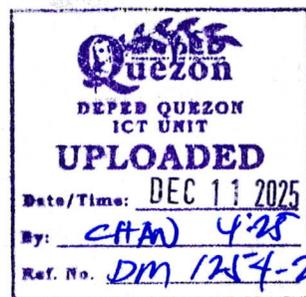




Republic of the Philippines
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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 December 2025

DIVISION MEMORANDUM

DM No. 1254, s. 2025

CORRIGENDUM TO DM NO. 1238, S. 2025 RE: 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
All Others Concerned

1. In reference to **DM 1238, s.2025** titled “**Capacity Building on Crafting of Learning Service Continuity Plan and Monitoring Tool for LSCP**”, this office informs all concerned of the changes in the date and total number of participants of the said activity.
2. Attached herewith is the updated date and list of Participants. All other provisions in original memorandum shall remain in effect.
3. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Drrmapr12/08/2025

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- **Batch 1 – December 9, 2025 – 561 participants (see Enclosure No. 2)**
- **Batch 2 – December 10, 2025 – 462 participants (see Enclosure No. 3)**

Enclosure No. 1 DM No. 1254s, 2025

**CAPACITY BUILDING ON CRAFTING OF LEARNING SERVICE
 CONTINUITY PLAN AND MONITORING TOOL FOR LSCP
 Training Matrix
 December 9-10, 2025, 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	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 and Inspirational Message	Project Development Officer II	
0905H-1100H	Workshop on Crafting of LSCP and Critiquing of Workshop Outputs	Lea Imelda M. Ibayan PDO II-Sta. Rosa	1 Hour and 25 Minutes
1100H-1130H	Q&A	Participants	25 Minutes
1201H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300H-1305H	Energizer		
1305H-1430H	Session Proper: Crafting of LSCP and M and E Tools	Michelle G. Duma SEPS-SMME	1 Hour and 25 Minutes
1431H-1500H	Closing Program	Technical Working Group	30 Minutes

PROGRAM MANAGEMENT TEAM

NAME	ASSIGNED TASK	FUNCTION
Ralph Angelo E. Gallardo Adriane R. Aragon Jemaica Alvarez Administrative Support II	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	Program Management	Ensure that the plan/ program matrix is well executed.

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<p>Arvin P. Repaso Project Development Officer II</p> <p>Rommel C. Bautista, Ceso V SDS</p> <p>Aris S. Barrago, PhD OIC_ASDS</p> <p>Juanito A. Merle, EdD SGOD-Chief</p>		
<p>Ragem Portes, RN Rodante Dela Rosa, RN</p>	<p>Nurse/ Welfare Officer</p>	<p>Ensure the welfare of the Participants</p>

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Enclosure No. 2 DM No. 1254, 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

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17.	MACALELON	MACALELON DISTRICT	21
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. 1254, 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

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16.	PATNANUNGAN	PATNANUNGAN DISTRICT	13
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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LIST OF PARTICIPANTS
SCHOOLS DISTRICT SUPERVISOR

No.	Name	Designation
1.	Michelle Solis	<i>Public Schools District Supervisor</i>
2.	Avelino Buccad	<i>Public Schools District Supervisor</i>
3.	Jaybert Saron	<i>Public Schools District Supervisor</i>
4.	Leonora T. Mopera	<i>Public Schools District Supervisor</i>
5.	Marry Ann Espiritu	<i>Public Schools District Supervisor</i>
6.	Maribel Santelices	<i>Public Schools District Supervisor</i>
7.	Luzviminda Buerano	<i>Public Schools District Supervisor</i>
8.	Ireen Aveno	<i>Public Schools District Supervisor</i>
9.	Reyvi Faraon	<i>Public Schools District Supervisor</i>
10.	Maria Carla Caraan	<i>Public Schools District Supervisor</i>
11.	Catalino Porta	<i>Public Schools District Supervisor</i>
12.	Elenar Opeña	<i>Public Schools District Supervisor</i>
13.	Aurea Gandia	<i>Public Schools District Supervisor</i>
14.	Edna Cabrera	<i>Public Schools District Supervisor</i>
15.	Carlito Gunay	<i>Public Schools District Supervisor</i>
16.	Maria Lourdes Cabanag	<i>Public Schools District Supervisor</i>

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17.	Raquel Marcuap	<i>Public Schools District Supervisor</i>
18.	Restituto Hernandez	<i>Public Schools District Supervisor</i>
19.	Maria Fatima Calayag	<i>Public Schools District Supervisor</i>
20.	Mario Pablo Umali	<i>Public Schools District Supervisor</i>
21.	Gilbert Alva	<i>Public Schools District Supervisor</i>
22.	Francisco Oblea	<i>Public Schools District Supervisor</i>
23.	Nolan Santoalla	<i>Public Schools District Supervisor</i>
24.	Meriam Camposano	<i>Public Schools District Supervisor</i>
25.	Liliosa Diasanta	<i>Public Schools District Supervisor</i>
26.	Marilyn Permejo	<i>Public Schools District Supervisor</i>
27.	Anabelle Empleo	<i>Public Schools District Supervisor</i>
28.	Angelito Olvida	<i>Public Schools District Supervisor</i>
29.	Chona Andrade	<i>Public Schools District Supervisor</i>
30.	Rebie Marciano	<i>Public Schools District Supervisor</i>
31.	Darwin Villaflor	<i>Public Schools District Supervisor</i>
32.	Ruth Son	<i>Public Schools District Supervisor</i>
33.	Waldymar E. Pasacsac	<i>Public Schools District Supervisor</i>
34.	Ferdinand Glor	<i>Public Schools District Supervisor</i>
35.	Nimpha Reyes	<i>Public Schools District Supervisor</i>

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36.	Isidro Delos Reyes	<i>Public Schools District Supervisor</i>
37.	Sharon Villaverde	<i>Public Schools District Supervisor</i>
38.	Mercedita Loredo	<i>Public Schools District Supervisor</i>
39.	Susan Nera	<i>Public Schools District Supervisor</i>
40.	Caridad Grimaldo	<i>Public Schools District Supervisor</i>
41.	Carla Marie Carandang	<i>Public Schools District Supervisor</i>
42.	Maria Lourdes Tan	<i>Public Schools District Supervisor</i>
43.	Marlon Rañeses	<i>Public Schools District Supervisor</i>
44.	Rejulios Villenes	<i>Public Schools District Supervisor</i>
45.	Orlando Serdon	<i>Public Schools District Supervisor</i>
46.	Carmelo Eusebio Altamira	<i>Public Schools District Supervisor</i>
47.	Helen Esternon	<i>Public Schools District Supervisor</i>
48.	Melinda Camacho	<i>Public Schools District Supervisor</i>
49.	Antonio Revillame	<i>Public Schools District Supervisor</i>
50.	Rexter Anda	<i>Public Schools District Supervisor</i>
51.	Melanie Bonquin	<i>Public Schools District Supervisor</i>
52.	Alicia Gonzales	<i>Public Schools District Supervisor</i>
53.	Isagani Matibag	<i>Public Schools District Supervisor</i>
54.	Waldymar Pasacsac	<i>Public Schools District Supervisor</i>

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

- **Batch 1 – December 9, 2025 – 561 participants (see Enclosure No. 2)**
- **Batch 2 – December 10, 2025 – 462 participants (see Enclosure No. 3)**

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