

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




15 August 2025

Regional Memorandum
No. 614, s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 536, S. 2025

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 536, s. 2025, titled Quality Assurance Workshop on Milestone-Based Monitoring and Evaluation (M&E) Tools for Early Language, Literacy and Numeracy (ELLN), scheduled on September 2-5, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), announces that the activity will be held at M.I. Sevilla Resort, Barangay Domoit, Lucena City.
2. Enclosure 1 lists the participants in the activity. They are advised to bring a laptop computer for the series of workshops on milestone-based program implementation M&E tools. Participants are expected to arrive at the venue on Sept. 2, 2025, at 8:00 a.m. The first meal to be served will be breakfast on the first day, and the last will be afternoon snacks on the final day of the activity.
3. Additionally, Enclosure 2 provides the Indicative Program of Activities. The composition of the Program Management Team (PMT) is outlined in Enclosure 3, while Enclosure 4 presents the Terms of Reference (ToR).
4. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity.
5. All provisions in R.M. No. 536. S. 2025 remain in effect.
6. For questions and clarifications, you may contact Hazel Angelyn E. Tesoro and Eugene Ray F. Santos, Education Program Supervisors, CLMD, via email at hazelangelyn.tesoro@deped.gov.ph and eugeneray.santos@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC6



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Enclosure 1. List of Participants

1. Early Language, Literacy and Numeracy (ELLN)

Program Owner: **CLMD**

Regional Focal Person: **Hazel Angelyn E. Tesoro**

Position/Designation	SDO	Name
Division Focal Person	Laguna Province	1. Mylen V. Callos
School Head	Quezon Province	2. Lina O. Flores
Teacher	Sto. Tomas City	3. Mark Anthony M. Huelgas

2. Special Program in Journalism (SPJ)

Program Owner: **CLMD**

Regional Focal Person: **Eugene Ray F. Santos**

Position/Designation	SDO	Name
Division Focal Person	Tanauan City	4. Victoria Burgos
School Head	Laguna	5. Abigail I. Mirabel-Agapay
Teacher	Imus City	6. Melanie Mae N. Moreno

3. Special Program in Foreign Language (SPFL)

Program Owner: **CLMD**

Regional Focal Person: **Hazel Angelyn E. Tesoro**

Position/Designation	SDO	Name
Division Focal Person	Santa Rosa City	7. Cherilyn T. Nabor
School Head	Cavite Province	8. Rowena D. Mapanoo
Teacher	San Pedro City	9. Mary Grace T. Ancheta

4. Special Program in Science, Technology, Engineering, and Mathematics (SPSTEM)

Program Owner: **CLMD**

Regional Focal Person: **Paul Gence L. Ocampo and Gilbert Cruz**

Position/Designation	SDO	Name
Division Focal Person	Dasmariñas City	10. Edna B. Gabriel
Public Schools District Supervisor	Cavite Province	11. Edlyn B. Matreo
School Head	Cavite Province	12. Leny R. Aguila
Teacher	Sto. Tomas City	13. Jonathan V. Mayo

5. Special Science Elementary School (SSES)Program Owner: **CLMD**Regional Focal Person: **Paul Gence L. Ocampo and Gilbert Cruz**

Position/Designation	SDO	Name
Division Focal Person	Dasmariñas City	14.Dr. Jhonie Jeff I. Marquez
School Head	Cavite Province	15.Irene G. Dela Cruz
Teacher	Batangas City	16.Niño Adam B. Dilay

6. Special Program in Technical, Vocational Education (SPTVE)Program Owner: **CLMD**Regional Focal Person: **Virgilio O. Guevarra, Jr.**

Position/Designation	SDO	Name
Division Focal Person	Calamba City	17.Eder I. Gallego
School Head	Batangas Province	18.Jovita Landicho
Teacher	San Pedro City	19.Sherwin P. Medrano

7. Special Program in the Arts (SPA)Program Owner: **CLMD**Regional Focal Person: **Lowiesito O. Erni**

Position/Designation	SDO	Name
Division Focal Person	Lipa City	20.Kristine P. Cinco
School Head	Rizal	21.Zaldy Del Rosario
Teacher	Dasmariñas City	22.Kevin Villamor

8. Special Program in Sports (SPS)Program Owner: **CLMD**Regional Focal Person: **Lowiesito O. Erni**

Position/Designation	SDO	Name
Division Focal Person	Biñan City	23.Angela Morando
School Head	Laguna	24.Roderick Tobias
Teacher	General Trias City	25.Erwin A. Asugui

9. School Library and Library HubProgram Owner: **CLMD**Regional Focal Person: **Dianne Catherine T. Antonio**

Position/Designation	SDO	Name
Division Focal Person	Lucena City	26.Anicia J. Villaruel
School Head	Lucena City	27.Xandra Leah S. Dames
Teacher	Lucena City	28.Sayre M. Dialola

10. Division Learning Resource SectionProgram Owner: **CLMD**Regional Focal Person: **Dianne Catherine T. Antonio**

Position/Designation	SDO	Name
Division Focal Person	General Trias City	29.Ma. Criscel R. Negosa
School Head	General Trias City	30.Armando D. Ison
Teacher	General Trias City	31.Jennelyn C. Santos

11. Madrasah EducationProgram Owner: **CLMD**Regional Focal Person: **Emelia P. Crescini**

Position/Designation	SDO	Name
Division Focal Person	Cavite Province	32. Emily R. Quintos
School Head	Cavite Province	33. Lerma A. Angue
Teacher	Cavite Province	34. Charry Q. Tejano

12. Multigrade ProgramProgram Owner: **CLMD**Regional Focal Person: **Emelia P. Crescini**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	35. Walter F. Galarosa
School Head	Quezon Province	36. Roniel M. Florante
Teacher	Quezon Province	37. Wella Mallory M. Armenta

13. Special Needs Education (SNED)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	General Trias City	38. Annie C. Maraan
School Head	Cavite City	39. Mylene T. Mojica
Teacher	Cavite Province	40. Gratcielo Chiara D. Badillo

14. Alternative Learning System (ALS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	Antipolo City	41. Anselmo C. Celeste, Jr.
	San Pedro City	42. April Claire P. Manlangit-Banaag
Education Program Specialist II	Antipolo City	43. Lerma V. Regalario
Teacher	General Trias City	44. Peaches Aira D. Grepo

15. Open High School (OHS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	Antipolo City	45. Priscilla V. Salo
School Head	Antipolo City	46. Rommel S. Beltran
Teacher	Antipolo City	47. Deomark T. Yuson

16. Home Schooling (HS)Program Owner: **CLMD**Regional Focal Person: **Philips T. Monterola**

Position/Designation	SDO	Name
Division Focal Person	San Pedro City	48. Crispianiana P. Bauyon
School Head	Antipolo City	49. Eugene Sierra
Teacher	Antipolo City	50. Jazmin E. Lauzon

17. Rural Farm School (RFS)Program Owner: **CLMD**Regional Focal Person: **Virgilio O. Guevarra, Jr.**

Position/Designation	SDO	Name
Division Focal Person	Antipolo City	51.Melanie F. Burgonia
Teacher	Calamba City	52.Ma. Luisa J. Rosales
	Lucena City	53.Michelle A. Morong

18. Indigenous Peoples Education (IPED)Program Owner: **CLMD**Regional Focal Person: **Margaret P. Musa**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	54.Asuncion Ilao
School Head	Batangas Province	55.Nora C. Gutierrez
Teacher	Lucena City	56.Claudine A. Talavera

19. School-Based Feeding Program (SBFP)Program Owner: **ESSD**Regional Focal Person: **Johnalen Aira S. Soberano**

Position/Designation	SDO	Name
Division Focal Person	Batangas City	57.Marianne R. Medina
School Head	SDO Tayabas City	58.Roderick O. Hugo
Teacher	Quezon Province	59.Mark Arjay R. Castro

20. Education FacilitiesProgram Owner: **ESSD**Regional Focal Person: **Jamaica Rose G. Rolloque**

Position/Designation	SDO	Name
Division Focal Person	Sto. Tomas City	60.Leandro Paul H. Zamora
School Head	Sto. Tomas City	61.Eric De Luna
Teacher	Tayabas City	62.Joel N. Dela Cruz

21. Partnership & Linkages and other Program (Youth Formation and Guidance Support Services)Program Owner: **ESSD**Regional Focal Person: **Ramil G. Ginete**

Position/Designation	SDO	Name
Division Focal Person	Batangas	63.Miguel Ularte
School Head	Batangas Province	64.Maureen De Claro
Teacher	Batangas	65.Joemark R. Gumapac

22. School Sports ProgramProgram Owner: **ESSD**Regional Focal Person: **Ramil G. Ginete**

Position/Designation	SDO	Name
Division Focal Person	Lipa City	66.Roland D. Diaz
School Head	Rizal Province	67.Ardie P. Cordero
Teacher	Batangas	68.Joyce Ann E. Alcantara

23. Medical Health UnitProgram Owner: **ESSD**Regional Focal Person: **Pearl Oliveth S. Intia**

Position/Designation	SDO	Name
Division Focal Person	Quezon Province	69.Klaude M. Buñag
School Head	Lucena City	70.Gloria S. Bobadilla
Teacher	Tayabas City	71.Jeffrey G. Dimailig

24. School Governance CouncilProgram Owner: **FTAD**Regional Focal Person: **Andrea Mabel E. Abrencillo**

Position/Designation	SDO	Name
Division Focal Person	Rizal	72. Emmalyn Guevarra
School Head	Lucena City	73. Rodolfo Sena
Teacher		74.

25. Disaster Risk Reduction and Management (DRRM)Program Owner: **ESSD**Regional Focal Person: **Wilbert C. Ulpindo**

Position/Designation	SDO	Name
Division Focal Person	Santa Rosa City	75. Lea Imelda E. Ibayan
School Head	Batangas Province	76. Hilario S. Garcia
Teacher	Quezon Province	77. Lucila Lopez

26. Learner Rights and Protection Office (LRPO)Program Owner: **ESSD**Regional Focal Person: **Rochelle May Nisola**

Position/Designation	SDO	Name
Division Focal Person	Cabuyao City	78. Allan D. Cantalejo
School Head	Calamba City	79. Charito V. Bernas
Teacher	Calamba City	80. Evelyn S. Sanchez

27. Gender And Development (GAD) ProgramProgram Owner: **HRDD**Regional Focal Person: **Nadina G. Gatón**

Position/Designation	SDO	Name
Division Focal Person	Batangas Province	81. Nancy Lubis
School Head	Biñan City	82. Mark Anthony Malonzo
Teacher		83.

28. Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-)HRMProgram Owner: **HRDD**Regional Focal Person: **Nadina G. Gatón**

Position/Designation	SDO	Name
Division Focal Person	Laguna Province	84. Armina C. Lumibao
School Head	Laguna Province	85. Jerome S. Monfero
Teacher		86.

29. Continuing Professional Development (CPD) Accreditation/ Quality Assured Professional Development (PD) Programs

Program Owner: **HRDD**

Regional Focal Person: **Bryan A. Pobe**

Position/Designation	SDO	Name
Division Focal Person	Dasmariñas City	87. Vanessa Barcarse
School Head	Laguna	88. Christian S. Balino
Teacher	Santa Rosa City	89. Mark Anthony Lagumen

30. School Learning Action Cell (SLAC)

Program Owner: **HRDD**

Regional Focal Person: **Bryan A. Pobe**

Position/Designation	SDO	Name
Division Focal Person	Cavite Province	90. Gina B. Dulce
School Head	Batangas Province	91. Erwin Marasigan
Teacher	Rizal	92. Anabelle Enriquez Peralta

31. Basic Education Research Fund (BERF)

Program Owner: **PPRD**

Regional Focal Person: **Randie B. Atienza**

Position/Designation	SDO	Name
Division Focal Person	Cavite City	93. Annaliza T. Fernandez
School Head	Rizal Province	94. Rhene Boy F. Brozo
Teacher	Batangas City	95. Lea Espeleta

Members of the Program Management Team

Position	Name
Teaching Aid Specialist	96. Lhovie C. Damian
Librarian	97. Nnette Arcelle Joy P. Larinay
Administrative Assistant	98. Neal Protacio
	99. Redynn A. Bernales
Contract of Service-ALS	100. John Christian Galvez
Regional Coordinator	101. Philips T. Monterola
	102. Gilbert Cruz
	103. Joseph Tito N. Ocampo
Education Program Supervisor	104. Eugene Ray F. Santos
	105. Virgilio O. Guevarra, Jr.
	106. Emelia P. Crescini
	107. Dianne Catherine T. Antonio
	108. Paul Gence Ocampo
	109. Margaret P. Musa
	110. Lowiesito Erni
	111. Hazel Angelyn E. Tesoro
	112. Andrea Mabel E. Abrencillo
	113. Nadina Gatón
	114. Bryan A. Pobe
	115. Randie B. Atienza
Education Program Supervisor	116. Emelia Aytona
	117. Loida Tomelden
	118. Jeffrie Ditalan

	119. Buenalyn Manuel
	120. Reymund Ferry
	121. Ma. Lourdes Manimtim
Nutritionist	122. Johnalen Aira S. Soberano
Engineer	123. Jamaica Rose G. Rolloque
Project Development Officer	124. Ramil G. Ginete
	125. Wilbert C. Ulpindo
	126. Rochelle May Nisola
Medical Officer	127. Pearl Oliveth S. Intia

Nurses

SDO	Name
Quezon Province	<i>September 2-3, 2025</i>
	128. Margaret Abaricia
	129. Christine Rose Deocales
	130. Maria Cerilla S. Almonte
	<i>September 4-5, 2025</i>
	128. Clarissa B. Ladignon
	129. Zandy Del Moro
	130. Grant Lakian

Functional Division Chiefs

Functional Division	Name
Curriculum and Learning Management Division	131. Viernalyn M. Nama
Education Support Services Division	132. Eduarda M. Zapanta
Field Technical Assistance Division	133. Michael Gerard R. Alba
Quality Assurance Division	134. Luz E. Osmena
Human Resource Development Division	135. Gisela N. Ulpina
Policy, Planning and Research Division	136. Elino S. Garcia

Regional Office Top Management

Position	Name
Regional Director	137. Atty. Alberto T. Escobarte, CESO II
Assistant Regional Director	138. Loida N. Nidea, Ceso V



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Enclosure 2. Indicative Program of Activities

**Quality Assurance Workshop on Milestone-Based Monitoring and Evaluation (M&E) Tools
for Early Language, Literacy and Numeracy (ELLN)**

September 2-5, 2025 | M.I. Sevilla Resort located at Barangay Domoit, Lucena City

Day & Time	Day 1	Day 2	Day 3	Day 4
8:00-8:30	Opening Program	Management of Learning	Management of Learning	Management of Learning
8:30-9:30	Plenary Session 1 Understanding the Milestone-Based Monitoring and Evaluation Tool for ELLN and Other Programs	Breakout Session 1 Revisiting the Policy Guidelines and Legal Bases of ELLN and Other Programs	Breakout Session 3 Quality Assurance of the Milestone 2 Monitoring and Evaluation (M&E) Tools	Breakout Session 5 Quality Review and Giving of Feedback
9:30-10:00	Health Break	Health Break	Health Break	Health Break
10:00-12:00	Plenary Session 2 Ensuring Excellence through Quality Assured M&E Tools for Effective Implementation of Educational Programs	Breakout Session 2 Quality Assurance of the Milestone 1 Monitoring and Evaluation (M&E) Tools	Continuation of Breakout Session 3	Breakout Session 6 Completion of Documentary Requirements per Program
12:00-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00-2:30	Plenary Session 3 Pagkilalang Hiraya	Continuation of Breakout Session 2	Breakout Session 4 Quality Assurance of the Milestone 3 Monitoring and Evaluation (M&E) Tools	Breakout Session 6 House Clearing and Exit Conference
2:30-3:00	Health Break	Health Break	Health Break	Health Break
3:30-5:00	Plenary Session 4 Forum: Questions and Insights on Quality Assurance of Milestone-Based M&E Tools in Education	Continuation of Breakout Session 2	Continuation of Breakout Session 4	Closing Program
Learning Facilitator	Eugene Ray F. Santos	Regional Program Focal Persons	Regional Program Focal Persons	Regional Program Focal Persons
Note Take	Lhovie C. Damian			
Output of the Day	No Intended Output	Individual and Group SFCR	Individual and Group SFCR	Ready-to-Print SFCR and QA Tools per program



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Enclosure 3. Program Management Team

**Quality Assurance Workshop on Milestone-Based Monitoring and Evaluation
(M&E) Tools for Early Language, Literacy and Numeracy (ELLN)**
September 2-5, 2025 | M.I. Sevilla Resort located at Barangay Domoit, Lucena City

Chairperson : Viernalyn M. Nama, Chief Education Supervisor

Vice Chairperson: Eugene Ray F. Santos, Education Program Supervisor
Hazel Angelyn E. Tesoro, Education Program Supervisor
Philips T. Monterola, Regional Coordinator

Members : Dianne Catherine T. Antonio, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Margaret P. Musa, Education Program Supervisor
Virgilio O. Guevarra, Jr., Education Program Supervisor
Lowiesito Erni, Education Program Supervisor
Paul Gence Ocampo, Education Program Supervisor
Gilbert Cruz, Regional Coordinator

Secretariat: Lhovie C. Damian, Teaching Aid Specialist
Nenette Arcelle Joy P. Larinay, Librarian
Neal Protacio, Administrative Assistant
Redgynn A. Bernales, Administrative Assistant
John Christian Galvez, CoS-ALS



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Enclosure 4. Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The RTWG shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplies needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance; and
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The Consultants/Resource Persons shall:

- discuss and provide inputs about the topic;
- clarify areas of improvements in the M&E tool;
- suggest workshop templates;
- provide instructions and inputs during the workshops;
- ensure maximum participation of the participants;
- address all concerns about the topics; and
- Provide feedback and recommendations for enhancement of outputs of the participants.

The Minute Takers shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.

The Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each session