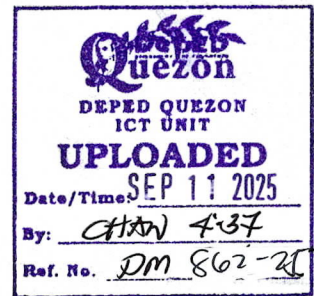




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

**DIVISION MEMORANDUM**

**DM No. 862 s. 2025**

**PARTICIPANTS TO THE REGIONAL TRAINING ON INDIGENOUS PEOPLES EDUCATION (IPED) COMPONENT OF THE REVISED K TO 12 CURRICULUM FOR GRADES 2,3,5,8**

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

1. Relative to Regional Memorandum No. 565, s. 2025 titled "Regional Training on Indigenous Peoples Education (IPED) Component of the Revised K to 12 Curriculum for Grades 2,3,5,8" and Regional Memorandum No. 640, s. 2025 titled "Addendum to Regional Memorandum No. 565, s. 2025", this Office announces the list of participants that will attend the said activity on **September 17-19, 2025**, at **Tagaytay Haven Hotel, Mendez Crossing Tagaytay City, Cavite**.

Name of Participant	Position
1. Jay S. Alfaro	Education Program Supervisor
2. Asuncion C. Ilao	Education Program Supervisor
3. Frank Frederick R. Laurora	EPS II - ALS
4. Maribel M. Santelices	Public Schools District Supervisor
5. Ma. Cecila S. Cunanan	Head Teacher VI
6. Jeanielyn F. Plastina	Principal I
7. Vivian R. Tena	Head Teacher III
8. Christine C. Fulay	Head Teacher I
9. Zaida V. Junio	Head Teacher III
10. Marven A. Porte	Head Teacher III
11. Ruel A. Villarreal	Head Teacher III / OIC
12. Jay R M. Dela Torre	Principal I
13. Angelus G. Potencia	Head Teacher I
14. Edmundo V. Manalo	Assistant Principal II
15. Rosie C. Porte	Head Teacher I
16. Brenda V. Justo	Principal I

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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

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2. Attached to this memorandum is the copy of the Regional Memorandum No. 565 and 640, s. 2025.
3. Food and accomodation expenses shall be charged to the Regional IPED Program Support Fund while travel and incidental expenses of the participants shall be charged to against local funds, subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

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

*cid-ims/asc/dmdg/09/10/2025*  
DEPEDQUEZON-TM-SDS-04-009-003



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Trunkline #: (042) 784-0366, (042) 784-0164,  
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DepEdTayoQuezon

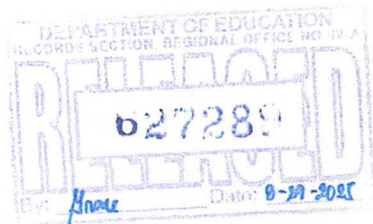


[www.depedquezon.com.ph](http://www.depedquezon.com.ph)



[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

August 29, 2025

In compliance with DepEd Order (DO) No. 8, s.2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [depedcalabarzon.ph](http://depedcalabarzon.ph))

**EMPOWERING CULTURE, ENRICHING VALUES:  
REGIONAL TRAINING ON INDIGENOUS PEOPLES EDUCATION  
(IPEd) COMPONENT OF THE REVISED K TO 12 CURRICULUM  
FOR GRADES 2,3,5,8**

Pursuant to Regional Memorandum No. 565, s. 2025 and Regional Memorandum No. 640, s. 2025, this Office recognizes the significant contributions that Education Program Supervisors (EPS) in GMRC/Values Education and MAPEH can extend to the meaningful implementation of the Indigenous Peoples Education (IPEd) Program in CALABARZON. Anchored on the principles of contextualization, inclusivity, and cultural responsiveness, the IPEd Program requires the support of key curriculum specialists to ensure that Indigenous Knowledge Systems and Practices (IKSPs), cultural heritage, and local traditions are integrated into the teaching-learning process in ways that promote relevance and respect for diversity.

Specifically, EPS in GMRC/Values Education can strengthen IPEd implementation by ensuring that indigenous core values such as respect for elders, kinship, solidarity, spirituality, and harmony with nature are meaningfully integrated into lesson plans and instructional materials. Meanwhile, EPS in MAPEH can contribute by documenting, preserving, and promoting indigenous music, dances, arts, health practices, and traditional games as integral parts of instruction and learner engagement. Their collaboration with IPEd focal persons will be crucial in ensuring that the integration of indigenous values, arts, and practices contributes to holistic learner development and the strengthening of cultural pride among indigenous communities.

For information of all concerned.

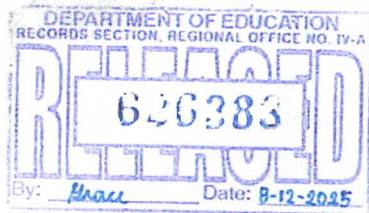
02/ROC9



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

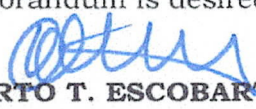
28 July 2025

**Regional Memorandum**  
No. 565 s. 2025

**REGIONAL TRAINING ON INDIGENOUS PEOPLES EDUCATION  
(IPEd) COMPONENT OF THE REVISED K TO 12  
CURRICULUM FOR GRADES 2,3,5,8**

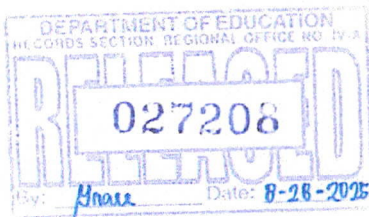
To **Schools Division Superintendents**

1. In line with the Department of Education's thrust to continuously enhance curriculum relevance and responsiveness, and to strengthen teacher capacity in delivering inclusive and culture-based education, this Office, through the Curriculum and Learning Management Division (CLMD), will conduct the **Regional Training on Indigenous Peoples Education (IPEd) Component of the Revised K to 12 Curriculum for Grades 2,3,5,8 on September 17-19, 2025.**
2. This activity aims to provide professional development support for teachers and school leaders by ensuring their in-depth understanding of the general shape of the IPEd Component of the Revised K to 12 Curriculum, and by equipping them with the necessary knowledge, skills, and competencies to effectively cascade and implement the new curriculum within the IPEd context.
3. The venue, list of participants, together with the Indicative Program of Activities, Program Management Team (PMT), and Terms of Reference (ToR) will be issued through a separate memorandum.
4. Food and accommodation expenses shall be charged to the Regional IPEd Program Support Fund while travel and incidental expenses of participants shall be charge against local funds, subject to the usual government accounting auditing rules and regulations.
5. For any inquiries or clarifications, please contact **Ms. Margaret P. Musa**, EPS-IPEd Focal, through [clmd.calabarrzon@deped.gov.ph](mailto:clmd.calabarrzon@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC9





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



27 August 2025

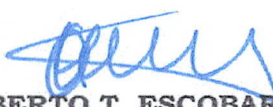
**Regional Memorandum**

No.640 s.2025

**ADDENDUM TO REGIONAL MEMORANDUM NO.565 S.2025**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 565, s. 2025, titled **Regional Training on Indigenous Peoples Education (IPeD) Component of the Revised K to 12 Curriculum for Grades 2,3,5,8** scheduled on September 17-19, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), announces that the activity will be held at Tagaytay Haven Hotel, Mendez Crossing Tagaytay City, Cavite.
2. Enclosure 1 indicates the list of participants in the activity. They are advised to bring a laptop computer. Participants are expected to arrive at the venue on Sept. 17, 2025, on or before 10:00 a.m. The first meal to be served will be breakfast on the first day, and the last will be afternoon snacks on the final day of the activity.
3. Additionally, Enclosure 2 provides the Indicative Program of Activities. The composition of the Program Management Team (PMT) is outlined in Enclosure 3, while Enclosure 4 presents the Terms of Reference (ToR).
4. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity. All members of PMT are expected to be at the venue a day before the event.
5. All provisions in R.M. No. 565. s.2025 remain in effect.
6. For questions and clarifications, you may contact Margaret P. Musa, Education Program Supervisor, via email at [clmd.calabarzon@deped.gov.ph](mailto:clmd.calabarzon@deped.gov.ph)
7. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC9



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22 93 0085



## Enclosure 1. List of Participants

NO.	OFFICE/ SDO	NAME	DESIGNATION/ POSITION
1	Antipolo City	Ancel Celeste	EPS
2	Antipolo City	Darwin D. Bargo	EPS
3	Antipolo City	Jean L. Danga	PSDS
4	Antipolo City	Efren N. Villaester	PSDS
5	Antipolo City	Melvin Cañotal	Head Teacher II
6	Antipolo City	Kaisan Abao	Head Teacher II
7	Antipolo City	Myleen M. Gacuya	Principal I
8	Antipolo City	Reynaldo P. Lozano Jr.	Head Teacher II
9	Antipolo City	Marcel SJ. Alenjandro	Principal III
10	Antipolo City	Christhoper Francisco	Principal I
11	Antipolo City	Esperanza Mandal	Head Teacher II
12	Antipolo City	Daisy O. Iringco	Head Teacher I
13	Antipolo City	Jenitha R. Ilagan	Head Teacher I
14	Antipolo City	Jayson O. Caraang	Principal I
15	Bacoor City	Marife D. Ornopia	EPS
16	Bacoor City	Raquel I. Blones	EPS
17	Batangas City	Nicolas Asi	EPS
18	Batangas City	Generiego O. Javier	EPS
19	Batangas City	Ricky Realingo	EPS
20	Batangas City	Leoncia B. Espina	Principal IV
21	Batangas City	Rowena T. Asi	PSDS
22	Batangas City	Rica A. Suarez	Principal IV
23	Batangas City	Marife D. Frane	Principal IV
24	Batangas City	Maricel G. Chavez	Principal III
25	Batangas Province	Jimmy D. Morillo	EPS
26	Batangas Province	Ma. Leticia Jose C. Basilan	EPS
27	Batangas Province	Alfred James A. Ellar	EPS
28	Batangas Province	Lucky May L. Pasia	PSDS
29	Batangas Province	Placida G. Dela Vega	PSDS
30	Batangas Province	Bonifacia B. Gutierrez	Principal III
31	Batangas Province	Apolinaria L. Arellano	Principal III
32	Biñan City	Angela Morado	EPS
33	Biñan City	Erwin P. Legasto	PSDS
34	Cabuyao City	Mariane Velasco	EPS
35	Cabuyao City	Philip D. Cruz	EPS
36	Calaca City	Joe Arenas	EPS
37	Calaca City	Cerilina Manalo	EPS
38	Calamba City	Joel Libranda	EPS
39	Calamba City	Clariza G. Terones	EPS



40	Cavite City	Joy Honeyleth Capulong	EPS
41	Cavite City	Ednel A. Almoradie	EPS
42	Cavite Province	Myralyb Bergunio	EPS
43	Cavite Province	Adessa E. Artatez	Principal III
44	Dasmariñas City	John G. Nepomuceno	EPS
45	Dasmariñas City	Cesar Chester O. Relleve	EPS
46	General Trias	Bienvenido Ferer/John Patrick Majerano	EPS
47	General Trias	Rizal M. Vidallo	EPS
48	Imus City	Marciano Valles	EPS
49	Imus City	Ruby B. Heramia	EPS
50	Laguna	Roderica R. Camacho	EPS
51	Laguna	Felicisimo M. Marana	PSDS
52	Laguna	Ma. Rona I. Aguja	PSDS
53	Laguna	Solomon B. Kahulugan	PSDS
54	Laguna	Eunes R. De Leon	Principal I
55	Laguna	Ellaine E. Santiago	Principal I
56	Laguna	Frances Ann L. Clete	Principal I
57	Laguna	Myra C. Pagalanan	Teacher-in-Charge
58	Laguna	Joanne B. Atienza	Head Teacher III/TIC
59	Laguna	Evelyn C. Tanael	Principal I
60	Laguna	Noel R. Fulgueras	Principal I
61	Laguna	Fhe L. Caraan	TIC/TIII
62	Laguna Province	Judith Clemente	EPS
63	Laguna Province	Manuel G. San Juan	Head Teacher VI
64	Lipa City	Kristine P. Cinco	EPS
65	Lipa City	Edita T. Olan	EPS
66	Lucena City	Joey Jader	EPS
67	Lucena City	Eden E. Reazo	EPS
68	Lucena City	Larrywel L. Enriquez	PSDS
69	Lucena City	Ronald V. Mendiola	PSDS
70	Lucena City	Pablito R. Alay	PSDS
71	Lucena City	Cynthia R. Gimenez	Principal I
72	Lucena City	Gloria S. Bobadilla	Principal I
73	Lucena City	Ferlinda M. Briones	Principal II
74	Lucena City	Maria Dreza R. Simbahan	Head Teacher III
75	Quezon Province	Jay Alfaro	EPS
76	Quezon Province	Ma. Cecila S. Cunanan	Head Teacher VI
77	Quezon Province	Asuncion C. Ilao	EPS
78	Quezon Province	Frank Federick Rodriguez Laurora	EPS II ALS
79	Quezon Province	Maribel M. Santelices	PSDS
80	Quezon Province	JeanieLyn F. Plastina	Principal I

81	Quezon Province	Vivian R. Tena	Head Teacher III
82	Quezon Province	Christine C. Fulay	Head Teacher I
83	Quezon Province	Zaida V. Junio	Head Teacher III
84	Quezon Province	Marven A. Porte	Head Teacher III
85	Quezon Province	Ruel A. Villarreal	Head Teacher III/OIC
86	Quezon Province	Jay R M. Dela Torre	Principal I
87	Quezon Province	Angelus G. Potencia	Head Teacher I
88	Quezon Province	Edmundo V. Manalo	Assistant Principal II
89	Quezon Province	Rosie C. Porte	Head Teacher I
90	Quezon Province	Brenda V. Justo	Principal 1
91	Rizal	Benito L. Picones	EPS
92	Rizal	Genalin V. Ceballo	EPS
93	Rizal	Rizaldy Cristo	PSDS
94	Rizal	August M. Jamora	PSDS
95	Rizal	Jay B. Baylon	PSDS
96	Rizal	Cecilia D Ramirez	PSDS
97	Rizal	Pitsberg De Rosas	PSDS
98	Rizal	Totsie Abenoja	Head Teacher III/TIC
99	Rizal	Nelia Dl. Baladad	Principal III
100	Rizal	Sheryl A Vallo	Principal I
101	Rizal	Kenneth C. Ferrer	Assistant School Principal II
102	Rizal	Marcelina L. Nadunza	Principal
103	Rizal	Alejandro A. Sibayan, Jr.	Head Teacher 1/TIC
104	Rizal	Michael V. Ramos	Assistant Principal II
105	Rizal	Marvie V. Guinto	School Head
106	Rizal	Catherine F Resurrecion	Principal I
107	Rizal	Ellen S. Maculangan	Principal I
108	Rizal	Esmeraldo T. Tayam	Principal I
109	Rizal	Mark Anthony A. Castro	School Head
110	Rizal	Mercedita P. Dampog	Head Teacher III
111	Rizal	Ierrah Mirasol V. Ladia	Master Teacher II/TIC
112	Rizal	Luzviminda M. Ramos	Principal I
113	Rizal	Jenneth S. Tambongco	Teacher III/TIC
114	Rizal	Daniel S. Custodio	Principal III
115	Rizal	Fernando Pambid	School Head
116	Rizal	Adoracion D. Valdez	Head Teacher III
117	Rizal	Roberto L. Musa	Principal I
118	Rizal	Allan R. Buenamente	Head Teacher III



119	Rizal	Randy T. Arisapa	Head Teacher III/TIC
120	Rizal	Ma. Maureen A. Calindog	Principal I
121	Rizal	Eloisa S. Tamayo	Principal III
122	Rizal	Jocelyn O. Rivera	Head Teacher VI
123	Rizal	Vilma P. Abueme	TIC/HT III
124	Rizal	Arvin Troy Dc. Dacumos	School Head
125	Rizal	Khristopher C. Casale	School Hea/ HT-I
126	Rizal	Eloisa M. Anorico	Principal I
127	Rizal	Mario De Pablo Mangado	Head Teacher II/TIC
128	Rizal	Leon Jr. C. Belison	Head Teacher II/TIC
129	San Pablo City	Lerma Baldonado	Education Program Supervisor
130	San Pablo City	Maria Lucia Aileen L. Juaneza	EPS
131	San Pedro City	Marites Martinez	EPS
132	San Pedro City	Crispeniana P. Bauyon	EPS
133	Sta. Rosa City	Mario Zantua	EPS
134	Sta. Rosa City	Nida C. Tagalag	EPS
135	Sto.Tomas City	Carolyn Pirante	EPS
136	Sto.Tomas City	Rodel A. Castillo	EPS
137	Tanauan City	Romeo Mendoza	EPS
138	Tanauan City	Jun A. Robles	EPS
139	Tayabas City	Sherwin Quesea	EPS
140	Tayabas City	Joseph Jay U. Aureada	EPS

#### Program Management Team

Viernalyn M. Nama	Chief Education Supervisor
Virgilio O. Guevarra, Jr	EPS
Emelia P. Crescini	EPS
Eugene Ray F. Santos	EPS
Dianne Catherine T. Antonio	EPS
Paul Gence L. Ocampo	EPS
Margaret P. Musa	EPS
Lowiesito O. Erni	EPS
Hazel Angelyn E. Tesoro	EPS
Philips T. Monterola	Regional Coordinator
Gilbert O. Cruz	Regional Coordinator
Lhovie C. Damian	Teaching Aid Specialist
Nenette Arcelle Joy P. Larinay	Librarian
Neal Dl. Protacio	Administrative Assistant
Redgynn A. Bernales	Administrative Assistant
John Christian P. Galvez	COS-ALS

## Enclosure 2. Indicative Program of Activities

**Regional Training on Indigenous Peoples Education (IPEd) Component of the  
Revised K to 12 Curriculum for Grades 2,3,5,8**

Time	Activity	Person Involved
<b>DAY 1</b>		
7:30 – 10:00 AM	Registration	PMT
10:00 – 10:20 AM	Opening Program	PMT
10:20 – 10:30 AM	Pretest	PMT
10:30 – 10:45 AM	Health Break	—
10:45 – 12:00 NOON	<b>National Commission on Indigenous Peoples- Region IV (NCIP) Updates</b>	Dr. Carlos P. Buasen, Jr., CESO III, Regional Director, NCIP IV-A
12:00 – 1:00 PM	Lunch Break	—
1:00 – 2:15 PM	<b>Indigenous Peoples Education Office (IPSEO) Updates</b>	Ms. Maria Lourie C. Victor, Head Bureau of Learning Delivery- Indigenous Peoples Education Office (BLD-IPsEO)
2:15 – 3:15 PM	<b>Culturally sensitive health education: IP adaptive Health Services, WASH in Schools (WinS) Program and School- Based Feeding Program (SBFP)</b>	Ms. Ruth P. Tio, Senior Health Program Officer, Department of Health  Pearl Oliveth S. Intia MD, Medical Officer IV School Health Section DepEd CALABARZON
3:15 – 3:30 PM	Health Break	—
3:30 – 4:30 PM	<b>PPRD re: LIS Tagging</b>	Mr. Adrian Bullo, PPRD
4:30 – 4:45 PM	Synthesis of Day 1	Rapporteur
4:45 – 5:00 PM	End of Evaluation	PMT
<b>DAY 2</b>		
8:00 – 8:20 AM	MOL	Assigned Rapporteur
8:20 – 9:45 AM	<b>Session 1: IP Situationer</b>	Ms. Roderica R. Camacho, EPS, SDO Laguna  Mr. Frank Frederick R. Laurora, PSDS, Quezon Province
9:45 – 10:00 AM	Health Break	—
10:00 – 12:00 NOON	<b>Session 2: IKSP, ILS and Culture</b>	Mr. Larrywel L. Enriquez, PSDS, SDO Lucena City  Ms. Asuncion Ilaos, EPS, SDO Quezon Province
12:00 – 1:00 PM	Lunch Break	—



1:00 – 2:45 PM	<b>Session 3: Philippine Education System</b>	Mr. Rizaldy Cristo, PSDS, SDO Rizal  Mr. Alfred James A. Ellar, EPS, SDO Batangas Province
2:45 – 3:00 PM	Health Break	—
3:00 – 4:15 PM	<b>Session 4: Intro to Contextualization</b>	Ms. Jean L. Danga, PSDS, SDO Antipolo City
4:15 – 4:45 PM	Synthesis of Day 2	Rapporteur
4:45 – 5:00 PM	End of Evaluation	PMT
<b>DAY 3</b>		
8:00 – 8:15 AM	MOL	Assigned Rapporteur
8:15 – 9:45 AM	<b>Session 5: Preparations for Re-entry</b>	Mr. Ricky Realingo, EPS, SDO Batangas City
9:45 – 10:00 AM	Health Break	—
10:00 – 12:00 NOON	Presentation of Output	Ms. Margaret P. Musa, EPS, IPed Regional Focal
12:00 – 1:00 PM	Lunch Break	—
1:00 – 2:00 PM	Presentation of the result of the research entitled: <b><i>Empowering Inclusive Education: Assessing the Implementation of IPed in Region IV-A – CALABARZON</i></b>	Ms. Margaret P. Musa, EPS, IPed Regional Focal
2:00 – 3:00 PM	Way forward	Ms. Margaret P. Musa, EPS, IPed Regional Focal
3:00 – 3:30 PM	Posttest	PMT
3:30 – 4:00 PM	Closing Program	PMT
4:00 – 4:15 PM	Photo Opportunity	All Participants

*Enclosure 3. Program Management Team*

**Regional Training on Indigenous Peoples Education (IPEd) Component of the Revised K to 12 Curriculum for Grades 2,3,5,8**

*September 17-19, 2025 | Tagaytay Haven Hotel, Mendez Crossing Tagaytay City*

**Chairperson:**

Viernalyn M. Nama, *Chief Education Supervisor*

**Vice Chairperson:**

Margaret P. Musa, *Education Program Supervisor*

**Members:**

Lowiesito Erni, *Education Program Supervisor*

Virgilio O. Guevarra, Jr., *Education Program Supervisor*

Emelia P. Crescini, *Education Program Supervisor*

Dianne Catherine T. Antonio, *Education Program Supervisor*

Eugene Ray F. Santos, *Education Program Supervisor*

Paul Gence Ocampo, *Education Program Supervisor*

Hazel Angelyn E. Tesoro, *Education Program Supervisor*

Philips T. Monterola, *Regional Coordinator*

Gilbert Cruz, *Regional Coordinator*

**Secretariat:**

Lhovie C. Damian, *Teaching Aid Specialist*

Nenette Arcelle Joy P. Larinay, *Librarian*

Neal Protacio, *Administrative Assistant*

Redgynn A. Bernales, *Administrative Assistant*

John Christian Galvez, *CoS-ALS*



## Enclosure 4

**TERMS OF REFERENCE**

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

**A. The Training Management Chairperson and Vice-Chairperson shall:**

- prepare the ATC, RBA, proposal, memorandum and Authority to Procure;
- Coordinate with the training venue management and prepare the contract for the event;
- Coordinate with the Supplies Officer for the supplies needed;
- Conduct meetings with the facilitators;
- Lead the review and evaluation of the presentation to be used for the activity;
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

**B. The Members of the TWG shall:**

- Prepare the completion report;
- Prepare the contract and supplies;
- Prepare the room listing;
- Coordinate with the moderator regarding the materials needed for the workshop and the documents needed to be accomplished daily;
- Prepare the documents needed for the payment/liquidation;
- Prepare and print certificates of recognition, participation and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

**C. The Resource Persons shall:**

- Prepare the presentation slide deck;
- Deliver the assigned topic convincingly;
- Provide instructions and inputs during the training;
- Ensure maximum participation and learnings from the participants; and
- Answer all the queries and questions of the participants satisfactorily.

**D. The Facilitators shall:**

- Lead the MOL;
- Check the attendance;
- Introduce the participants and resource speakers;
- Lead the FGD;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;
- Ensure maximum & active participation of the participants; and
- Address all concerns of the participants;

**E. The Documenter/ Minute Taker shall:**

- Document agreements, issues and concerns, important scenario or proceedings during the training; and
- Submit the newsletter at the end of the training.

**F. The Participants shall:**

- Always observe punctuality and mutual respect;
- Follow the house rules and regulations of the venue;

- Attend and participate actively in all engagements and activities;
- Secure and submit all necessary forms and other documents necessary;
- Report any significant event related to the activity; and
- Submit all the target outputs on time.