



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF LAOAG CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

01 JUL 2025

No. 56, s.2025

**PARTICIPATION TO THE CAPACITY BUILDING FOR LEARNING RESOURCE
EVALUATORS OF FORMAT, DESIGN AND LAYOUT**

To: Assistant Schools Division Superintendent
Chief Education Supervisor- CID
Education Program Supervisor- LRMS
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 850 s. 2025, the Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), will conduct the Capacity Building for Learning Resource Evaluators of Format, Design and Layout on July 2 to 7, 2025 at Westloch Hotel, Sto. Domingo, Ilocos Sur.
2. The activity intends to capacitate the learning resource evaluators of format, design and layout of various learning resources that include self-learning modules, textbooks and teacher's manual, learning activity sheets, lesson exemplars, strategic intervention materials, supplementary learning resources, and non-print SLRs.
3. The following non-teaching personnel shall be attending the aforementioned undertaking. Each participant must bring laptop and extension cords.

Name	Position	Station
John Michael Tabaco	AO II	Vira ES
Rheanne Mae Bersabe	ADAS III	SDO- LC
Angelica Valencia	ADA VI	SDO-LC
Partrick John Miguel	AO I	INNHS

4. First meal to be served is afternoon snacks on July 2, 2025 and the last meal will be lunch on July 7, 2025. Opening Program will start at 3:00 p.m. on July 2, 2025.
5. Meals, venue, accommodation, supplies and travel expenses of the participants shall be charged to FY 2025 GAA subject to the usual government accounting rules and regulations. Travel expenses of the participants will be downloaded to the Schools Division Offices thru the issuance of Sub-Allotment Release Order (SARO).
6. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends in accordance with the



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provisions of DepEd Order No. 53, s. 2003 and CSC-DBM Joint Circular No. 2, s. 2025.

7. For inquiries or assistance, please contact Dr. Lourdes B. Arucan, Chief Education Supervisor- Curriculum Implementation Division or Mr. Jasper A. Domingcil, Education Program Supervisor- LRMS at CP No. 0918-693-8863.

8. Immediate and wide dissemination of the Memorandum is desired.


JOANN A. CORPUZ EdD, CESO V
Schools Division Superintendent 


CID/lba/jdc
July 01, 2025



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