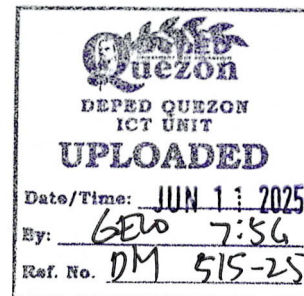




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 June 2025

**DIVISION MEMORANDUM**  
DM No. 515, s. 2025

**LIST OF DIVISION MONITORING OFFICIALS FOR THE SCHOOL-BASED TRAINING  
OF TEACHERS ON THE IMPLEMENTATION OF THE PHASE 2  
REVISED K TO 12 CURRICULUM**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Specialists  
Public Schools District Supervisors  
Project Development Officers  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with the conduct of the **School-Based Training of Teachers on the Implementation of the Phase 2 Revised K to 12 Curriculum**, as stipulated in Division Memorandum No. 505, s. 2025, this Office, through the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD), hereby announces the list of designated Division Monitoring Officials for the said activity. Kindly refer to the attached Enclosure for details.
2. In connection with this, **all Division Monitoring Officials** are directed to submit the accomplished onsite monitoring tool and the consolidated monitoring report through the links provided below:

Reports	Submission Links	Deadline
Accomplished Onsite Monitoring Tool	<a href="https://tinyurl.com/AMT-SBTT2025">tinyurl.com/AMT-SBTT2025</a>	June 16, 2025
Consolidated monitoring report	<a href="https://tinyurl.com/Kto12ConsoReport25">tinyurl.com/Kto12ConsoReport25</a>	

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3. Additionally, the following links provide access to the Division Monitoring Tool and related forms/templates:

Document	Access Link
Division Monitoring Tool	<a href="https://tinyurl.com/SBTTKto12Monitoring">tinyurl.com/SBTTKto12Monitoring</a>
Copy of the Revised K to 12 Curriculum Training Implementation and M&E Plan	<a href="https://tinyurl.com/MonitoringTool2025">tinyurl.com/MonitoringTool2025</a>
Suggested Training Matrix	<a href="https://tinyurl.com/Kto12TrainingMatrix">tinyurl.com/Kto12TrainingMatrix</a>

4. All participants in the school-based training are likewise requested to submit their attendance online via [tinyurl.com/SBTT-RegionIV-A](https://tinyurl.com/SBTT-RegionIV-A) for submission to the Central Office.
5. All Division Monitoring Officials are advised to coordinate with the respective districts regarding the specific training venues and to finalize the specific schedules of their monitoring visits to ensure proper guidance and smooth implementation.
6. Other details stipulated in the previous Memorandum relative to the conduct of the monitoring activity shall remain in effect.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO**  
Schools Division Superintendent

smemgd6/9/2025

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Enclosure No. 1 to DM No. 515, s. 2025

**DIVISION ONSITE MONITORING OFFICIALS**

School-Based Training of Teachers on the Implementation of the Phase 2 Revised K to 12 Curriculum

June 11-13, 2025

**Elementary**

District	Training Venue	Onsite Monitor/s
Burdeos	Burdeos Central Elementary School	PSDS In-Charge
Gen. Nakar 1	General Nakar Central School	EPS Walter F. Galarosa
Gen. Nakar 2	Paaralang Sekundarya ng General Nakar	EPS Walter F. Galarosa
Infanta	Infanta Central School	EPS Walter F. Galarosa
Lucban	Paaralang Elem. ng Lucban-1	PDO Hazel Ann S. Camo
Mauban North	<i>*No encoded yet</i>	EPS Joan Alejaida R. Mauhay
Mauban South	Mauban South Central Elementary School II	EPS Joan Alejaida R. Mauhay
Pagbilao 1	Pagbilao East ES	SGOD Chief Juanito A. Merle EPS Maria Dylin S. Garcia
Pagbilao 2	<i>*No encoded yet</i>	SGOD Chief Juanito A. Merle EPS Maria Dylin S. Garcia
Panukulan	Panukulan Central School	PSDS In-Charge
Patnanungan	<i>*No encoded yet</i>	PSDS In-Charge
Jomalig	Jomalig CES	PSDS In-Charge
Polillo	Polillo CES	PSDS In-Charge

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District	Training Venue	Onsite Monitor/s
Real	Real Central Elementary School	EPS Walter F. Galarosa
Sampaloc	Sampaloc Elementary School Main	PSDS In-Charge
Candelaria East	Mangilag Sur Elementary School	EPS Asuncion C. Ila
Candelaria West	Candelaria Elementary School-Main	EPS Asuncion C. Ila
Dolores	Dolores Central School	SEPS Michelle G. Duma
San Antonio	<i>*No encoded yet</i>	PO III Marbin Jeramil D. Fragata
Sariaya East	Sariaya East Central Main ES, Manuel L. Quezon ES, Sariaya East District Gymnasium	EPS Carmela Ezcel A. Orogo
Sariaya West	Lutucan Central School, Sariaya West	EPS Carmela Ezcel A. Orogo
Tiaong I	Claro M. Recto Memorial Central School	EPS Joseph E. Jarasa
Tiaong 2	Lusacan Elementary School	EPS Joseph E. Jarasa
Agdangan	Agdangan Central Elementary School	CID Chief Lorena S. Walangsumbat
Buenavista 1	Bagong Silang Elementary School	PSDS Jaime F. Zara Jr.
Buenavista 2	Hagonghong Elementary School	PSDS Jaime F. Zara Jr.
Catanauan 1	Catanauan Central Boncan Hall	PSDS Jaime F. Zara Jr.
Catanauan 2	<i>*No encoded yet</i>	PSDS Jaime F. Zara Jr.
General Luna	General Luna Central Elementary School	EPS Abner L. Pureza

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District	Training Venue	Onsite Monitor/s
Macalelon	Macalelon Central Elementary School	EPS Abner L. Pureza
Mulanay 1	Bondoc Peninsula Agricultural High School	PSDS In-Charge
Mulanay 2	Mulanay Central Elementary School	PSDS In-Charge
Padre Burgos	Hinguiwin Elementary School	EPS II Carla Jobelle J. Culajara
Pitogo	Pitogo Central School II	EPS II Carla Jobelle J. Culajara
San Andres	San Andres CES	PSDS In-Charge
San Francisco 1	Aurora ES	EPS Jee Ann O. Borines
San Francisco 2	Pagsangahan ES	EPS Jee Ann O. Borines
San Narciso 1	San Narciso Central Elementary School	EPS Jee Ann O. Borines
San Narciso 2	Abuyon National High School	EPS Jee Ann O. Borines
Unisan	Unisan CES	CID Chief Lorena S. Walangsumbat
Alabat	Alabat CES	EPS Carmen H. Macatugob
Atimonan 1	Atimonan Central Elementary School	SEPS Regina V. Marino
Atimonan 2	Playa De Lucia Bayview Resort, Brgy. Balubad, Atimonan Quezon	SEPS Regina V. Marino
Calauag East	Calauag East Central Elementary School Brgy 5 Calauag, Quezon	EPS Jay Alfaro
Calauag West	Sabang Elementary School, Brgy. Sabang Dos, Calauag, Quezon	EPS Jay Alfaro
Guinyangan North	Don Guillermo Elleazar ES	EPS Fernando T. Seño

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District	Training Venue	Onsite Monitor/s
Guinyangan South	Guinayangan Elem covered court/Gabaldon Buildinhvv	EPS Fernando T. Seño
Gumaca East	Panikihan National High School	SEPS Paul Clifford N. Marquez
Gumaca West	Gumaca West Central School	SEPS Paul Clifford N. Marquez
Lopez East	Don Emilio Salumbides Elementary School	PSDS In-Charge
Lopez West	Lopez West Elementary School Bldg. 1	PSDS In-Charge
Perez	Perez West Elementary School	EPS Carmen H. Macatugob
Plaridel	Plaridel Central School	PDO Margel M. Tiusan
Quezon	Quezon Elementary School	EPS Carmen H. Macatugob
Tagkawayan 1	Sta. Cecilia Elementary School	PSDS In-Charge
Tagkawayan 2	Tagkawayan CES	PSDS In-Charge

**Secondary**

District	Training Venue	Onsite Monitor/s
Burdeos, Polillo, Patnanungan, Panukulan, Jomalig	Polillo National High School	PSDS In-Charge
Real, Infanta, General Nakar	<i>*No encoded yet</i>	EPS Walter F. Galarosa
Lucban & Sampaloc	Paaralang Elem. Ng Lucban-1	PDO Margel M. Tiusan
Mauban & Pagbilao	Msemsat-Mauban/Talipan NHS- Pagbilao	SGOD Chief Juanito A. Merle EPS Joan Alejaida R. Mauhay

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District	Training Venue	Onsite Monitor/s
Dolores, Tiaong, San Antonio	Recto Memorial National High School	EPS Joseph E. Jarasa
Candelaria & Sariaya	<i>*No encoded yet</i>	EPS Carmela Ezcel A. Orogo
Quezon National HS	<i>*No encoded yet</i>	EPS Carmela Ezcel A. Orogo PDO Floricel R. Lagos
Padre Burgos & Agdangan	Hinguiwin National High School	PO III Marbin Jeramil D. Fragata
Unisan and Pitogo	Unisan Integrated High School	PSDS In-Charge
Macalelon & General Luna	Olongtao National High School	EPS Abner L. Pureza
Catanauan	BPAHS	PSDS Jaime F. Zara Jr.
Mulanay	Bondoc Peninsula Agricultural High School	PSDS In-Charge
San Andres & San Francisco	Emilio V. Quizon Nhs	PSDS In-Charge
Buenavista & San Narciso	Abuyon National High School	PSDS Jaime F. Zara Jr.
Alabat-Perez-Quezon	Alabat Island National High School	EPS Carmen H. Macatugob
Atimonan & Plaridel	Atimonan National Comprehensive High School (Site Campus)	SEPS Regina V. Marino
Gumaca	Gumaca National High School	SEPS Paul Clifford N. Marquez
Lopez	Lopez National Comprehensive High School	PSDS In-Charge
Calauag	<i>*No encoded yet</i>	EPS Jay Alfaro

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District	Training Venue	Onsite Monitor/s
Guinayangan	Guinayangan National High School	EPS Fernando T. Seño
Tagkawayan	Tagkawayan National High School	PSDS In-Charge

*[Nothing follows.]*

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Enclosure No. 2 to DM No. 515, s. 2025

**DIVISION ONSITE MONITORING TOOL**

*(To be accomplished by onsite monitors)*

<b>Title of the Activity:</b>	<b>SCHOOL-BASED TRAINING OF TEACHERS ON THE IMPLEMENTATION OF THE PHASE 2 REVISED K TO 12 CURRICULUM</b>		
<b>Training Venue:</b>			
<b>Date Monitored:</b>			
<b>Districts/Cluster:</b>			
<b>Number of Participants:</b>		<b>Number of Breakout Rooms</b>	
<b>Number of Trainers:</b>		<b>Grade Level/Learning Area</b>	

**I. MONITORING INDICATORS**

Indicators	Evident	Not Evident	Remarks
<i>If not applicable, kindly indicate the reason in the Remarks column.</i>			
1. A duly signed School Monitoring and Evaluation (M&E) Implementation Plan is available.			
2. An online End-of-Day Evaluation mechanism is established to gather participant feedback after each training day.			
3. The online End-of-Day Evaluation tool is duly accomplished by participants on a daily basis to provide feedback on the training implementation.			
4. Each session room has a designated class manager responsible for supervising the smooth implementation of training activities.			
5. A pretest was administered to participants prior to the delivery of training sessions to assess baseline knowledge.			

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6. A posttest was administered to participants after the completion of the training sessions to assess knowledge gained.			
7. Each training venue has one (1) designated Monitoring and Evaluation (M&E) lead responsible for overseeing the overall implementation of the M&E processes during the training.			
8. Each session room has one (1) designated Monitoring and Evaluation (M&E) officer assigned to conduct systematic observation and data collection.			
9. Assigned facilitators/resource speakers are present in their respective session rooms.			
10. Designated Monitoring and Evaluation (M&E) Officers utilize the officially approved M&E tools and forms in documenting and assessing the conduct of the training.			
11. A designated medical staff is present and available at the training venue to provide immediate health and safety support when needed.			
12. Daily debriefing sessions with the Program Management Team (PMT) are regularly facilitated to consolidate observations and feedback.			
13. Issues and concerns raised during debriefings are properly documented, and timely corrective actions are implemented within the next training day.			
14. Training sessions are conducted in small group settings organized by learning area, except for grade levels that follow self-contained instructional arrangements.			
15. Training sessions are conducted following the prescribed session matrix and time allotment.			
16. Officially provided learning materials and reference guides are used during the sessions.			
17. The approved training matrix is visibly posted or readily accessible within the training venue/session rooms to guide class managers, facilitators, and M&E personnel in the delivery and monitoring of sessions.			
18. Attendance sheets are available in each session room and are duly accomplished by participants on a daily basis.			
19. Breaks and schedules are observed as per the daily program of activities.			

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20. Participants complete the required outputs or learning tasks per session.			
21. The attendance rate of the participants is 100%.			
22. Venue is conducive for small group learning (e.g., sufficient space, ventilation, seating).			
23. Technical equipment (e.g., projector, internet, sound system) is functional and available.			
24. Support staff are present and responsive to the logistical needs of facilitators and participants.			
25. Adjustments to the training process (if any) are properly documented.			

**II. ISSUES/CONCERNS, ACTIONS TAKEN/TO BE TAKEN, RECOMMENDED ACTIONS, AND COMMENDABLE PRACTICES**

<b>Issues/Concerns Encountered</b>	<b>Actions Taken/To Be Taken</b>	<b>Recommended Actions</b> <i>[To be filled out by the onsite monitor/s]</i>

**Commendable Practices:**

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**Monitoring Official:**

\_\_\_\_\_  
(Signature over printed name and designation)

\_\_\_\_\_  
Date

**Conforme:**

**Overall Program Lead:**

\_\_\_\_\_  
(Signature over printed name and designation)

\_\_\_\_\_  
Date

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