



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

26 November 2025

SCHOOLS DIVISION MEMORANDUM

No. 341,

s. 2025

**CAPACITY BUILDING PROGRAM FOR MASTER TEACHERS: EMPOWERING
MTS IN BECOMING A GEM (GUIDING, ELEVATING, & MOTIVATING)
FOR EXCELLENT TEACHING**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In line with the commitment to consistently emphasized the role of Master Teachers in elevating the quality of education in the Philippines, this Office through the School Governance and Operations Division – Human Resource Development Section (SGOD-SHRS), announces the conduct of Capacity Building Program for Master Teachers on December 2 - 4, 2025, at Dento Farm Resort, Brgy. Estrella, Rizal, Science City of Muñoz.
2. The Capacity Building Program aims to empower Master Teachers to become GEMs - Guiding, Elevating, and Motivating forces in their schools. By equipping Master Teachers with the necessary knowledge, skills, and attitudes, this program seeks to enhance their leadership capabilities, instructional expertise, and mentoring skills. After the training, the participants will be able to:
 - a. define and explain the roles and responsibilities of a Master Teacher as outlined in DepEd Order No. 42, s. 2017;
 - b. develop master teachers' skills in conducting needs assessment, developing and implementing Individual Development Plans (IDPs) for mentees;
 - c. equip master teachers with effective mentoring and coaching strategies, including observation, feedback, and reflection;
 - d. enhance master teachers' skills in conducting classroom observations, providing constructive feedback, and monitoring teacher performance; and
 - e. develop master teachers' skills in utilizing data to inform instruction and professional development.
3. Participants in this activity are the Master Teachers in all public schools within the Division. Participants are advised to bring their own laptops, portable Wi-Fi, and extension cord.



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4. Enclosed to this Memorandum are the following:

Enclosure 1: Training Matrix

Enclosure 2: List of Participants

Enclosure 3: List of Program Management Team (PMT) and
Technical Working Group (TWG)

Enclosure 4: Opening Program

5. Meals and Accommodation of the participants shall be charged against the Human Resource Training Development (HRTD) Fund. Transportation Expenses incurred by the participants shall be charged against the School Maintenance and Other Operating Expenses (MOOE) or from other local funds subject to the usual accounting and auditing rules and regulations.

6. Program Management Team and Technical Working Group are expected to arrive at the venue before 7:30 am while the participants should be at the training venue before 8:00 a.m. on December 2, 2025.

7. To maintain uniformity and order during the activity, participants are requested to observe the following attire:

Day	Participants	PMT and TWG
Day 1: Dec. 2, 2025	Green UHAY Shirt, Pants, and Rubber Shoes	Pink UHAY Shirt, Pants, and Rubber Shoes
Day 2: Dec. 3, 2025	Any color, Pants, and Rubber Shoes	Red (Brigada) Shirt, Pants, and Rubber Shoes
Day 3: Dec. 4, 2025	Pink UHAY Shirt, Pants, and Rubber Shoes	Green UHAY Shirt, Pants, and Rubber Shoes

8. For queries, you may contact Cyril S. Talusan, Senior Education Program Specialist and James Patrick S. Barias, Education Program Specialist II through their email at cyril.talusan@deped.gov.ph, and jamespatrick.barias@deped.gov.ph respectively.

9. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent +

Encl. As stated
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING INSTRUCTIONAL

SGOD-HRD/JPBarias/Capacity Building Program for Master Teachers
13/November 26, 2025



Address: Brgy. Rizal, Science City of Muñoz, 3119
Email Address: munozscience.city@deped.gov.ph



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Enclosure No. 1 of SDM No. 301, s. 2025

TRAINING MATRIX

	Time	Duration	Session	Resource Persons
DAY 1	08:00 am - 08:30 am	30 minutes	Registration	Technical Working Group
	08:30 am - 09:00 am	30 minutes	Opening Program	
	09:00 am - 09:30 am	30 minutes		
	09:30 am - 12:00 pm	1 hour	Session 1 Legacy: Leaving the Past Behind	ALMA MERCY T. GIOKETO Training Specialist and Motivational Speaker
	12:00 pm - 01:00 pm	1 hour	Lunch Break	
	01:00 pm - 03:00 pm	2 hours	Session 2 Enhancing Emotional Intelligence and Self-Mastery: Empowering Highly Proficient Teachers as Champions of Positive Organizational Culture	WILFREDO C. DELOS SANTOS PhD, CESE Education Program Supervisor SDO Gapan City
	03:00 pm - 03:30 pm	30 minutes	Health Break	
	03:30 pm - 05:00 pm	1h 30 min	Continuation of Session 2	
	05:00 pm - 05:15 pm	15 minutes	End-of-Day Evaluation and Reminders	PMT and TWG
DAY 2	08:00 am - 8:30 am	30 minutes	Management of Learning	Technical Working Group
	08:30 am - 10:00 am	1h 30 mins	Session 3 Transforming Educational Leadership: From Supervision to Collaborative Mentorship	LORDDENNIS T. LEONARDO PhD Education Program Supervisor SDO San Jose City
	10:00 am - 10:30 am	30 minutes	Health Break	
	10:30 am - 12:00 pm	1h 30 min	Session 4 Metacognitive and Higher Thinking Skills of Master Teachers: Current Practices, Impact, and Implications for Educational Leadership	JOCELYN T. LEONARDO PhD Principal II SDO San Jose City
	12:00 pm - 01:00 pm	1 hour	Lunch Break	



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	Time	Duration	Session	Resource Persons
DAY 2	01:00 pm - 03:00 pm	2 hours	Session 5 The Emotional, Ethical, and Relational Aspects of Teaching	MERCEDITA D. SALDERO Education Program Supervisor SDO Science City of Muñoz
	03:00 pm - 03:30 pm	30 minutes	Health Break	
	03:30 pm - 05:00 pm	1h 30 mins	Session 6 Navigating PMES Interim Guidelines as a Master Teacher: Aligning Performance Goals with PPST (Highly Proficient and Distinguished) and Leadership Responsibilities	WINNIE W. POLI, CESE Education Program Supervisor SDO Science City of Muñoz
	05:00 pm - 05:15 pm	15 minutes	End-of-Day Evaluation and Reminders	PMT and TWG
DAY 3	08:00 am - 08:30 am	15 minutes	Management of Learning	Technical Working Group
	08:30 am - 09:30 am	1 hour	Elementary Demonstration Teaching	HELEN V. ALVARAN Master Teacher II Muñoz Central School
	09:30 am - 10:30 am	1 hour	JHS Demonstration Teaching	MARICOR V. SANTOS Master Teacher II Muñoz National High School - Main
	10:30 am - 11:00 am	30 minutes	Health Break	
	11:00 am - 12:00 pm	1 hour	SHS Demonstration Teaching	ALONA C. ACOSTA PhD Master Teacher II Science City of Muñoz Senior High School
	12:00 nn - 01:00 pm	1 hour	Lunch Break	
	01:00 pm - 03:00 pm	2 hours	Performance Coaching	AUGUSTO A. MATEO Education Program Supervisor NELIE D. SACMAN PhD Education Program Supervisor ASSIGNED MASTER TEACHERS
	03:00 pm Onwards	30 minutes	Health Break and Home Sweet Home	



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Enclosure No. 2 of SDM No. 361, s. 2025

LIST OF PARTICIPANTS

Name	School	Position
1. Jocelyn M. Castelo	Bantug Elementary School	Master Teacher II
2. Arceli Q. Rigos	Bantug Elementary School	Master Teacher II
3. Marivic P. Rayos	Bantug Elementary School	Master Teacher I
4. April V. Eugenio	Bical Elementary School	Master Teacher I
5. Xerces n. Aliño	DepEd-CLSU Elementary (Lab.) School	Master Teacher I
6. Elvie G. Corpuz	DepEd-CLSU Elementary (Lab.) School	Master Teacher II
7. Alma Grace P. Corpuz	Gabalton Integrated School	Master Teacher I
8. Lorelyn G. Gongon	Gov. Eduardo L. Joson Memorial School	Master Teacher I
9. Natividad I. Niegos	Licaong Elementary School	Master Teacher I
10. Elsa E. Untalan	Linglingay Elementary School	Master Teacher I
11. Maricel H. Palma	Linglingay Elementary School	Master Teacher I
12. Marites D. Cabading	Maligaya Integrated School	Master Teacher I
13. Rosemarie N. Busania	Maligaya Integrated School	Master Teacher II
14. Benny V. Aquino	Maligaya Integrated School	Master Teacher I
15. Maricel E. Devad	Maragol Integrated School	Master Teacher II
16. Jenifer D. Aban	Muñoz Central School	Master Teacher I
17. Edna D. Martin	Muñoz Central School	Master Teacher I
18. Imelda B. Sicat	Muñoz Central School	Master Teacher I
19. Amalia F. Cruz	Muñoz Central School	Master Teacher II
20. Eva E. Garcia	Muñoz Central School	Master Teacher I
21. Helen V. Alvaran	Muñoz Central School	Master Teacher II
22. Ruby Donna C. Manuel	Muñoz Central School	Master Teacher II
23. Necelyn M. Encarnacion	Muñoz Central School	Master Teacher II
24. Eufemia N. Cuaresma	Muñoz North Central School	Master Teacher II



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25. Teresita E. Ventura	Muñoz North Central School	Master Teacher II
26. Ruth D. Santiago	Palusapis Integrated School	Master Teacher II
27. Revelita T. Bello	Rang-ayan Elementary School	Master Teacher I
28. Edilyn M. Parugrug	San Andres Elementary School	Master Teacher I
29. Maribel L. Peralta	San Antonio Integrated School	Master Teacher I
30. Joefel B. Duque	San Antonio Integrated School	Master Teacher I
31. Mary Jane N. De Vera	San Felipe Elementary School	Master Teacher I
32. Leoval DG. Dela Cruz	Sapang Cawayan Elementary School	Master Teacher I
33. Joan C. Natividad	Villa Nati Elementary School	Master Teacher I
34. Agnes C. Bengaño	Villa Santos Elementary School	Master Teacher I
35. Honey Glen B. Lanuza	Muñoz National High School - Annex	Master Teacher I
36. Randy F. Del Rosario	Muñoz National High School - Annex	Master Teacher I
37. Alvin DC. Lazaro	Muñoz National High School - Annex	Master Teacher I
38. Eden Rose L. Gonzales	Muñoz National High School - Annex	Master Teacher I
39. Arlene C. Castañeda	Muñoz National High School - Annex	Master Teacher I
40. Josephine S. Quinit	Muñoz National High School - Main	Master Teacher II
41. Avalon P. Iñigo	Muñoz National High School - Main	Master Teacher II
42. Maricor V. Santos	Muñoz National High School - Main	Master Teacher II
43. John A. Ocampo	Muñoz National High School - Main	Master Teacher II
44. Rubie Rosa P. Caimoy	Muñoz National High School - Main	Master Teacher II
45. Sheila M. Angel	Muñoz National High School - Main	Master Teacher II
46. Glenda L. Viola	Muñoz National High School - Main	Master Teacher II
47. Melanie O. Roldan	Muñoz National High School - Main	Master Teacher II
48. Roberto C. Abril	Muñoz National High School - Main	Master Teacher II
49. Moon Lee G. Lee	Muñoz National High School - Main	Master Teacher II
50. Edgardo L. De Guzman	Muñoz National High School - Main	Master Teacher II
51. Reny B. Ramirez	Muñoz National High School - Main	Master Teacher II
52. Maria Lourdes A. Dingle	Muñoz National High School - Main	Master Teacher I



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53. Francisco M. Pelagio	Muñoz National High School - Main	Master Teacher I
54. Priscila P. Esteban	Muñoz National High School - Main	Master Teacher I
55. Rustum P. Esteban	Muñoz National High School - Main	Master Teacher II
56. Jun Francis P. Santiago	Muñoz National High School - Main	Master Teacher I
57. Aurelio G. Siping Jr.	Muñoz National High School - Main	Master Teacher I
58. Jefferson M. Umagat	Muñoz National High School - Main	Master Teacher I
59. Katherine D. Barlaan	Muñoz National High School - Main	Master Teacher I
60. Marinela D. Serna	Muñoz National High School - Main	Master Teacher I
61. Diana Kris G. Limos	Muñoz National High School - Main	Master Teacher I
62. Jackielyn G. Vergara	Muñoz National High School - Main	Master Teacher I
63. Alberto H. Papalis	Muñoz National High School - Main	Master Teacher I
64. Maribel C. Balagot	Muñoz National High School - Main	Master Teacher I
65. Angelica E. Capili	Muñoz National High School - Main	Master Teacher I
66. Alona C. Acosta	Science City of Munoz SHS	Master Teacher II
67. Florenz T. Asinas	Science City of Munoz SHS	Master Teacher II
68. Annie P. Francisco	Science City of Munoz SHS	Master Teacher II
69. Cynthia C. Monserate	Science City of Munoz SHS	Master Teacher II
70. Lea Irish A. Salazar	Science City of Munoz SHS	Master Teacher II
71. Maria Concepcion M. Santiago	Science City of Munoz SHS	Master Teacher I



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Enclosure No. 3 of SDM No. 341, s. 2025

LIST OF PROGRAM MANAGEMENT TEAM

Name	Position
1. Johanna N. Gervacio PhD, CESO V	Schools Division Superintendent
2. Ronilo E. Hilario CESO VI	Assistant Schools Division Superintendent
3. Bernardo A. Gargabite EdD	Chief, Education Supervisor
4. Larry B. Espiritu PhD	Chief, Education Supervisor
5. Winnie W. Poli	Education Program Supervisor
6. Mercedita D. Saldero	Education Program Supervisor
7. Augusto A. Mateo	Education Program Supervisor
8. Cyril S. Talusan	Senior Education Program Specialist
9. Lamberto P. Corpuz	Senior Education Program Specialist

LIST OF TECHNICAL WORKING GROUP

Name	Office	Position
1. James Patrick S. Barias	Schools Division Office of Science City of Muñoz	Education Program Specialist II
2. Joel G. Dizon	Schools Division Office of Science City of Muñoz	Education Program Specialist II
3. Alvin P. Apostol	Gabaldon Integrated School	Head Teacher I
4. Roxanne F. Bolneo	San Antonio Integrated School	Department Head Designate
5. Jackielou H. Nery	San Antonio Integrated School	Department Head Designate



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Enclosure No. 4 of SDM No. 34, s. 2025

OPENING PROGRAM

I. Registration

Technical Working Group

II. Opening Program

National Anthem

Audio Visual Presentation

Nationalistic Song

Audio Visual Presentation

Prayer

LAMBERTO P. CORPUZ

Senior Education Program Specialist

DepEd Muñoz Hymn

Audio Visual Presentation

DepEd Quality Policy

Audio Visual Presentation

House Rules

CYRIL S. TALUSAN

Senior Education Program Specialist

Acknowledgement of Participants

JOEL G. DIZON

Education Program Specialist II

Welcome Remarks

RONILO E. HILARIO, CESO V

Asst. Schools Division Superintendent

Statement of Purpose

BERNARDO A. GARGABITE PhD

Chief Education Program Supervisor

Inspirational Message

JOHANNA N. GERVACIO PhD, CESO V

Schools Division Superintendent

III. Session Proper

Resource Speakers

ROXANNE F. BOLNEO

Master of Ceremony