



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0541

To : Chief of Curriculum Implementation Division (CID)
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads

Subject : **DEVELOPMENT AND QUALITY ASSURANCE PROCESSES OF
 LOCALLY-DEVELOPED LEARNING RESOURCES: UPSKILLING OF
 SCHOOL LEARNING RESOURCE LEADERS/COORDINATORS**

Date : September 8, 2025

With teachers actively creating learning resources to address gaps in textbooks and references, School Learning Resource Coordinators play a crucial role in ensuring these materials meet quality standards, before submitting them to further quality assurance in the Division level. And with the designation of new teacher-coordinators in school-based learning resource management, there is a need to capacitate and expose these teachers on the various LR processes.

In this regard, all designated **School Learning Resource (LR) Coordinators** in elementary and secondary schools, as well as **Education Program Supervisors**, shall attend the Upskilling Program on the Development and Quality Assurance of Locally Developed Learning Resources according to the following schedule:

	Date	Participants	Venue
Batch 1	Sept. 20-22, 2025 1 st meal: PM Snacks Last meal: Lunch	Panabo Central District Secondary Schools LRMS Personnel	Shine Boutique, Gante Ave., Tagum City
Batch 2	Sept. 27-29, 2025 1 st meal: PM Snacks Last meal: Lunch	Panabo North District Panabo South District I Panabo South District II LRMS Personnel	
Batch 3	Sept. 29-30, 2025 1 st meal: PM Snacks Last meal: Lunch	Education Program Supervisors LR Personnel	

In addition, Education Program Supervisors shall conduct the evaluation of teacher-applicants' documents for Potential Learning Resource Evaluators (LREs), to finalize the list of additional evaluators in their respective programs.

Please refer to the attached list of participants and matrix.



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Service credits shall be granted to all teacher-participants per DepEd Order No. 13, s. 2024 while compensatory overtime credits shall be granted to all non-teaching personnel involved per CSC and DBM Joint Circular No. 2, s. 2004 for the services rendered during vacation, weekends, or holidays.

Meals and accommodation of the participants shall be charged to Downloaded Funds, while transportation expenses shall be charged against Division/School MOOE and other local funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Attached: As stated.
CID/jeey/dca

RELEASED

SEP 10 2025

RECORDS SECTION - SDO PANABO CITY
BY 



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**UPSKILLING OF SCHOOL LEARNING RESOURCE COORDINATORS ON THE
DEVELOPMENT AND QUALITY ASSURANCE OF LOCALLY-DEVELOPED
LEARNING RESOURCES**

A. TEACHER-PARTICIPANTS

Batch 1: Sept. 20-22, 2025

	NAME	SCHOOL/OFFICE
1	RHODORA P. MARTIN	A. O. Floirendo NHS
2	LEZEL C. RAMOS	Cagangohan NHS
3	BERNIE GIL D. DAMASO	Desiderio F. Dalisay Sr. NHS
4	JESIELYN S. MAONIO	Don Manuel AJMNHS
5	CARLITO JR. C. TACLOB	Kasilak NHS
6	BERNADITT U. LAUDE	Kauswagan NHS
7	EDLAN TEREFE LUMANGYAO	Little Panay NHS
8	CRISCHELLE S. CARAEL	LT Concepcion IS
9	JOY P. COQUIILA	Mabunao NHS
10	JANE KIANA A. CODILLA	Malativas NHS
11	CARLO JOHN M. CABATUAN	Manay NHS
12	JANE P. DE RAMOS	Nanyo NHS
13	WOLLIN P. OMILA	Panabo City NHS
14	RACQUEL N. GRAN	Panabo City SHS
15	EVELYN R. ANDRADA	Quezon NHS
16	RONALD ESCUADRO	San Vicente NHS
17	MIRASOL S. GARCIA	Sindaton NHS
18	LORIE JEAN C. CAMACHO	Southern Davao NHS
19	JIMMILYN S. AGAD	Antonio O. Floirendo ES II
20	MARY ANN G. PERIGO	Cabili ES
21	JILENE L. SALIGAN	Dona Nenita R. Floirendo ES
22	ELENA A. ALCORDO	Gredu ES
23	EVELYN T. YBAÑEZ	Rizal ES
24	GHEEMARIE S. CRIZALDO	Salvacion ES
25	JANICE Q. REBUTA	San Francisco ES
26	SHERYL O. HICALE	San Pedro ES
27	LYNNETH M. BAPTISTA	San Vicente ES
28	JUNA MAE M. BARINQUE	Sto. Niño ES
29	LOVELY KATE M. MONTEALTO	San Roque ES
30	ALYSSA SHIN J. SINGSON	Malativas ES
31	MARK ANTHONY S. JAICTIN	Kasilak ES



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	NAME	SCHOOL/OFFICE
32	DJHOANE C. AGUILAR	SDO - CID
33	PETER JR. B. MIJARES	SDO - CID
34	MAY H. ZARATE	SDO - CID

Batch 2: Sept. 27-29, 2025

	NAME	SCHOOL/OFFICE
1	AILEEN M. DE JUAN	A.O. Floirendo ES
2	RAQUEL M. PALAD	Concordia A. Sison ES
3	MARY JEAN M. DAVID	Dalisay Village ES
4	FE F. ELLIVERA	Manuel AJES
5	MARGIE F. DEQUINA	Nanyo CES
6	IRENE CRIS S. AMBROCIO	P. Changco ES
7	CHRISTIE LOUISE P. PADILLA	Rodrigo D. Mabitad Sr. ES
8	HANNA KAYE D. CABUGSAN	Roxas ES
9	JHON MARK D. TORREON	Sindaton ES
10	KRISCIA MAE M. FLORES	Southern Davao ES
11	BOOTS J. LUMAAD	Tibungol ES
12	KIMBERLY E. DAAROL	Valentin N. Daquiao ES
13	KAREN M. BANTOLO	Buenavista ES
14	LEA R. CERVEZA	Glecerio L. Dondoy CES
15	NORMELITA B. CALAG	J.P Laurel ES
16	ROLIE FE L. SUBION	Katualan ES
17	VERNAFE P. MAYO	Kiotoy ES
18	LANI-LIE H. CUEVAS	Lorenzo T. Concepcion IS
19	KENT NOPEL GULANES	Mabunao ES
20	JACKIE LOU T. CARNECER	Narciso B. Galapin ES
21	SHIELA MAE B. VALENTIN	Sta. Cruz ES
22	JEANETTE C. PEREGRINO	Tagurot ES
23	TWILIGHT M. BESINGA	Consolacion ES
24	JENELYN B. MONFORTE	Datu Abdul ES
25	ARLENE E. LAURON	Katipunan ES
26	JANE LOVET A. NUYNAY	Licanan ES
27	MAE JEAN I. TALENTO	Little Panay ES
28	ROSYL J. TACOT	Namuag ES
29	ROSITA P. ANGELIA	New Visayas CES
30	JANICE C. MALIGRO	Teofanis G. Gerona, Sr. ES



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31	JAY ANN C. NIODA	Waterfall ES
32	ELANJEL S. CUAMAG	Panabo Central ESSC
33	DJHOANE C. AGUILAR	SDO - CID
34	PETER JR. B. MIJARES	SDO - CID
35	MAY H. ZARATE	SDO - CID

Batch 3: Sept. 29-30, 2025

	NAME	OFFICE
1	DJHOANE C. AGUILAR	SDO-CID
2	JAIME C. CARLOM	SDO-CID
3	CEZEN M. PACULANANG	SDO-CID
4	MARIA PERPETUA ANGELITA G. SUELTO	SDO-CID
5	CAROLYN B. ARADO	SDO-CID
6	YLCY B. MANGUILIMOTAN	SDO-CID
7	PETER A. MIJARES	SDO-CID
8	ELDEN D. ORBETA	SDO-CID
9	RAMIL JACKY P. FIRMAN	SDO-CID
10	JOHN B. VISILLAS	SDO-CID
11	MAY H. ZARATE	SDO-CID
12	PETER JR. B. MIJARES	SDO-CID

B. ACTIVITY MATRIX

- Day 1: Registration and Opening Program
Session 1: Types of Learning Resources
Session 2: LR Management and Development Processes
Session 3: Development Process of LRs (Standards, Social Content, Intellectual Property Rights, Referencing)
- Day 2: Session 4: Quality Assurance Process of LRs
Activity 1: Development of LRs
Activity 2: In-house Editing and Revision
Activity 3: Evaluation of LRs
Activity 4: Field Testing of LRs
Activity 5: Completing LR Evaluation Forms
- Day 3: Session 5: Action Planning and Presentation
Session 6: Formation of School LR Committee
Closing Program