanon NHS/ Hinatuan North
24	Jeffthy L. Olayon	Teacher III	Manambia IS/ Tagbina II
25	Rayjun M. Pormiento	Teacher II	Barobo NHS/ Barobo
26	Beatriz B. Campion	Principal I	Tagongon ES
27	Laura D. Espin	Principal I	Hinapoyan ES
28	Renante G. Rendon	Principal I	Tidman NHS
29	Rey D. Arbolonio	Principal I	Bingcongan IS
30	Carl Jun M. Pormiento	Teacher I	San Roque ES/ Barobo



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NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
31	Joyce P. Plando	TIC	Bacolod PS/Carrascal
32	Analyn R. Teves	Principal 1	Bunga IS/Lanuz
33	Arta Ophelia D. Yparraguirre	Prinicpal 2	Palasao ES/Cantilan
34	Madrielyn U. Cabahug	Prinicpal 3	Bugsukan ES/Cantilan
35	Andy B. Cuadra	Teacher I	Barobo NHS/ Barobo
36	Hanzel Ann J. Lacs	P-2	Kinabigtasan ES/Tago
37	Mary Cris Jubane	Principal 1	Mamis ES/Barobo
38	Maridel V. Casaba	Principal 1	Libas Gua ES/San Miguel 2
39	Mavic P. Quijada	HT 3	Tabon-tabon ES/Tago
40	Juniel John G. Calejesan	T I	Babuyan ES, Carrascal
41	Robe Ann O. Ascarez	HT II	Manga ES, Madrid District
42	Merlyn E. Lao-ay	SH/TIC	Bayogo ES, Madrid District
43	Christopher Alain D. Urquia	HT II	Carac-an ES, Madrid Dsistrict
44	Analiza E. Dahunog	Principal I	Bagsac ES, Madrid District
45	Rhecel R. Lagudas	T II	Tagongon ES, Tagbina I
46	Geman N. Sarceda	Teacher 1	ALS Lianga District
47	Jadelyn B. Epis	T-III	ALS Tagbina 2 District
48	Johnson T. Cabuyoc	HT-3	Hamburger ES
49	Adolorosa Q. Vasques	P-1	Amag ES
50	Junry M. Pormiento	Teacher II	Barobo NHS/ Barobo
51	Kieth Martin Lacorte	TIC	Han-ayan ESLT
52	Johnson T. Cabuyoc	TIC	Kabuluhan ESLT
53	Gelma P. Tecson	P-1	Bagyangon ESLT
54	Danilo T. Alcantara	P-3	Magroyong ES
55	Jeru Salem O. Cuarteron	Teacher III	Falcon MES/ Tago
56	Schnaya R. Ahmad	ALIVE Teacher	Madrid CES
57	Jeziel A. Umbaro	ALIVE Teacher	Madrid NHS
58	Oilver S. Jandayan	ALIVE Teacher	Barobo NHS
59	Hamdanie A. Pangandag	ALIVE Teacher	Cantilan ECES
60	Bernard P. Mahumot	Teacher II	Quary II Soriano ES
61	Susan R. Villaflor	Head Teacher II	Carromata ES - San Miguel 2
62	Marlyn B, Arraz	Head Teacher III	Maligaya IS - Hinatuan South
63	Florelyn Cruiz	Principal I	Magasang ES/ Cantilan
64	Annabelle R. Cubil	Principal III	San Agustin CES - San Agustin



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NO.	NAME	POSITION/ DESIGNATION	PERMANENT STATION
65	Rene B. Arrubio	Teacher III	Cantilan East CES/ Cantilan
66	Gelma P. Tecson	Principal I	Bagyangon ESLT - San Miguel 2
67	Cherry Guinsatao	Head Teacher III	Castillo ES - San Miguel 1
68	Hayde C. Barillo	Principal I	Adlay ES - Tago
69	Emelyn D. Subiera	Principal II	Bacolod ES - Cagwait ES
70	Ivin Mae N. Ambos	Teacher III	San Pedro ES/ Lianga
71	Mavic P. Quijada	Head Teacher III	Tabon Tabon ES
72	Sheila Robena Anne P. Luna	Teacher III	Sumo-sumo ES, Tago
73	Ellen O. Eliot	Principal 1	Purisima NHS
74	Annabelle R. Cubil	Principal III	San Agustin CES - San Agustin
<b>Phase 2 (GRADE 2)</b>			
1	Elibert M. Pormiento	Head Teacher I	Unidad ES/ Barobo
2	Ariel A. Tolentino	TIC	Pamian IS/Lingig 2
3	Tomasito D. Siman	Principal 2	Bayabas CES/Bayabas
4	Wilfredo P. Puig, Jr.	TIC	Tigao NHS/Tago
5	Beatriz A. Torio	Principal 2	Cantilan NHS/ Cantilan
6	Jeffthy L. Olayon	Teacher III	Manambia IS/ Tagbina II
7	Rayjun M. Pormiento	Teacher II	Barobo NHS/ Barobo
8	Dolores M. Bual	Principal I	Hornasan ES
9	Gemma U. Cabeliño	Principal II	Pagtilaan ES
10	Joseph D. Tucong	Principal I	Cagwait CES
11	Archie S. Pagaura	Principal II	Sagbayan NHS
12	Carl Jun M. Pormiento	Teacher I	San Roque ES/ Barobo
13	Jovelyn V. Humilde	Principal 1	Katipunan ES-Tagbina 1
14	Alona P. Diapana	Principal 1	Amaga ES-Barobo
15	Rogelio Jr. T. Odtojan	Principal 2	Lianga CES-Lianga
16	Johnny G. Mulato	Principal 1	Talisay Seaside ES
17	Andy B. Cuadra	Teacher I	Barobo NHS/ Barobo
18	Maricel D. Maco	Principal 1	Antipolo ES, Marihatag
19	Rochen M. Raniel	Principal 1	Salvacion ES, San Agustin
20	Christy S. Quijada	MT-1/TIC	Eufemio B. Ariate IS, Bayabas
21	Julito T. Mangadlao	Principal 2	Barobo CES, Barobo
22	Juniel John G. Calejesan	T I	Babuyan ES, Carrascal
23	Cheryl A. Tagyam	HT II	Gacub ES, Carmen



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NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
24	Vilma G. Aguhob	HT III	Songkit ES, Madrid
25	Myrna O. Aguipto	HT III	ABSMES, Carmen
26	Hazelsira L. Arreza	Principal I	Carmen CES, Carmen
27	Rhecel R. Lagudas	T II	Tagongon ES, Tagbina I
28	Genalyn Campos	Master Teacher I	ALS Lianga
29	Marvin T. Diaz	T-3	ALS Tagbina 1
30	Merjorie Dumalagan	P-2	Malixi IS
31	Rachel Methuseloh R. Cumahig	P-4	Barobo NHS
32	Junry M. Pormiento	Teacher II	Barobo NHS/ Barobo
33	Jave R. Bacaro	TIC	Sangay ESLT
34	Flora Mae M. Sabado	TIC	Lamintao ESLT
35	Joseph Terse	TIC	Menong ESLT
36	Remond Duazo	Head Teacher 3	Nurcia IS
37	Jeru Salem O. Cuarteron	Teacher III	Falcon MES/ Tago
38	Junaisa T. Oraco	ALIVE Teacher	Barobo CES
39	Aisah R. Ahmad	ALIVE Teacher	Madrid NHS
40	Oliver S. Jandayan	ALIVE Teacher	Barobo NHS
41	Hamdanie A. Pangandag	ALIVE Teacher	Cantilan ECES
42	Bernard P. Mahumot	Teacher II	Quary II Soriano ES
43	Lovely Jean Trugillo	TIC	Tag-anito ES - Carrascal
44	Aljie V. Andujar	TIC	Mahaba ES - Marihatag
45	Alona P. Diapana	Principal I	Amaga ES - Barobo
46	Victoria Argoti	Principal I	Uba E S / Cortes
47	Rene B. Arrubio	Teacher III	Cantilan East CES/ Cantilan
48	Alfonso Alimboyong	HT III	Libas Sud IS - San Miguel 1
49	Patrocenio Baldo	HT II	Arorogan ES/ Marihatag
50	Marivic Sumagaysay	Principal II	Tidman ES - Hinatuan South
51	Evelyn Avila	Principal I	Sta. Cruz ES - Marihatag
52	Ivin Mae N. Ambos	Teacher III	San Pedro ES, Lianga District
53	Leonardo Posesano	Head Teacher I	Davisol NHS, Lianga District
54	Milven L. Medrano	Principal 1	Sumo-sumo ES, Tago, District
55	Ellen Illiot	Principal 1	Purissima NHS
56	Annabelle R. Cubil	Principal III	San Agustin CES - San Agustin
<b>Phase 3 (GRADE 3)</b>			



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NO.	NAME	POSITION/ DESIGNATION	PERMANENT STATION
1	Elibert M. Pormiento	Head Teacher I	Unidad ES/ Barobo
2	Vincent Paul P. Suarez	Principal 1	Pedro Redondo ES/Lingig 2
3	Marybeth M. Moldez	Principal 2	Tina CES/San Miguel 2
4	Gloria M. Paraguya	Principal 3	Tagbina NHS/Tagbina 1
5	Christy S. Quijada	Principal 1	Eufemio Ariate MIS/Bayabas
6	Jeffthy L. Olayon	Teacher III	Manambia IS/ Tagbina II
7	Rayjun M. Pormiento	Teacher II	Barobo NHS/ Barobo
8	Arieljun P. Rosal	HT-II	Osmeña IS
9	Kareen L. Cuadra	HT-I	Magsaysay ES
10	Jesebel Alngog	Principal I	Gata IS
11	Ronald P. Jacinto	Principal II	San Miguel NCHS
12	Carl Jun M. Pormiento	Teacher I	San Roque ES/ Barobo
13	Adam B. Besinga	Head Teacher 3	Himat-e I S-Tago
14	Arn Vincent Vansuela	Head Teacher 1	Unidos ES
15	Milven L. Medrano	Principal 1	Sumo-sumo ES
16	Jonalyn C. Medrano	Principal 3	Gamut CES-Tago
17	Andy B. Cuadra	Teacher I	Barobo NHS/ Barobo
18	Sheila Mae C. Molino	Principal 2	Hinogbakan ES, Marihatag
19	Fivie S. Galdiano	Principal 1	Maurillo Avila IS-San Agustin
20	Analiza M. Guevarra	Principal 2	R. Moreno IS, Lianga
21	Marites P. Alzate	Principal 3	Burgos ES, Cortes
22	Juniel John G. Calejesan	T I	Babuyan ES, Carrascal
23	Emely G. Bandola	Principal 1	Talisay ES, Hinatuan North
24	Jezebel C. Duero	Principal 1	NAUMES, Cantilan
25	Janice P. Ocura	Principal II	Cantilan Pilot School
26	Joann S. Defante	Principal II	Parang ES, Cantilan
27	Rhancel R. Lagudas	T II	Tagongon ES, Tagbina I
28	Judith M. Pasilong	MT-1	ALS Madrid District
29	Marvin John U. Uriarte	ALS Teacher	ALS Tago District
30	Rogelio T. Odtojan, Jr.	Principal II	Lianga CES
31	Junalyn Medrano	P-2	Gamut CES
32	Junry M. Pormiento	Teacher II	Barobo NHS/ Barobo
33	Rosie A. Guinsod	TIC	Kiskis ESLT
34	Terry G. Alcantara	TIC	Calatngan IS



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NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
35	Andrew N. Sumberan	P-1	Cabangahan IS
36	Ryan M. Bando	School Head	Tabinas ICES
37	Jeru Salem O. Cuarteron	Teacher III	Falcon MES/ Tago
38	Norjenna Sultan	ALIVE Teacher	Diatagon Brgy. ES
39	Salimah A. Jamil	ALIVE Teacher	Madrid NHS
40	Oilver S. Jandayan	ALIVE Teacher	Barobo NHS
41	Hamdanie A. Pangandag	ALIVE Teacher	Cantilan ECES
42	Bernard P. Mahumot	Teacher II	Quary II Soriano ES
43	Raquem Suarez	Head Teacher 1	Unaban ES - Tago
44	Princess Rutchie Montenegro	TIC	Libas ES - Lanuza District
45	Gemmalynda Montenegro	P-III / DIC	Lanuza District
46	Rolly B. Ravelo	P-III / DIC	Cantilan East CES/ Cantilan
47	Rene B. Arrubio	Teacher III	Cantilan East CES/ Cantilan
48	Allen Ayuste	Principal 1	Sto. ES, Hinatuan North
49	Catherine A. Aguhob	T-3 / TIC	Balibadon ES - Cortes
50	Arlene Tumanda	Principal II	Bigaan ES - Hinatuan South
51	Marianne Karen Castro	Principal 1	Pocto IS - Hinatuan South
52	Ivin Mae N. Ambos	Teacher III	San Pedro ES, Lianga
53	Maricel D. Maco	Principal 1	Antipolo ES, San Agustin ES
54	Sandy G. Sapong Jr	Principal 1	Solomon NHS, Bayabas
55	Ellen Illiot	Principal 1	Purisima NHS
56	Annabelle R. Cubil	Principal III	San Agustin CES - San Agustin

**Purpose of Travel**  
(Must be supported by attachments)

To attend **DEVELOPMENT, QUALITY ASSURANCE, AND PRINTING OF SELF LEARNING MODULES FOCUSING ON LEAST-LEARNED COMPETENCIES FOR KEY STAGE 1 AND SPECIAL CURRICULAR PROGRAMS, PHASE 1**

**Host of Activity**

DepEd Surigao del Sur- CID, LRMS

**Inclusive Dates**

November 16-23, 2025

**Destination**

Shacene Pension House, Tandag City, Surigao del Sur

**Fund Source**

Division/ School MOOE/Local funds



I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

  
**LIEU GEE KEESHIA C. GUILLEN**  
Project Development Officer II (LRMS)

**November 12, 2025**  
Date



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NO.	NAME	POSITION/ DESIGNATION	PERMANENT STATION
<p>This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</p> <p style="text-align: center;"> <b>FLUELLEN L. COS PhD</b> CID, Chief</p> <p style="text-align: right;"><b>November 12, 2025</b> Date</p>			
<p><b>APPROVED</b></p> <p style="text-align: center;"> <b>LORENZO O. MACASOCOL PhD, CESO V</b> Schools Division Superintendent</p> <p style="text-align: right;"><b>November 12, 2025</b> Date</p>			