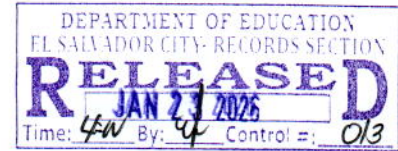




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



January 22, 2026

DIVISION MEMORANDUM
 NO. 013, s. 2026

CHANGES TO DIVISION MEMORANDUM NOS. 483, 467, and 456. S. 2025
 (COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS CUM WRITESHOP
 AND PRODUCTION OF NEW LESSON GUIDES OF ALL LEARNING AREAS
 FOR KEY STAGE 1)

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Education Program Supervisors
 School Heads
 Teachers
 All Others Concerned

1. Regarding Division Memorandum Nos. 483, 467, and 456 s. 2025 re **Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1**, the field is hereby informed of the following changes:

a. Brief meeting for Education Program Supervisors and members of the Technical Working Group will be held on January 26, 2025 at 10:30 a.m. at Division Conference Room.

b. Replacement of participants:

Original				Replacement		
Name	Plantilla	Station	Name	Plantilla	Station	
Sherrie R. Dungog	ITO	Division Office	Bridget Gale B. Gellor	Dentist II	Division Office	
Geramie Magnetico	JO	Division Office	Franz Maybelle M. Gaid	Nurse II	Division Office	
Zarah Marie F. Bongolto	Teacher I	Bolisong ES	Jeziel M. Balasabas	Teacher II	Sambulawan ES	
Marie Jade A. Cacayan	EPS	Division Office	Phoebe Joy M. Pacut	Master Teacher 1	Cogon NHS	

c. Correction of name entries:

Name entry in the previous memorandum	Corrected name entry of participant
Cyra Jimma Mendez	Cyra Jimma A. Melendez
Ma. Carmen RA B. Cabunoc	Ma. Carmen Rosa Ana R. Cabunoc
Geneline Cabaron	Geneline J. Cabaron

2. Other provisions stipulated in the previous memorandum remain in effect.



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SCHOOLS DIVISION OF EL SALVADOR CITY

3. This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the **Perpetual Index**
under the following subject:

TRAININGS

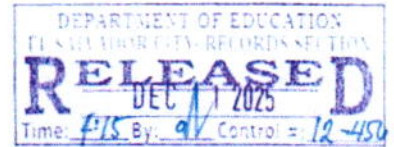
LEARNING RESOURCES

RE: Changes to Division Memorandum Nos. 483, 467, And 456. S. 2025 (Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1)

CID/mrv



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



December 9, 2025

DIVISION MEMORANDUM
 NO. 456, s. 2025

COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS
 CUM WRITESHOP AND PRODUCTION OF NEW LESSON GUIDES
 OF ALL LEARNING AREAS FOR KEY STAGE 1

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Education Program Supervisors
 School Heads
 Teachers
 All Others Concerned

1. Pursuant to Republic Act 10533 known as “Education Act of 2013” and DepEd Order No. 010, s. 2024 re Policy Guidelines on the Implementation of the MATATAG Curriculum and in adherence to Joint Memorandum dated October 10, 2025 re Guidelines on the Utilization of Fiscal Year 2024 Continuing Appropriations and Fiscal Year 2025 Current Appropriations Balances to Support Teaching and Learning for Key Stage 1, this Office shall conduct a **Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1** on December 19-20, 2025. Venue of the activity shall be announced in a separate memorandum.
2. This activity is conducted to ensure that Key Stage 1 learners in El Salvador City receive high-quality and developmentally appropriate instruction through quality, consistent, and aligned teachers’ lesson plans and instructional materials with current curriculum standards. Moreover, this is designed to address recurring gaps in lesson sequencing, competency alignment, contextualization, and assessment practices across Key Stage 1 learning areas.
3. The participants are expected to
 - a. review available lesson plans ensuring alignment to competencies for all learning areas of KS1;
 - b. produce enhanced lesson plans with contextualized and updated pedagogical strategies;
 - c. provide accessible lesson guides to teachers through a digital repository;
 - d. conduct peer quality assurance of developed lesson guides for consolidation, production and distribution; and
 - e. reorient on the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights, in the provision and governance of basic education.



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SCHOOLS DIVISION OF EL SALVADOR CITY

4. In line with this, a Prewrite Activity for this training shall be conducted on December 17, 2025, at 2:00 p.m., through Online Modality, link shall be provided through group chat. Participants to this prework are the Resource speakers and the members of the Technical Working Group.
5. Enclosed are the copies of the Matrix of Activities and the Lists of Participants. This Memorandum serves as **Authority to Travel** for all identified participants.
6. Participation to this activity shall be subject to the No-Disruption-of-Class policy stipulated in DepEd Order No. 9 s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith; hence, school heads must ensure that classes will be taken cared of and teacher-participants must ensure that activities are well prepared for their learners' tasks.
7. Further, in accordance with DepEd Order No 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" and Joint Circular No. 2, s. 2004 "Non-monetary Remuneration for Overtime Services Rendered," the participants are entitled to claim vacation service credits or compensatory time-off when any of the training schedules falls during declared holidays, regular official holidays, and weekends.
8. This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Enc.: As stated
To be indicated in the **Perpetual Index**
under the following subject:

TRAININGS READING

RE: Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1

CID/mrv



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 to Division Memorandum No. _____, s. 2025

**COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS
 CUM WRITESHOP AND PRODUCTION OF NEW LESSON GUIDES
 OF ALL LEARNING AREAS FOR KEY STAGE 1**

MATRIX OF ACTIVITIES

Date	Time	Activity	Participant / Roles	Facilitator/In-Charge
December 19, 2025	8:00 a.m.	• Arrival and Registration	<ul style="list-style-type: none"> Identified Key Stage (KS) 1 Teachers for All Learning Areas, ALS and SNED Education Program Supervisors (EPSs) Division Personnel 	<ul style="list-style-type: none"> TWG
	8:30 a.m.	• Opening Program		<ul style="list-style-type: none"> Emelie G. Yubuco, Librarian II TWG
	9:00 a.m.	• Session 1: Orientation to DepEd Standards and Policies on Alignment of Lesson Guides to Learning Competencies and Quality Lesson Plans	<ul style="list-style-type: none"> Present overview of curriculum guides, alignment of lesson guides and learning competencies, and criteria of quality lesson plans 	<ul style="list-style-type: none"> Margie R. Valmoria, EPS in LRMS, English (SEC) TWG
	9:30 a.m.	• Session 2: Setting of groupings and tasking per learning area	<ul style="list-style-type: none"> Identify reviewer, writer, and editor Understand roles 	<ul style="list-style-type: none"> Lina C. Bejiga, EPS in Kindergarten EPSvrs TWG
	10:00 a.m.	• Session 3: Inventory and Content Review of Available Lesson Plans per Learning Area	<ul style="list-style-type: none"> Collect and list all available lesson plans Use comprehensive checklist or QA tool for lesson plans to identify gaps, outdated content, alignment issues and other errors 	<ul style="list-style-type: none"> Anabelle M. Mamacalay, EPS in Mathematics EPSvrs TWG
	12:00 p.m.	Break		
	1:00 p.m.	• Session 4: Deep Dive Review and Setting of Priority per Learning Area	<ul style="list-style-type: none"> Review of activities, strategies, assessment methods/tools, learning resources With the findings and curriculum mapping, identify lessons for revision or full redevelopment 	<ul style="list-style-type: none"> Genevieve E. Lusterio, EPS in Filipino EPSvrs TWG
	3:00 p.m.	• Session 5: Presentation of Findings and Priority Lists for Redevelopment and New Production	<ul style="list-style-type: none"> Present summary of strengths, gaps, and recommendations Present Priority List of Lessons for redevelopment and New Production 	<ul style="list-style-type: none"> Jovit D. Comon, EPS in English TWG
	4:30 p.m.	• Setting Targets for Day 2	<ul style="list-style-type: none"> Finalization of Lists 	<ul style="list-style-type: none"> EPSvrs TWG
	5:00 p.m.	• Debriefing and Closing of Day 1	<ul style="list-style-type: none"> Sharing of the Process of Program Delivery 	<ul style="list-style-type: none"> TWG



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 SCHOOLS DIVISION OF EL SALVADOR CITY

Date	Time	Activity	Participant / Roles	Facilitator/In-Charge
December 20, 2025	8:00 a.m.	<ul style="list-style-type: none"> Management of Learning 	<ul style="list-style-type: none"> Identified KS 1 Teachers for All Learning Areas, ALS and SNED EPSs Division Personnel 	<ul style="list-style-type: none"> TWG
	8:30 a.m.	<ul style="list-style-type: none"> Session 6: Orientation to Lesson Guide Template and Writing Standards for the Writeshop and Production of New Lesson Guides 	<ul style="list-style-type: none"> Introduce standard format such as objectives, content, procedures, assessment and learning resources Review the 21st Century Skills, Strategies and Differentiated Instruction for proper integration and inclusion 	<ul style="list-style-type: none"> Margie R. Valmoria, EPS in LRMS and English TWG
	9:30 a.m.	<ul style="list-style-type: none"> Session 7: Writeshop Proper – Drafting of Revised and New Lesson Guides 	<ul style="list-style-type: none"> Draft assigned lessons based on the priority list Supervisors as coaches / mentors provide guidance and technical assistance 	<ul style="list-style-type: none"> EPSvrs TWG
	11:00 a.m.	<ul style="list-style-type: none"> Session 8: Peer-review of outputs 	<ul style="list-style-type: none"> Review the drafted lesson guides for completion 	<ul style="list-style-type: none"> EPSvrs TWG
	12:00 p.m.	<ul style="list-style-type: none"> BREAK 		
	1:00 p.m.	<ul style="list-style-type: none"> Session 9: Quality Assurance of Lesson Guides 	<ul style="list-style-type: none"> Check the alignment of competencies, editing for clarity, accuracy, and cohesion of lesson guides Document and revise material based on feedback 	<ul style="list-style-type: none"> Margie R. Valmoria, EPS in LRMS and English Glenn John O. Isiderio EPSvrs TWG
	2:30 p.m.	<ul style="list-style-type: none"> Session 10: Presentation and Consolidation of Outputs 	<ul style="list-style-type: none"> Share completed lesson guides Refine lesson guides based on feedback and recommendations Submit final copy of lesson guides for printing, validation and pilot implementation 	<ul style="list-style-type: none"> Sherrie R. Dungog, ITO Glenn John O. Isiderio TWG
	4:00 p.m.	<ul style="list-style-type: none"> Closing Activities 	<ul style="list-style-type: none"> Awarding of certificates Messages Announcements and Acknowledgments 	<ul style="list-style-type: none"> TWG



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 2 to Division Memorandum No. _____, s. 2025

COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS
CUM WRITESHOP AND PRODUCTION OF NEW LESSON GUIDES
OF ALL LEARNING AREAS FOR KEY STAGE 1

LISTS OF PARTICIPANTS

No.	Name	Plantilla/Position	Official Station
1	Randolph B. Tortola	Schools Division Superintendent	Division Office
2	Conniebel C. Nistal	Asst. Schools Division Superintendent	Division Office
3	Ninian A. Alcasid	Chief - CID	Division Office
4	Rolly B. Labis	Chief - SGOD	Division Office
5	Lina C. Bejiga	EPSvr	Division Office
6	Marie Jade A. Cacayan	EPSvr	Division Office
7	Jovit D. Comon	EPSvr	Division Office
8	Lorna H. Estrosas	EPSvr	Division Office
9	Vanity Jade C. Lazaga	EPSvr	Division Office
10	Melanie M. Ligutom	EPSvr	Division Office
11	Genevieve E. Lusterio	EPSvr	Division Office
12	Anabelle M. Mamaclay	EPSvr	Division Office
13	Roque R. Sabasaje	EPSvr	Division Office
14	Margie R. Valmoria	EPSvr	Division Office
15	Glenn John O. Isiderio	PDO II	Division Office
16	Emilie G. Yubuco	Librarian II	Division Office
17	Sherrie R. Dungog	ITO	Division Office
18	Cheriemy D. Generol	EPS II	Division Office
19	Johnell Francis S. Vacalares	EPSA	Division Office
20	Delger M. Oco	TWG	Division Office
21	Geramie Magnetico	TWG	Division Office
22	Wilma B. Olaer	Master Teacher - II	El Salvador City CS
23	Marvie B. Saculingan	Teacher - III	Molugan CS
24	Imelda N. Virtudez	Master Teacher - I	Cogon ES
25	Gumamela T. Oliverio	Teacher I	Sinaloc ES
26	Devy S. Naranjo	Teacher I	Ulaliman ES
27	Mary Jane P. Laure	Teacher I	Hinigdaan ES
28	Kathleen M. Gallega	Teacher - I	El Salvador City CS
29	Cyra Jimma Mendez	Teacher I	Badiangon ES
30	Aileen B. Castro	Master Teacher I	Amoros ES

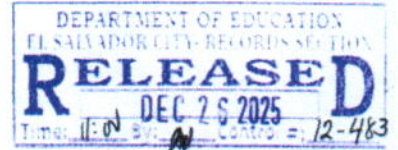


Republic of the Philippines
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REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

No.	Name	Plantilla/Position	Official Station
31	Jessa D. Isidto	Teacher III	PSB ES
32	Zarah Marie F. Bongolto	Teacher I	Bolisong ES
33	Janeve I. Caballa	Master Teacher I	Taytay ES
34	Ethel G. Gabutan	Teacher I	Kibonbon ES
35	Jessie B. Bongolto	Master teacher II	Cogon ES
36	Arlyn V. Colicol	Teacher 1	San Francisco de Asis ES
37	Andrie Cris L. Saguing	Teacher 1	Himaya ES
38	Roxan M. Barina	Teacher 1	Hinigdaan ES
39	Raquel A. Taneo	Teacher - II	Taytay ES
40	Herbert N. Quilab	Teacher - I	Ulaliman ES
41	Geneline Cabaron	Teacher - I	PSB ES
42	Mary Ann C. Yamaro	Master Teacher I	El Salvador City CS
43	Ma. Carmen RA B. Cabunoc	Teacher - II	Taytay ES
44	Juvelyn O. Tedlos	Teacher - II	Molugan CS
45	Raymund U. Tomarong	Teacher - III	Molugan CLC
46	Arjelyn B. Mangayan	Teacher - I	Amoros/SambulawanCLCs
47	Kenneth Jane Q. Ingente	Teacher - I	Kalabaylabay/Quibonbon
48	Jovieline Pearl O. Mejila	SNET 1	El Salvador City CS
49	Jan Marie A. Gabule	SNET 1	Hinigdaan ES
50	Razzel Jee A. Uy	Teacher - I	Taytay ES



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



December 26, 2025

DIVISION MEMORANDUM
 NO. 483, s. 2025

POSTPONEMENT OF COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS
 CUM WRITESHOP AND PRODUCTION OF NEW LESSON GUIDES
 OF ALL LEARNING AREAS FOR KEY STAGE 1
 (REFERENCES: DM NOS. 467 & 456, S. 2025)

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Education Program Supervisors
 School Heads
 Teachers
 All Others Concerned

- Regarding Division Memoranda Nos. 467 and 456, s. 2025 re **Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1**, the field is hereby informed that said activity is moved from January 15-16, 2026 to January 27-28, 2026.
- Other provisions stipulated in the previous Memorandum remain in effect.
- This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

Enc.: As stated
 To be indicated in the **Perpetual Index**
 under the following subject:

TRAININGS READING LEARNING RESOURCES

CID/mrv

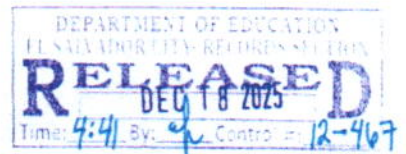


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Republic of the Philippines
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 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



December 16, 2025

DIVISION MEMORANDUM
 NO. 467, s. 2025

CHANGES TO DIVISION MEMORANDUM NO. 456, S. 2025
 (COMPREHENSIVE REVIEW OF AVAILABLE LESSON PLANS CUM WRITESHOP
 AND PRODUCTION OF NEW LESSON GUIDES OF ALL LEARNING AREAS
 FOR KEY STAGE 1)

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD & CID
 Education Program Supervisors
 School Heads
 Teachers
 All Others Concerned

1. Regarding Division Memorandum No. 456, s. 2025 re **Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1** on December 19-20, 2025, the field is hereby informed of the following changes:

- a. The schedule of said activity is moved from December 19-20, 2025 to January 15-16, 2026.
- b. Prework to the activity is rescheduled on January 8, 2026, 1:00 p.m. at the Division Conference Room, Diamond Building, DepEd El Salvador City.
- c. Submission through Google Drive (<https://tinyurl.com/bdepves3>) of relevant training materials, namely: the Curriculum Mapping (using the attached Curriculum Mapping Tool) and all available Lesson Plans of all learning areas for Quarters 3 and 4 for Key Stage 1 will be done on or before January 7, 2026.
- d. Eddie Boy J. Villacarlos, Teacher I of Taytay ES will replace Jessie B. Bongolto, Master II of Cogon ES.
- e. Vangie P. Macarandan, Teacher I of San Francisco de Asis ES, will replace Lindy O. Maestre, also a Teacher I at the same school.

2. Other provisions stipulated in the previous memorandum remain in effect.

3. This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.




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REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Enc.: As stated
To be indicated in the **Perpetual Index**
under the following subject:

TRAININGS READING

RE: Changes to Division Memorandum No. 456, s. 2025 re Comprehensive Review of Available Lesson Plans cum Writeshop and Production of New Lesson Guides of All Learning Areas for Key Stage 1

CID/mrv