



Republic of the Philippines
Department of Education
REGION VIII- EASTERN VISAYAS
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

30 September, 2026

DIVISION MEMORANDUM

No. 788 s. 2026

**CONDUCT OF VIRTUAL TRAINING OF UNTRAINED
PROJECT NUMERACY TUTORS**

TO: Division Chiefs
Education Programs Supervisors
District and Principal In-Charge
All School Heads
All Teachers
All Others Concerned

1. In reference to DM. No. 777, s. 2026, re: Conduct of Face-to-Face Training of Project NUMERACY Tutors, this office, through the Curriculum Implementation Division, informs the field of the conduct of virtual training of untrained tutors scheduled on October 1, 2026.
2. The schedule of the activity are as follows:

AM (9:00 AM to 12:00 Noon) – EAST and SOUTH Cluster Tutors

PM (1:00-4:00PM) – NORTH and POBLACION Cluster Tutors
3. All members of the monitoring team (All School Heads and Education Program Supervisors) are hereby instructed to ensure all untrained tutors of their assigned barangays can participate in this training.



Address: Diversion Road, Barangay. Gaas, Baybay City, Leyte
Telephone #: (53) 563-7615
Email Address: baybay.city @depd.gov.ph

4. The selected Technical Working Group members, composed of the following personnel on the committee on Training and Development of Project NUMERACY, shall take charge in the facilitation of the activity:

Training/Learning & Development Committee		
Mary Rose Padilla	School Head	Member
Maria Nina Veronica Balbarona	Principal I	Member
Rey Ian O. Pelaez	BCSHS Teacher III	Member
Ma. Lourdes Varron	Guidance Counselor II	Member
Beth Charlene M. Peleaz	Plaridel NHS Teacher III	Member
Beth Catherine M. Dongon	Education Program Supervisor	Project Leader

5. Immediate and wide dissemination of this memorandum are desired.


MANUEL F. ALBAÑO PhD, CESO V
Schools Division Superintendent

Enclosures: none

Reference: none

To be indicated in the Perpetual Index under the following subjects:

Mathematics

Project NUMERACY



Enclosure 1, DM No. 788, s. 2026

TRAINING MATRIX ON THE VIRTUAL TRAINING OF TUTORS
OF PROJECT NUMERACY

SET A – EAST and SOUTH Cluster Barangays
9:00 AM – 12:00 Noon

Activity	Time	Resource Person/Facilitator
Part I. Opening/Preliminary Activities 9:00 – 9: 10 AM National Anthem Prayer Baybay City Hymn SDO Baybay City Hymn		
Part II		
How to Teach Operation of Numbers (Basics)	9:10 AM to 10:00 AM	Ms. Mary Rose Padilla School Head – Mapgap ES
How to Handle Teens	10:00 AM to 10:30AM	Ma. Lourdes Varron Guidance Counselor II
Operations on Signed Numbers (Integers)	10:30 AM to 11:30 AM	Beth Catherine M. Dongon SDO Baybay City
The BECAMEDO Game Board	11:30 AM to 12:00 Noon	Rey Ian O. Pelaez Math Coordinator, Baybay City Senior High School
Part III – Workshop for Set A (PM bring Home Activity)		

SET B – NORTH and POBLACION Cluster Barangays
1:00 PM to 5:00 PM

Activity	Time	Resource Person/Facilitator
Part I. Opening/Preliminary Activities 1:00 – 1: 10 PM National Anthem Prayer Baybay City Hymn SDO Baybay City Hymn		

Part II		
How to Teach Operation of Numbers (Basics)	1:10 PM to 2:00 PM	Ms. Mary Rose Padilla School Head – Mapgap ES
How to Handle Teens	2:00 PM to 2:30 PM	Ma. Lourdes Varron Guidance Counselor II
Operations on Signed Numbers (Integers)	2:30 PM to 3:30 PM	Beth Catherine M. Dongon SDO Baybay City
The BECAMEDO Game Board	3:30 PM to 4:00 PM	Beth Charlene M. Pelaez Math Coordinator, Plaridel High School
Part III – Workshop for Set B (Bring Home Activity)		