



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



14 November 2025

Regional Memorandum
No. 863, s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 802, S. 2025

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 802, s. 2025, titled Field Testing and Finalization Workshop on Milestone-Based M&E Tools for ELLN and other Programs, scheduled on December 2-5, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), announces the field testing sites and venue of the finalization workshop as follow.

Activity	Inclusive Dates	Venue
Field Testing of the Milestone-Based M&E Tools for ELLN and other Programs	December 2-3, 2025 (until 3:00PM only)	<i>Please see Enclosure 1.</i>
Finalization Workshop on Milestone-Based M&E Tools for ELLN and other Programs	December 3-5, 2025	El Cielito Hotel, Santa Rosa City

2. Enclosure 1 presents the list of schools that will serve as field testing sites for the different programs. Meanwhile, Enclosure 2 shows the participants in the activity. They are advised to bring a laptop computer for the series of workshops. Participants are expected to proceed to the venue of the finalization workshop as scheduled.
3. Additionally, the composition of the Program Management Team (PMT) is outlined in Enclosure 3. Enclosure 4 provides the Indicative Program of Activities, while Enclosure 5 presents the Terms of Reference (ToR).
4. There shall be an online orientation for the school heads of the field testing sites on November 25, 2025 at 10:00 in the morning. Meeting link will be forwarded to their registered email address.
5. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity.



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Certificate No. PHP QMS
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6. All provisions in R.M. No. 802. s. 2025 remain in effect.
7. 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.
8. Immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 



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Enclosure 1. List of Field Testing Sites

Program	SDO	Name of School	Complete Address	PSDS	School Head
ADM-OPEN HIGHSCHOOL	Calamba City	Punta Integrated School	Punta, Calamba City	Ligaya B. Fuego	Charlene C. Angeles
ADM-HOME SCHOOLING	Calamba City	Punta Integrated School	Punta, Calamba City	Ligaya B. Fuego	Charlene C. Angeles
ALS	Lipa City	Tambo Elementary School	MP Casanova St, Lipa City, Batangas	Dr. Julie Hermosura	Analiza I. Sarmiento
BERM	Cavite Province	Tanza Trade National School	Paradahan I, Tanza, Cavite		Rolando B. Dilidili
CPD-QAPD	Antipolo City	Antipolo National High School	Olalia Road, Brgy. Sta. Cruz, Antipolo City, Rizal	Jennie G. Casauay	Rowena B. Sison
DRRM	Batangas Province	Maabud Integrated National High School	Maabud, San Nicolas, Batangas, Dr. Andrea Hernandez, Melani L. Higuait	Dr. Andrea Hernandez	Melani L. Higuait
EDUCATION FACILITIES	Biñan City	Biñan City	Tagbilaran St. Brgy. Sto. Tomas Biñan City Laguna	Nerra Visperas	Rose Barrientos-Estiva
ELLN	Lucena City	Lucena West I Elementary School	ML Tagarao Ext. Ila Iyam Lucena City	Sorina P. Gloria	Carlos V. Villaester
GAD	Antipolo City	San Roque National High School	Marigman St. San Roque Pob. Antipolo City	Jennie G. Casauay	Rosa T. Tayamora
IPED	Batangas City	Malitam Elementary School	Malitam, Batangas City	Dr. Rowena T. Asi	Dr. Marife D. Frane
LR SECTION	San Pablo City	San Pablo Central School	Rizal Avenue, San Pablo City	Rhea A. Dacara	Kristel Irish E. Igot
LRPO	Batangas Province	Palahanan Integrated National High School	Palahanan 2nd, San Juan, Batangas	Sarah S. Saguin	Anacleto M. Gunio

MADRASAH EDUC. PROGRAM	Dasmariñas City	Sultan Esmael Elem Sch.	Bgy. Datu Esmael, Dasmariñas, Cavite	Dr. Crisaldo A. Belas	Glenda S. Cabutaje
SCHOOL HEALTH SECTION	Lucena City	Lucena East 3 Elementary School	Bel- Air Subd. Brgy. 10, Lucena City, Quezon, Philippines	Donald M. Valle	Allan L. Jumpalad
MULTIGRADE PROGRAM	Quezon province	Tagumpay Elem. School	Real District, Real Quezon	Aireen Aveno	Clarissa J. Zenaroza
PARTNERSHIP	Batangas Province	Wensceslao Trinidad National High School	Po.1 Laurel, Batangas	Benelda Navfarro	Crispin Magpantay
PRIME HRM	Rizal Province	Francisco P. Felix Memorial National High School	Rosepack, Brgy. Sto. Domingo Cainta Rizal	Van Russel A. Robles	Maria Cristina S. Marasigan
RURAL FARM SCHOOL	Cabuyao City	Pulo National High School	Birmingham Rd. Pulo, Cabuyao City	Lourdes Terrones	Teodora M. Galang
SBFP	Batangas City	Benigna Dimatatac Memorial Elementary School	Brgy. Calansayan, San Jose, Batangas	Joel Lubis, PhD	Elenita M. Cuenca
SCHOOL GOVERNANCE COUNCIL	Bacoor City	Bacoor National High School Main	Molino 1, Bacoor City		
SCHOOL LIBRARY	Batangas Province	Wenceslao Trinidad MNHS	Pob. 1 Laurel, Batangas	Benilda N. Navarro	Wenceslao Trinidad Mnhs
SCHOOL SPORTS PROGRAM	Batangas Province	San Antonio Elementary School	San Antonio San Pascual Batangas	Bernarda M Reyes	Christoper A. Dalisay
SLAC	Rizal Province	Teresa Elementary School	Ramon Magsaysay Ave, Teresa, 1880 Rizal	Judith U. Clarito	Lolita D. De Leon
SNED	Cavite Province	Carmona National High School	City of Carmona, Cavite	Irene Dela Cruz (SH-CES/ OIC CID Chief)	Jose E. Samson Jr. (SH-CNHS)
		Carmona Elementary School			Irene Dela Cruz (SH-CES/ OIC CID Chief)
SPA	Laguna	Nicolas L. Galvez MINHS	Purok 1, San Antonio, Bay, Laguna		Francisco Panopio
SPFL	Batangas Province	Governor Feliciano Leviste Memorial National High School	Igualdad St., Lemery, Batangas	Avelino B. Mortel	Dr. Julius A. Villavicencio, EdD

SPJ	Cavite Province	Tanza Comprehensive National High School	Daang Amaya II, Tanza, Cavite	Dr. Alicia Francisco	Dr. Florencio C. Costa
SPS	Laguna	Gov. Felicisimo T. San Luis ISHS	Bubukal, Santa Cruz, Laguna	Eva Marie S. Cambe	Roderick C. Tobias,
SPSTEM	Cavite Province	Tagaytay Science National Integrated High School	Sungay West, Tagaytay City, Cavite	Alma D. Acuña	Orven Francis G. De Pedro
SPTVE	San Pedro City	San Pedro Relocation Center National High School	Imelda Ave. Old Tenant Langgam San Pedro City	Rainer Victor Crisologo	Enrique Malimata
SSES	Cavite Province	Amadeo Elementary School	A. Mabini St., Amadeo, Cavite	Gloria Mojica	Rowena G. Ermita



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Enclosure 2. List of Participants

Program Owner			Member of Development Team		Member of Quality Assurance Team	
Program	Functional Division	Regional Focal Person	SDO	Name	SDO	Name
ADM-OPEN HIGHSCHOOL	CLMD	Philips T. Monterola	Cavite Province	Josephine M. Monzaga	Antipolo City	Priscilla V. Salo
ADM-HOME SCHOOLING	CLMD	Philips T. Monterola	Batangas Province	Maria Muriel L. Manza-De Roxas	San Pedro City	Crispeniana Bauyon
ALS	CLMD	Philips T. Monterola	Tayabas City	Mildred Z. Galleno	San Pedro City	April Claire P. Manlangit- Banaag
BERM	PPRD	Randie B. Atienza	Cavite Province	Mary Anne Joy Romanes	Cavite City	Annaliza Fernandez
CPD-QAPD	HRDD	Bryan A. Pobe	Laguna	Evelyn P., Navia	Cavite Province	Gina B. Dulce
DRRM	ESSD	Wilbert C. Ulpindo	Quezon Province	Arvin Repaso	Batangas Province	James Año
EDUCATION FACILITIES	ESSD	Jamaica Rose G. Rolloque	Dasmariñas City	Aiza M. Bulaon	Sto. Tomas City	Leandro Paul H. Zamora
ELLN	CLMD	Hazel Angelyn E. Tesoro	Lucena City	Rowela M. Caperiña	Quezon Province	Ma. Lourdes C. Cabanag
GAD	HRDD	Nadina G. Gaton	Lucena City	Karina Bautsita	Biñan City	Mark Anthony Malonzo

IPED	CLMD	Margaret P. Musa	Antipolo City	Jean L. Danga	Quezon Province	Asuncion Ilaos
LR SECTION	CLMD	Dianne Catherine T. Antonio	Batangas Province	Rosalinsa Andaya Mendoza	Lucena City	Anicia J. Villaruel
LRPO	ESSD	Rochelle May Nisola	Batangas Province	Rosemarie J. Gonzales	Cabuyao City	Allan D. Cantalejo
MADRASAH EDUC. PROGRAM	CLMD	Emelia P. Crescini	Cavite City	Ricardo P. Makabenta	Rizal Province	Lilibeth D. Martinez
SCHOOL HEALTH SECTION	ESSD	Pearl Oliveth S. Intia	Quezon Province	Jenny Lyn V. Barrantes	Lucena City	Lorelie Jasul
MULTIGRADE PROGRAM	CLMD	Emelia P. Crescini	Quezon Province	Estrella Ergina	Quezon Province	Liliosa Diasanta
PARTNERSHIP	ESSD	Ramil G. Ginete	Tayabas City	Dr. Larvin O. Labrada	Batangas Province	Joemark R. Gumapac
PRIME HRM	HRDD	Nadina G. Gaton	Lucena City	Reymark Queaño	Laguna	Armina C. Lumibao
RURAL FARM SCHOOL	CLMD	Virgilio O. Guevarra, Jr.	Cabuyao City	Lourdes Terrones	Cabuyao City	Teodora M. Galang
SBFP	ESSD	Johnalen Aira S. Soberano	Calamba City	Cyril L. Paner	Batangas City	Marianne Rayos
SCHOOL GOVERNANCE COUNCIL	FTAD	Andrea Mabel E. Abrencillo	Quezon Province	Michelle Duma	Quezon Province	Rexder Anda
SCHOOL LIBRARY	CLMD	Dianne Catherine T. Antonio	Batangas Province	Maria Celita De Leon	Batangas Province	Rosalinda A. Mendoza
SCHOOL SPORTS PROGRAM	ESSD	Ramil G. Ginete	Batangas Province	Jimmy Morillo	Batangas Province	Joyce Ann Alcantara
SLAC	HRDD	Bryan A. Pobe	Batangas Province	Movita Cruzat	Dasmariñas City	Vanessa Barcarse

SNED	CLMD	Philips T. Monterola	Quezon Province	Joan Alejaida R. Mauhay	Cavite Province	Gratcielo Chiara D. Badillo
SPA	CLMD	Lowiesito O. Erni	Calamba City	Joel Libranda	Lipa City	Johnel Aguilera
SPFL	CLMD	Hazel Angelyn E. Tesoro	Tanauan City	Victoria B. Burgos	Cabuyao City	Jonathan H. Marquez
SPJ	CLMD	Eugene Ray F. Santos	Quezon Province	Abner A. Pureza	Imus City	Melanie Mae N. Moreno
SPS	CLMD	Lowiesito O. Erni	Biñan City	Angela Morando	General Trias City	Erwin A. Asugui
SPSTEM	CLMD	Paul Gence L. Ocampo/ Gilbert Cruz	Cavite City	Esterlita M. Dolatre	Cavite Province	Edrayn Matreo
SPTVE	CLMD	Virgilio O. Guevarra, Jr.	San Pedro City	Rainier Victor M. Crisologo	San Pedro City	Enrique R. Malimata
SSES	CLMD	Paul Gence L. Ocampo/Gilbert Cruz	Tanauan City	Dennis B. Masangcay	Batangas City	Nino Adam Dilay



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Enclosure 3: Members of the Program Management Team

Position	Name
Teaching Aid Specialist	1. Lhovie C. Damian
Librarian	2. Nenette Arcelle Joy P. Larinay
Administrative Assistant	3. Neal Protacio
	4. Redynn A. Bernales
Contract of Service-ALS	5. John Christian Galvez
	6. Jasmin Q. Mangubat
Regional Coordinator	7. Joseph Tito N. Ocampo
Education Program Supervisor	8. Eugene Ray F. Santos
	9. Virgilio O. Guevarra, Jr.
	10. Philips T. Monterola
	11. Gilbert Cruz
	12. Emelia P. Crescini
	13. Dianne Catherine T. Antonio
	14. Paul Gence Ocampo
	15. Margaret P. Musa
	16. Lowiesito Erni
	17. Hazel Angelyn E. Tesoro
	18. Andrea Mabel E. Abrencillo
Education Program Supervisor	19. Nadina Gatton
	20. Bryan A. Pobe
	21. Randie B. Atienza
	22. Emelia Aytona
	23. Loida Tomelden
	24. Jeffrie Ditablan
	25. Buenalyn Manuel
Nutritionist	26. Reymund Ferry
	27. Ma. Lourdes Manimtim
Engineer	28. Johnalen Aira S. Soberano
Project Development Officer	29. Jamaica Rose G. Rolloque
	30. Ramil G. Ginete
	31. Wilbert C. Ulpindo
Medical Officer	32. Rochelle May Nisola
	33. Pearl Oliveth S. Intia

Functional Division Chiefs

Functional Division	Name
Curriculum and Learning Management Division	34. Viernalyn M. Nama
Education Support Services Division	35. Eduarda M. Zapanta
Field Technical Assistance Division	36. Michael Gerard R. Alba
Quality Assurance Division	37. Luz E. Osmena

Human Resource Development Division	38. Gisela N. Ulpina
Policy, Planning and Research Division	39. Elino S. Garcia

Regional Office Top Management

Position	Name
Regional Director	40. Atty. Alberto T. Escobarte, CESO II
Assistant Regional Director	41. Loida N. Nidea, Ceso V



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Enclosure 4. Indicative Program of Activities

**Field Testing and Finalization Workshop on Milestone-Based Monitoring and Evaluation (M&E) Tools
for Early Language, Literacy and Numeracy (ELLN) and Other Programs**

PHASE	Field Testing		Finalization Workshop		
Day & Time	December 2, 2025	December 3, 2025	December 3, 2025	December 4, 2025	December 5, 2025
8:00-8:30				Management of Learning	Management of Learning
8:30-9:30	Arrival to the Field Testing Site	Field Testing Proper: Milestone-Based M&E Tool- Milestone 3		Breakout Session 1 Collaborative Discussion on the Field Testing Experience	Breakout Session 5 Finalization of Milestone-Based M&E Tool – Milestone 3
9:30-10:00	Introduction of the Team and Presentation of Purpose			Health Break	Health Break
10:00-12:00	Field Testing Proper: Milestone-Based M&E Tool-Milestone 1	Open Discussion		Breakout Session 2 Revisiting the Policy Guidelines and Legal Bases of ELLN and Other Programs	Breakout Session 6 Quality Presentation and Giving of Feedback
12:00-1:00	LUNHCH			Lunch Break	Lunch Break
1:00-2:30	Field Testing Proper: Milestone-Based M&E Tool-Milestone 2	Feedback from the School Head and Program Implementers Synthesis and Vote of thanks from the Team		Breakout Session 3 Finalization of Milestone-Based M&E Tool – Milestone 1	Closing Program
2:30-3:00				Health Break	
3:30-5:00	Open Discussion	<i>Travel to the venue of the Finalization Workshop</i>	Arrival and Wellness Check	Breakout Session 4 Finalization of Milestone-Based M&E Tool – Milestone 2	
Learning Facilitator	Regional Focal Person		Eugene Ray F. Santos	Regional Program Focal Persons	Regional Program Focal Persons
Note Take	Team Members		Lhovie C. Damian		
Output of the Day	Field Tested M&E Tools (Milestones 1-3)		No Intended Output	Finalized Milestone-Based M&E Tools	Ready-to-Print Milestone-Based M&E Tools per program



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Enclosure 5. 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 Regional Focal 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 phase and session

The PSDS and School Head of the Field Testing Site

- ensure that all involved teachers understand the purpose, processes, timelines, and expected outputs of the field testing.
- make available the logistical, technical, and administrative resources necessary for the effective conduct of the field testing.
- regularly check that the M&E tools are administered as designed, following the correct procedures and schedules.
- assist teachers and implementers in addressing operational issues, clarifying instructions, and maintaining documentation requirements.
- ensure the accuracy, confidentiality, and ethical handling of all data gathered during the field testing.
- maintain active communication with the supervisors, coordinators, and validators regarding progress, concerns, and required actions.
- ensure timely consolidation and submission of all forms, feedback, and monitoring reports to the designated offices.
- foster a positive atmosphere that encourages honest feedback, teacher engagement, and active participation throughout the testing period.
- provide evidence-based observations and practical recommendations to improve the M&E tools before finalization.