



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 December 2025

DIVISION MEMORANDUM
DM No. 1238, s. 2025

**CAPACITY BUILDING ON CRAFTING OF LEARNING SERVICE
CONTINUITY PLAN AND MONITORING TOOL FOR LSCP**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
District School Heads In-Charge of DRRM
All Others Concerned

1. In accordance with DepEd Order No. 022, s. 2024, titled "*Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies*," all schools are mandated to prepare and implement a Learning and Service Continuity Plan (LSCP). The LSCP shall be formulated every three (3) years alongside the School Improvement Plan (SIP) and shall undergo annual review at the opening of each school year. The issuance also outlines protocols on the safekeeping of learning materials during calamities, mobilization of personnel in times of emergency, and the integration of disaster preparedness and risk-reduction initiatives into school planning and budgeting. Ensuring learning continuity is vital in safeguarding the educational development of learners and the resilience of school communities.
2. This Office announces the conduct of the "**Capacity Building on Crafting of the Learning and Service Continuity Plan and M&E Tool**" on the following schedules, to be held at **M.I. Sevilla Resort and Hotel, Brgy. Domoit, Lucena City**:
 - o **Batch 1:** December 9, 2025 until 12:00 noon of December 10, 2025
 - o **Batch 2:** December 10, 2025 until 12:00 noon of December 11, 2025

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3. The expected participants are the School Heads and all Public Schools District Supervisors (PSDSs). To maintain orderliness and avoid overcrowding, the participants shall be grouped into two batches. The list of districts per batch is provided in Enclosure Nos. 2 and 3, and participants are strictly required to attend only the schedule assigned to their district.
 - Batch 1 – December 9, 2025 – 508 participants (see Enclosure No. 2)
 - Batch 2 – December 10, 2025 – 506 participants (see Enclosure No. 3)
4. Medical personnel will be available on-site throughout the activity. However, participants with maintenance medication are reminded to bring their own prescribed medicines to address personal health needs.
5. The cost of meals for all participants shall be charged to the Disaster Preparedness and Response Program (DPRP) Continuing Fund and travel and other incidental expenses shall be charged against the School MOOE and other local funds subject to the usual accounting procedures.
6. Immediate and widest dissemination of this Memorandum is enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Drrmapr12/03/2025

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Enclosure No. 1 DM No. 1258 s, 2025

MEMBERS OF THE TECHNICAL WORKING GROUP

NAME	ASSIGNED TASK	FUNCTION
Ralph Angelo E. Gallardo Adriane R. Aragon	Technical Working Group (TWG)	Secure that all attendees are registered and signed the necessary documents for their attendance and meal.
Regina V. Marino Senior Education Program Specialist Arvin P. Repaso Project Development Officer II Rommel C. Bautista, Ces0 V SDS Aris S. Barrago, PhD OIC_ASDS Juanito A. Merle, EdD SGOD-Chief	Program Management	Ensure that the plan/ program matrix is well executed.

**CAPACITY BUILDING ON CRAFTING OF LEARNING SERVICE
 CONTINUITY PLAN AND MONITORING TOOL FOR LSCP**
 Training Matrix
 December 9-10, 2025/ December 10-11, 2025

TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0700H – 0800H	Arrival, Breakfast, and Registration of Participants	Technical Working Group	1 HR
0800H – 0830H	Preliminaries and Opening Program Opening Remarks	Technical Working Group	30 Minutes
0830H-0845H		Juanito A. Merle SGOD-Chief	
0845H-0855H	Inspirational Message	Rommel C. Bautista, CESO V Schools Division Superintendent	
0855H – 0900H	Acknowledgement of Participants	Regina V. Marino SEPS	
0900h-0905H		Arvin P. Repaso	

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	Statement of Purpose	Project Development Officer II	
0905H-1100H	Session Proper: Crafting of LSCP and M and E Tools	Lea Imelda M. Ibayan PDO II-Sta. Rosa	Hour
1100H-1130H	Q&A	Participants	25 Minutes
1201H - 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300H-1305H	Energizer		
1305H-1430H	Workshop on Crafting of LSCP and Critiquing of Workshop Outputs	Lea Imelda M. Ibayan PDO II-Sta. Rosa	1 Hour and 25 Minutes
1431H-1500H	Closing Program	Technical Working Group	30 Minutes

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Enclosure No. 2 DM No. 1238s, 2025

LIST OF PARTICIPANTS

BATCH 1

No.	MUNICIPALITY	Schools District	Number of Participants (School Heads and PSDSs)
1.	AGDANGAN	AGDANGAN DISTRICT	9
2.	ATIMONAN	ATIMONAN I DISTRICT	19
3.	ATIMONAN	ATIMONAN 2 DISTRICT	21
4.	CATANUAN	CATANUAN I DISTRICT	18
5.	CATANUAN	CATANUAN II DISTRICT	21
6.	CANDELARIA	CANDELARIA EAST	19
7.	CANDELARIA	CANDELARIA WEST	14
8.	CALAUAG	CALAUAG EAST	23
9.	CALAUAG	CALAUAG WEST	35
10.	DOLORES	DOLORES DISTRICT	15
11.	GEN. LUNA	GENERAL LUNA DISTRICT	19
12.	LOPEZ	LOPEZ EAST	37
13.	LOPEZ	LOPEZ WEST	37
14.	LUCBAN	LUCBAN DISTRICT	16
15.	MAUBAN	MAUBAN SOUTH	25
16.	MAUBAN	MAUBAN NORTH	16
17.	MACALELON	MACALELON DISTRICT	21

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18.	PAGBILAO	PAGBILAO 1	12
19.	PAGBILAO	PAGBILAO 2	10
20.	PADRE BURGOS	PADRE BURGOS DISTRICT	16
21.	PITOGO	PITOGO DISTRICT	20
22.	SARIAYA	SARIAYA EAST	22
23.	SARIAYA	SARIAYA WEST	28
24.	SAMPALOC	SAMPALOC DISTRICT	13
25.	SAN ANTONIO	SAN ANTONIO DISTRICT	17
26.	TIAONG	TIAONG I	19
27.	TIAONG	TIAONG II	18
28.	UNISAN	UNISAN DISTRICT	20
TOTAL			561

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Enclosure No. 3 DM No. 1238 s, 2025

LIST OF PARTICIPANTS

BATCH 2

No.	MUNICIPALITY	Schools District	Number of Participants (School Heads and PSDSs)
1.	ALABAT	ALABAT DISTRICT	7
2.	BUENAVISTA	BUENAVISTA I	15
3.	BUENAVISTA	BUENAVISTA II	15
4.	BURDEOS	BURDEOS DISTRICT	17
5.	GUINAYANGAN	GUINAYANGAN NORTH	15
6.	GUINAYANGAN	GUINAYANGAN SOUTH	18
7.	GEN. NAKAR	GENERAL NAKAR I	17
8.	GEN. NAKAR	GENERAL NAKAR II	15
9.	GUMACA	GUMACA EAST	19
10.	GUMACA	GUMACA WEST	18
11.	INFANTA	INFANTA DISTRICT	23
12.	JOMALIG	JOMALIG DISTRICT	8
13.	MULANAY	MULANAY I	18
14.	MULANAY	MULANAY II	17
15.	PANUKULAN	PANUKULAN DISTRICT	19
16.	PATNANUNGAN	PATNANUNGAN DISTRICT	13

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17.	POLILLO	POLILIO DISTRICT	24
18.	PLARIDEL	PLARIDEL DISTRICT	6
19.	PEREZ	PEREZ DISTRICT	9
20.	REAL	REAL DISTRICT	21
21.	QUEZON	QUEZON DISTRICT	16
22.	SAN ANDRES	SAN ANDRESS DISTRICT	16
23.	SAN FRANCISCO	SAN FRANCISCO 1	20
24.	SAN FRANCISCO	SAN FRANCISCO 2	18
25.	SAN NARCISO	SAN NARCISO I	15
26.	SAN NARCISO	SAN NARCISO II	12
27.	TAGKAWAYAN	TAGKAWAYAN I	27
28.	TAGKAWAYAN	TAGKAWAYAN II	24
TOTAL			462

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Enclosure No. 4 DM No. 1238s, 2025

LIST OF PARTICIPANTS (School Head) SCHOOLS DISTRICT SUPERVISOR

No.	Name	Designation
1.	Michelle Solis	Public Schools District Supervisor
2.	Avelino Buccad	Public Schools District Supervisor
3.	Jaybert Saron	Public Schools District Supervisor
4.	Leonora T. Mopera	Public Schools District Supervisor
5.	Marry Ann Espiritu	Public Schools District Supervisor
6.	Maribel Santelices	Public Schools District Supervisor
7.	Luzviminda Buerano	Public Schools District Supervisor
8.	Ireen Aveno	Public Schools District Supervisor
9.	Reyvi Faraon	Public Schools District Supervisor
10.	Maria Carla Caraan	Public Schools District Supervisor
11.	Catalino Porta	Public Schools District Supervisor
12.	Elenar Opeña	Public Schools District Supervisor
13.	Aurea Gandia	Public Schools District Supervisor
14.	Edna Cabrera	Public Schools District Supervisor
15.	Carlito Gunay	Public Schools District Supervisor
16.	Maria Lourdes Cabanag	Public Schools District Supervisor
17.	Raquel Marcuap	Public Schools District Supervisor
18.	Restituto Hernandez	Public Schools District Supervisor
19.	Maria Fatima Calayag	Public Schools District Supervisor
20.	Mario Pablo Umali	Public Schools District Supervisor
21.	Gilbert Alva	Public Schools District Supervisor
22.	Francisco Oblea	Public Schools District Supervisor
23.	Nolan Santoalla	Public Schools District Supervisor
24.	Meriam Camposano	Public Schools District Supervisor
25.	Liliosa Diasanta	Public Schools District Supervisor

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26.	Marilyn Permejo	Public Schools District Supervisor
27.	Anabelle Empleo	Public Schools District Supervisor
28.	Angelito Olvida	Public Schools District Supervisor
29.	Chona Andrade	Public Schools District Supervisor
30.	Rebie Marciano	Public Schools District Supervisor
31.	Darwin Villaflor	Public Schools District Supervisor
32.	Ruth Son	Public Schools District Supervisor
33.	Waldymar E. Pasacsac	Public Schools District Supervisor
34.	Ferdinand Glor	Public Schools District Supervisor
35.	Nimpha Reyes	Public Schools District Supervisor
36.	Isidro Delos Reyes	Public Schools District Supervisor
37.	Sharon Villaverde	Public Schools District Supervisor
38.	Mercedita Loredo	Public Schools District Supervisor
39.	Susan Nera	Public Schools District Supervisor
40.	Caridad Grimaldo	Public Schools District Supervisor
41.	Carla Marie Carandang	Public Schools District Supervisor
42.	Maria Lourdes Tan	Public Schools District Supervisor
43.	Marlon Rañeses	Public Schools District Supervisor
44.	Rejulios Villenes	Public Schools District Supervisor
45.	Orlando Serdon	Public Schools District Supervisor
46.	Carmelo Eusebio Altamira	Public Schools District Supervisor
47.	Helen Esternon	Public Schools District Supervisor
48.	Melinda Camacho	Public Schools District Supervisor
49.	Antonio Revillame	Public Schools District Supervisor
50.	Rexter Anda	Public Schools District Supervisor
51.	Melanie Bonquin	Public Schools District Supervisor
52.	Alicia Gonzales	Public Schools District Supervisor
53.	Isagani Matibag	Public Schools District Supervisor
54.	Waldymar Pasacsac	Public Schools District Supervisor

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55.	Rheinald Rivera	<i>Public Schools District Supervisor</i>
56.	Michelle Manalo	<i>Public Schools District Supervisor</i>

nothing follows

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