Republic of the Philippines

Department of Education

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

18 November 2026

SCHOOLS DIVISION MEMORANDUM
No. 411, s. 2026

SCHOOLS DIVISION TRAINING AND WORKSHOP TITLED "BEYOND THE BASICS: ENHANCING PROFESSIONAL COMPETENCE IN TECHNICAL WRITING FOR EDUCATION PERSONNEL" IN PARTNERSHIP WITH CENTRAL LUZON STATE UNIVERSITY

To: Chief Education Supervisors
All Public and Private Elementary and Secondary Schoolheads
All Others Concerned

1. This Office announces the Schools Division Training and Workshop titled "Beyond the Basics: Enhancing Professional Competence in Technical Writing for Education Personnel" in partnership with Central Luzon State University on November 26, 2026 at the SDO Teachers' Hall.

2. This activity aims to enhance the technical writing competencies of personnel, particularly in preparing clear, accurate, and professional written communications and documents.

3. Enclosed with this issuance are the following:

   a. Program Management Team,
   b. Technical Working Group,
   c. Program and Training Matrix, and
   d. List of Participants.

4. The participants in this activity are select Key Stage 1 teachers, all Administrative Officers II (AO II), Project Development Officers (PDO I), School Counselor Associates (SCA I), and other SDO Personnel.

5. There will be a provision of food (AM and PM Snacks and Lunch) for all the participants sponsored by the partner institution, Central Luzon State University, while their transportation expenses shall be charged against the school Maintenance and Other Operating Expenses (MOOE) subject to usual accounting and auditing rules and regulations.

6. This issuance serves as the Authority to Travel of the participants and technical working group.

7. Immediate and wide dissemination of this Memorandum is earnestly desired.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

Technical Writing

CID/AGM/Schools Division Training and Workshop titled Beyond the Basics: Enhancing Professional Competence in Technical Writing for Education Personnel in partnership with Central Luzon State
050/November 17, 2026

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Enclosure No. 1 to Schools Division Memorandum No. 411, s. 2026

PROGRAM MANAGEMENT TEAM

Consultants	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Chairs	LARRY B. ESPIRITU PhD CID Chief ES BERNARDO A. GARGABITE EdD SGOD Chief ES
Cochair	AILEEN G. MACTAL PhD EPS-English
Members	MARIANNE C. CORONEL, MD, Medical Officer III JOEL G. DIZON-EPS II JAMES PATRICK S. BARIAS- EPS II

Enclosure No. 2 to Schools Division Memorandum No. 411, s. 2026

TECHNICAL WORKING GROUP

Chairs	AILEEN G. MACTAL PhD
	DAISY O. CASIPIT PhD
Cochair	BENNEDICK T. VIOLA
Member	JAMES PATRICK S. BARIAS

Activity Completion Report	AILEEN G. MACTAL PhD
Documentation	JOEL G. DIZON
Certificates	JAMES PATRICK S. BARIAS
	DAISY O. CASIPIT PhD
Program on Powerpoint and Technical Support	BENNEDICK T. VIOLA
Food	DAISY O. CASIPIT PhD
	College of Arts and Social Sciences (CASS) Personnel
Stage Decoration	BENNEDICK T. VIOLA
	JAMES PATRICK S. BARIAS
	JOEL G. DIZON

Enclosure No. 3 to Schools Division Memorandum No. 411, s. 2026

PROGRAM

November 26, 2026
SDO Teachers' Hall

Nationalistic Song	AVP
Prayer	AVP
DepEd Quality Policy	AVP
DepEd Muñoz Hymn	AVP
Welcome Remarks	BERNARDO A. GARGABITE EdD SGOD Chief ES
Statement of Purpose	LARRY B. ESPIRITU PhD CID Chief ES
Inspirational Messages	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Introduction of Resource Speakers	AILEEN G. MACTAL PhD EPS-English
Training and Workshop Proper	DR. SHARINA CARLA S. MERCULIO Associater Professor V CLSU DR. JOAN C. RAVAGO Professor III CLSU
Awarding of Certificates	
Ways Forward	LARRY B. ESPIRITU PhD CID Chief ES

BENNEDICK T. VIOLA
Master of Ceremony

Republic of the Philippines

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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 4 to Schools Division Memorandum No. 411, s. 2026

LIST OF PARTICIPANTS

SCHOOL COUNSELOR ASSOCIATES I

No.	Name	School
1	PRINCESS MEA P. MADAYAG	MAIN-SHS
2	JOHN KELVIN S. DE GRACIA	MARAGOL IS
3	ALDEN JEAN G. BLANCAFLOR	SAIS
4	ALLEN JHAY C. LUQUIAS	MALIGAYA IS
5	JULIANNE MARI M. CARGAMENTO	GABALDON IS
6	ARLY ANN L. DE GUZMAN	MUNOZ CENTRAL SCHOOL
7	AR-ANN JOY D. LABAY	MUNOZ NORTH CS
8	RIZA A. MANINANG	BANTUG ES

PROJECT DEVELOPMENT OFFICERS II

No.	Name	School
1	RONNEL ISIP	MNHS-ANNEX
2	ANALYN PASCUA	SGOD
3	GLEN VIDANIA	SCM-SHS
4	CRYSTELLE ALMUETE	SCM-SHS

ADMINISTRATIVE OFFICERS II

No.	Name	School
1	MERELYN A. DIZON	MANGANDINGAY ES
2	CHERRY V. PACLIBAR	BANTUG ES
3	DORY NELL G. REYES	BAGONG SIKAT ES
4	NATALIA J. DE GUZMAN	VILLA CUIZON ES
5	ROMA AMOR M. MARZO	MUNOZ CENTRAL SCHOOL
6	JOVIT PACATANG	SAN ANDRES ES
7	LEANZA JEAN R. ACUÑA	BICAL ES
8	JENNIELLE B. NARCA	MALIGAYA ES
9	AIRAH KATHLEEN R. ALVAREZ	BALANTE ES
10	JAY ANN O. CASTILLO	DEPED CLSU
11	APRIL W. POLI	MNHS-ANNEX
12	AC NIKOLAI H. MATEO	CURVA IS
13	GERALDINE P. PASCUAL	RICARDO VIOLA ES
14	SHYLEA MERCADO	PALUSAPIS IS
15	JIM PAOLO SANTIAGO	NORTH ES
16	ABIGAIL M. YARCIA	RIZAL ES
17	DIANNE V. PABLO	SAN FELIPE ES
18	JOY KAREN M. DUMALE	VILLA ISLA ES
19	CRISELLE CASTANEDA	RANG-AYAN ES

20	KATHERINE BALOC	LICAONG ES
21	SHIRLEY MAGTALAS	CABISUCULAN ES
22	ARMAINE DELA CRUZ	FRANZA ES
23	RIZALINA M. DELA CRUZ	MAPANGPANG ES
24	JOY V. MANGALINDAN	CATALANACAN ES
25	EMILIO B. CABANISAS	CALISITAN ES
26	JERONE D. SELISPARA	CALABALABAAN
27	CLAIRE OCAMPO	GABALDON IS
28	RACHELLE ANN GADONG	LINGLINGAY ES
29	JOHN EDRIEL TIBON	SAIS
30	LAURENCE LABITAD	SAPANG CAUYAN ES
31	ROD ZEDRICK C. JUGANAS	PANDALLA ES
32	KATHRINA GASPAR	MAGTANGGOL IS
33	ROWENA D. ALMUETE	MNHS-SHS
36	SHEENA S. CABARDO	OSDS
37	DIVINA D. VILORIA	OSDS
38	KIMBERLY N. TADEO	OSDS
39	ALVIN B. RAMIREZ	OSDS

Other SDO Personnel

No.	Name	Position
1	Aaron S. Sobrevilla	AO IV
2	Abiel Nicole A. Elamparo	AdAs III
3	Ross Ann V. Armadillo	AdAs III
4	Jessica L. Sapitan	AdAs III
5	Jerry I. Carrido	AdAs III
6	Jennifer V. Bibal	AdAs III
7	Kristel V. Cruz	AdAs III
8	Mae Antonette V. Badua	LSB
9	Mike Dave A. Rigor	LSB

KEY STAGE 1 TEACHERS

No.	Name	School	Position	Grade Level Assignment
1	Sherilou L. Balingbing	Bagong Sikat ES	Teacher VI	Kindergarten
2	Lorelyn G. Gongon	Balante ES	Master Teacher I	Grade 1
3	Roselle M. Garcia	Bantug ES	Teacher VI	Grade 2
4	Rhoda A. Bautista	Bical ES	Teacher VI	Grade 3
5	Mary-Ann M. Banaga	Cabisuculan ES	Teacher VI	Kindergarten
6	Joanna Marie T. Meneses	Calabalabaan ES	Teacher I	Grade 1
7	Antonio S. Niegos Jr.	Calisitan ES	Teacher VI	Grade 2
8	Tata Caritativo	Catalanacan ES	Teacher VI	Grade 3
9	Cindy P. Elquiero	Curva IS	Teacher VI	Kindergarten
10	Mary Ann N. Paraguison	DepEd-CLSU E (Lab.) ES	Teacher VI	Grade 1
11	Ruby Joyce G. Toledana	Franza ES	Teacher VI	Grade 2
12	Alma Grace P. Corpuz	Gabaldon ES	Master Teacher I	Grade 3
13	Eloisa M. Manabat	Licaong ES	Teacher VI	Kindergarten
14	Rowena P. Sorel	Linglingay ES	Teacher VI	Grade 1
15	Deborrah D. Simon	Magtanggol IS	Teacher VI	Grade 2
16	Catherine B. Lapaz	Maligaya IS	Teacher VI	Grade 3
17	Rea Fae C. Aquino	Mangandingay ES	Teacher VI	Kindergarten
18	Jennifer A. Catalan	Mapangpang ES	Teacher V	Grade 1
19	Maricel E. Devad	Maragol IS	Master Teacher II	Grade 2
20	Elena C. Salvador	Munoz Central S	Teacher VI	Grade 3
21	Lyka M. Santiago	Munoz North CS	Teacher III	Kindergarten
22	Lady Rose B. Paraguison	Naglabrahan PS	Teacher I	Grade 1
23	Brigida G. Madarang	Palusapis IS	Teacher VI	Grade 2
24	Ferdinand A. Cargamento Jr.	Pandalla ES	Teacher I	Grade 3
25	Ronalyn F. Martin	Rang-ayan ES	Teacher VI	Kindergarten
26	Edlyn G. Villanueva	Ricardo V. Adriano ES	Teacher VI	Grade 1
27	Elvira D. Matias	Rizal ES	Teacher VI	Grade 2

28	Fritz D. Escote	San Andres ES	Teacher VI	Grade 3
29	Melarnie R. Nery	San Antonio IS	Teacher I	Kindergarten
30	Aiza D. Noveras	San Felipe ES	Teacher VI	Grade 1
31	Ma. Ivy D. Villeza	Sapang Cawayan ES	Teacher VI	Grade 2
32	Samantha N. Lopez	Tekila Grace DV Alvarez	Teacher I	Grade 3
33	Monina P. Rellegue	Villa Cuizon ES	Teacher VI	Kindergarten
34	Aiza D. Lazo	Villa Isla ES	Teacher VI	Grade 1
35	Donabelle L. Galutan	Villa Nati ES	Teacher VI	Grade 2
36	Belinda C. Rolloque	Villa Santos ES	Teacher VI	Grade 3