Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY
Office of the Schools Division Superintendent

SDOBAY-26-010510

November 3, 2026

DIVISION MEMORANDUM
No. 913, s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM NO. 1349, S. 2026 ON THE MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS

TO: This Division
Division Chiefs
Education Program Supervisors
Cluster In-Charges
School Heads
Certified Learning Facilitators
All others Concerned

1. Relative to **Regional Memorandum No. 1349, s. 2026, entitled Masterclass Session and Recognition Ceremony for DepEd Region VIII Certified Learning Facilitators**, this Office informs the concerned personnel of the conduct of the said activity on **November 21–22, 2026**, to be participated in by the verified and registered DepEd Region VIII Certified Learning Facilitators.

2. The activity aims to:
   a. enhance the knowledge, skills, and attitudes (KSAs) of certified learning facilitators through learning sessions focused on improved learning facilitation strategies and adult learning principles; and
   b. formally recognize and celebrate the achievements and valuable contributions of the certified learning facilitators.

3. The Schools Division of Baybay City is included in Cluster D, with Ormoc City as the host division, together with Biliran, Maasin City, and

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Southern Leyte. The specific venue and other pertinent arrangements shall be communicated through a separate issuance.

4. For the information and guidance of all concerned, the pertinent provisions, guidelines, target participants, Program Management Team composition, and program matrix contained in the enclosures of Regional Memorandum No. 1349, s. 2026, shall be observed. Attached to this Memorandum is the list of DepEd Region VIII Certified Learning Facilitators from the Schools Division of Baybay City for reference and appropriate guidance.

5. All identified participants are reminded of the following important requirements:

a. Attendance during the Masterclass Session on November 21, 2026, is strictly required for the issuance of certification;
b. b. Participants shall wear corporate attire during the Recognition Ceremony on November 22, 2026, specifically black coat, white formal shirt/blouse, and black slacks or knee-length black skirt;
c. Participants who have received their NEAPR Certification Code through their registered DepEd email are directed to update their personal details and upload their ID photo with a white background in the DepEd Certified Learning Facilitators Registry through this link: https://bit.ly/RO8-CLFs; and
d. All participants are expected to comply with the prescribed guidelines and program arrangements to ensure the orderly and successful conduct of the activity.

6. Expenses incurred in the conduct of the activity shall be charged against the downloaded HRD Fund of the Host Division, while travel expenses of the participants and members of the Program Management Team shall be charged against their respective HRD or local funds, subject to the usual accounting and auditing rules and regulations.

7. For inquiries and clarifications, concerned personnel may coordinate with the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) through the undersigned.

8. Immediate dissemination of and compliance with this Memorandum are desired.

MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent
11/3/24

BAYBAY CITY DIVISION
RELEASED
DATE: NOV 03 2026
BY: 4:45
BAYBAY CITY LEYTE

Enclosures: as stated
Reference: Regional Memorandum No. 1349, s. 2026; DepEd Order No. 1, s. 2020; RM No. 1034, s. 2026
To be indicated in the Perpetual Index under the following subjects

CAPACITY-BUILDING *LEARNING FACILITATORS* *RECOGNITION*

Enclosure 1, DM 913, s. 2026

List of DepEd Region VIII Certified Learning Facilitators from SDO Baybay City

Name	Position	Sex	Specializations
1. Aniceto D. Garcia	Master Teacher II	M	English
2. Bernadeth L. Fernandez	Master Teacher I	F	EPP/TLE, General Education
3. Beth Catherine M. Dongon	Education Program Supervisor	F	Mathematics
4. Charo C. Sombilon	School Principal III	F	English, MAPEH
5. Darlyn B. Mabalatan	School Principal I	F	Mathematics, Science, General Education
6. Delio M. Amante Jr.	Head Teacher IV	M	ICT, Science
7. Deowel F. Abapo	Education Program Supervisor	M	Aralin Panlipunan, MAPEH, Research and Innovation, General Education
8. Federico V. Altivo	Education Program Supervisor	M	General Education
9. Francis B. Recto	Education Program Supervisor	M	Mathematics
10. Frank Ray G. Ompoy	School Principal I	M	EPP/TLE, General Education
11. Frolomea Narra T. Tañiza	School Principal IV	F	Filipino, Mathematics, Values Education, General Education
12. Gerry L. Torillo	School Principal IV	M	Mathematics
13. Hanylen M. Fernandez	Master Teacher I	F	English
14. Irene B. Mangle	Education Program Supervisor	F	Filipino, General Education
15. Jasper Paul A. Ycoy	Education Program Supervisor	M	English, Research and Innovation
16. Jo-Ann C. Repada	Chief Education Supervisor	F	MAPEH
17. Justin M. Lopez	Master Teacher I	M	Science
18. Kristine S. Lombardi	Master Teacher II	F	Science
19. Loranie B. Ablen	Master Teacher I	F	Science

20. Ma Liwayway N. Lumanta	Education Program Supervisor	F	Filipino, General Education
21. Ma Victoria B. Escasinas	Teacher III	F	General Education
22. Ma. Janet D. Leonor	Master Teacher II	F	Filipino, English, General Education
23. Ma. Perla G. Lapiceros	Principal IV	F	General Education
24. Margilina Mendoza	Education Program Supervisor	F	General Education
25. Mariam G. Aranas	Education Program Supervisor	F	English, Research and Innovation
26. Marilou M. Soria	Principal IV	F	Mathematics, General Education
27. Mary Ann B. Valenzona	Master Teacher II	F	Mathematics
28. Miame Kem M. Bulawan	Master Teacher I	F	Filipino, English
29. Mila Therisa I. Veloso	Master Teacher II	F	Science
30. Richard C. Varron	Teacher III	M	Mathematics, General Education
31. Ritchel Marie B. Villamor	Chief Education Supervisor	F	EPP/TLE
32. Rogelio B. Cagol	School Principal I	M	Kindergarten, General Education
33. Romeo N. Sonio Jr.	School Principal I	M	General Education
34. Sarah B. Macawili	School Principal III	F	Mathematics
35. William I Sapiler	School Principal IV	M	English
36. Wilson A. Aureo	Education Program Supervisor	M	Science

October 5, 2026

REGIONAL MEMORANDUM
No. 1349 s. 2026

MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS

To: Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. This Office, through the Human Resource Development Division, announces the conduct of the **Masterclass Session and Recognition Ceremony for DepEd Region VIII Certified Learning Facilitators** on **November 21-22, 2026** at venues to be announced in a separate issuance.

2. This activity aims to
   a. enhance the knowledge, skills, and attitudes (KSAs) of certified learning facilitators through learning session focused on improved learning facilitation strategies and adult learning principles; and
   b. to formally recognize and celebrate the achievements and contributions of the certified learning facilitators.

3. The activity shall be conducted in four (4) clusters as follows:

Cluster	Division/Office
A	Calbayog City (Host), Catbalogan City, Northern Samar
B	Leyte (Host), Tacloban City, Regional Office
C	Samar (Host), Eastern Samar, Borongan City
D	Ormoc City (Host), Baybay City, Biliran, Maasin City, Southern Leyte

4. The participants to this activity are the certified learning facilitators who registered and were verified through the DepEd Certified Learning Facilitators Registry with the link: **https://bit.ly/RO8-CLFs.**

5. All participants who received the NEAPR Certification Code via their registered DepEd email are directed to update their details and ID photo with white background in the registry.

6. Attached are the Guidelines on the Certification of DepEd Region VIII Learning Facilitators, Program Matrix, List of Target Participants and the composition of the Program Management Team. Final list of participants shall be announced in a separate issuance.

7. All participants are required to attend the **Masterclass session** on **November 21, 2026**. Attendance is strictly required for certification issuance.

8. All participants must wear **corporate attire (Black coat, white formal shirt /blouse, and black slacks/knee-length black skirt)** during the Recognition Ceremony on **November 22, 2026**.

9. Expenses incurred in the conduct of this activity shall be charged against the downloaded HRD Fund to the Host Divisions while travel expenses of the participants and the members of the program management team shall be charged against their respective HRD or local funds, subject to usual accounting and auditing rules and regulations.

10. For inquiries and clarifications, please contact **Dr. Harvie D. Villamor**, HRDD Chief, through email at **hrdd.region8@deped.gov.ph**.

11. Immediate dissemination of and strict compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: As stated
References: DepEd Order No. 1, series of 2020; RM No. 1034, s. 2026
To be indicated in the Perpetual Index under the following subjects:
CAPACITY BUILDING
LEARNING FACILITATORS
RECOGNITION

HRDD-CDPA

Enclosure 1 of Regional Memorandum No. 1349 *, s. 2026*

GUIDELINES ON THE CERTIFICATION OF DEPED REGION VIII CERTIFIED LEARNING FACILITATORS

This outlines the qualification criteria, multi-stage screening process, and final eligibility parameters for learning facilitators included in the Master Class Session and the Recognition Ceremony of Certified Learning Facilitators (LFs) in DepEd Region VIII.

A. Basic Requirements

All learning facilitators cleared for inclusion were verified against the following minimum standards:

1. ***Education***: Master's Degree in Education or a relevant field; or at least with National Certificate II (NC II) or Trainer's Methodology I (TM I) certifications issued by TESDA for facilitators specializing TLE, EPP, or TechPro tracks (with or without a postgraduate degree).
2. ***Teaching Experience***: At least five (5) years of teaching experience in their specific learning area of expertise (may include employment in private schools).
3. ***PD Program Involvement***: Documented engagement in K to 12 Basic Education Professional Development programs as participants, trainers, facilitators, or learning resource writers.
4. ***Performance Rating***: A performance rating of at least Very Satisfactory (VS) for the last two (2) consecutive rating periods (School Years or Calendar Years).
5. ***Core Competencies***: Excellent communication and facilitation skills, ICT proficiency, and physical fitness to conduct training activities.

B. Multi-Stage Screening

The evaluation transpired through a three-phase screening process:

1. ***Division Level***: Screening and official recommendation by the respective Schools Division Office (SDO).
2. ***Regional Level***: Verification conducted by the Human Resource Development Division (HRDD).
3. ***Practical Assessment***: Evaluation of facilitation and presentation skills through demonstration sessions.

C. Professional Development

Prior to receiving official certification, Learning Facilitators are required to complete recognized Professional Development (PD) programs in at least one of the following areas:

1. Facilitation Skills and Adult Learning Principles (Andragogy),
2. PD Program Design and Development, or
3. Specialized PD programs designed to enhance LF competencies.

Enclosure 2 of Regional Memorandum No. 1349 *, s. 2026*

TARGET PARTICIPANTS

Cluster	Offices	No of Participants
A	SDO Northern Samar, SDO Calbayog City, SDO Catbalogan City	207
B	SDO Leyte, SDO Tacloban City, Regional Office	221
C	SDO Samar, SDO Eastern Samar, SDO Borongan City	207
D	SDO Baybay City, SDO Biliran, SDO Maasin City, SDO Southern Leyte, SDO Ormoc City	180

PROGRAM MANAGEMENT TEAM

Steering Committee	
DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director	Over-all Chairperson
DR. MARILYN B. SIAO CESO IV Assistant Regional Director	Over-all Co-Chairperson
DR. CARMELA R. TAMAYO CESO V Schools Division Superintendent	Member
DR. MARGARITO A. CADAYONA JR., CESO VI Schools Division Superintendent	Member
Core Program Management Team	
DR. HARVIE D. VILLAMOR HRDD Chief	Program Manager
CLARK DAVE P. ARANTE Senior Education Program Specialist	Program Coordinator
DR. ALEJANDRA B. LAGUMBAY QAD Chief	M&E Lead Focal
FRITZ G. MELCHOR Administrative Assistant I	Secretariat
Onsite Program Management Team	
Cluster A	
DR. JOEL A. ZARTIGA CESO VI OIC-Schools Division Superintendent, SDO Calbayog City	Onsite Chairperson
DR. JUN-NILOU D. DULFO OIC-Assistant Schools Division Superintendent, SDO Calbayog City	Onsite Co-Chairperson
DR. AVELINA P. TUPA SGOD Chief	Onsite Program Manager
MARITA R. SENOLOS Senior Education Program Specialist **SHARON D. BALSA** Education Program Specialist II	Onsite Program Coordinators
ROSALIA P. RIVERA Senior Education Program Specialist	M&E Officer
NIKKI IVY S. DOLLADO Nurse II **SOPHIA C. MONTERON** Nurse II	Welfare Officers

RINA M. ABOGANDA Education Program Specialist II **DRIXEL IDOL ORTEGA** Administrative Assistant III **DOMINIC P. OLASIMAN** HRD Staff	Documenters/Technical Staffs
Cluster B	
DR. MARIZA S. MAGAN CESO V Schools Division Superintendent, SDO Leyte	Onsite Chairperson
ATTY. CALICK D. ARRIETA OIC-Assistant Schools Division Superintendent **DR. TEODORICO C. PELIÑO JR.** OIC-Assistant Schools Division Superintendent	Onsite Co-Chairpersons
DR. GIL R. ESPLANADA JR. SGOD Chief	Onsite Program Manager
JENNIE S. VILLASIN Senior Education Program Specialist **TESSA T. MACABACYAO** Education Program Specialist II	Onsite Program Coordinators
FATIMA CHRISTIE V. PALAÑA Senior Education Program Specialist	M&E Officer
2 NURSES	Welfare Officers
NOVA C. ALMADEN Administrative Officer II **KAYE ALEXANDRIA B. PUNZALAN** Administrative Officer II **JEFFREY DE VEYRA** Administrative Officer II	Documenters/Technical Staffs
Cluster C	
DR. MOISES D. LABIAN JR, CESO V Schools Division Superintendent, SDO Samar	Onsite Chairperson
	Onsite Co-Chairperson
FRANCIA A. TAN SGOD Chief	Onsite Program Manager
MARISOL C. MARGATE Education Program Specialist II	Onsite Program Coordinators
GERRY P. OCENAR Senior Education Program Specialist	M&E Officer
ARLENE F. ABELLAR Nurse II **EMELINA P. CAPATOY** Nurse II	Welfare Officer
ROBI MATHEL R. CALINAO Administrative Assistant III **KATHLEEN G. YBOA** Administrative Assistant III	Documenters/Technical Staffs
Cluster D	
DR. CARMELINO P. BERNADAS CESO V Schools Division Superintendent, SDO Ormoc City	Onsite Chairperson
DR. LORELEI A. MASIAS JD, CESO VI Assistant Schools Division Superintendent, SDO Ormoc City	Onsite Co-Chairperson
ARTEMIA G. LEOBERAS SGOD Chief	Onsite Program Manager
RITCHEL CAPILLANES Senior Education Program Specialist	Onsite Program Coordinators

MA. MAY ULDALIAH A. SARAPUDDIN Education Program Specialist II	
ROSEMARIE LEQUIN Senior Education Program Specialist	M&E Officer
ASHDEL ARTES Nurse II **LENNIE JADE CAZEÑAS** Nurse II	Welfare Officers
RYAN BUGHAO Planning Officer **ANA LIEZEL VILLAVER** Senior Education Program Specialist **ALVIN SOSMEÑA** Information Technology Officer	Documenters/Technical Staffs
Division LFs Registry Coordinators	
MARIEL A. ITLANAS Senior Education Program Specialist	Baybay City
JORDAN C. JAMORALIN Senior Education Program Specialist	Biliran
SONIA L. AFABLE Senior Education Program Specialist	Borongan City
MARITA P. SENOLOS Senior Education Program Specialist	Calbayog City
MICHAEL P. RADOMES Senior Education Program Specialist	Catbalogan City
VENUS Y. CUESTA Senior Education Program Specialist	Eastern Samar
JENNIE D. VILLASIN Senior Education Program Specialist	Leyte
RIZI MAE J. CODAL Senior Education Program Specialist	Maasin City
PETER R. BOBILES Senior Education Program Specialist	Northern Samar
RITCHEL P. CAPILLANES Senior Education Program Specialist	Ormoc City
MARISOL C. MARGATE Education Program Specialist II	Samar
HILDA G. FERNANDEZ Education Program Specialist II	Southern Leyte
MERIAM M. GUALDRAPA Senior Education Program Specialist	Tacloban City

Enclosure 3 of Regional Memorandum No. 1349 *, s. 2026*

MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS
November 21-22, 2026

Program Matrix

CLUSTER A

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	**Arrival and Registration**	
2:00 p.m.	**Opening Program** National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	**DR. AVELINA P. TUPA** SGOD Chief, SDO Calbayog City
	Message	**DR. MARILYN B. SIAO CESO IV** Assistant Regional Director
2:20 p.m.	**Mastering Adult Learning Design & Facilitation**	**DR. MILANER R. OYO-A** Principal IV
4:30 p.m.	**End of Day Evaluation**	
November 22		
8:30 a.m.	**Preliminaries** Nationalistic Song Prayer	
	Message	**DR. SALUSTIANO T. JIMENEZ JD, CESO III** Regional Director
9:15 a.m.	**Recognition Rites**	
10:30 a.m.	**Pledge of Commitment**	**DR. HARVIE D. VILLAMOR** HRDD Chief
11:00 a.m.	**Closing Message**	**DR. JOEL A. ZARTIGA CESO VI** OIC-Schools Division Superintendent SDO Calbayog City

MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS
November 21-22, 2026

Program Matrix

CLUSTER B

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	**Arrival and Registration**	
2:00 p.m.	**Opening Program** National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	**DR. GIL R. ESPLANADA JR.** SGOD Chief, SDO Leyte
	Message	**DR. MARILYN B. SIAO CESO IV** Assistant Regional Director
2:20 p.m.	**Mastering Adult Learning Design & Facilitation**	**ATTY. CALICK D. ARRIETA** Resource Person
4:30 p.m.	**End of Day Evaluation**	
November 22		
8:30 a.m.	**Preliminaries** Nationalistic Song Prayer	
	Message	**DR. SALUSTIANO T. JIMENEZ JD, CESO III** Regional Director
9:15 a.m.	**Recognition Rites**	
10:30 a.m.	**Pledge of Commitment**	**DR. CARMELA R. TAMAYO CESO V** Schools Division Superintendent
11:00 a.m.	**Closing Message**	**DR. MARIZA S. MAGAN CESO V** Schools Division Superintendent SDO Leyte

MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS
November 21-22, 2026

Program Matrix

CLUSTER C

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	**Arrival and Registration**	
2:00 p.m.	**Opening Program** National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	**FRANCIA A. TAN** SGOD Chief, SDO Samar
	Message	**DR. MARILYN B. SIAO CESO IV** Assistant Regional Director
2:20 p.m.	**Mastering Adult Learning Design & Facilitation**	**MR. ZALDY A. TABUGOCA** Education Program Supervisor SDO Samar
4:30 p.m.	**End of Day Evaluation**	
November 22		
8:30 a.m.	**Preliminaries** Nationalistic Song Prayer	
	Message	**DR. SALUSTIANO T. JIMENEZ JD, CESO III** Regional Director
9:15 a.m.	**Recognition Rites**	
10:30 a.m.	**Pledge of Commitment**	**DR. MARGARITO A. CADAYONA JR, CESO VI** Schools Division Superintendent
11:00 a.m.	**Closing Message**	**DR. MOISES D. LABIAN JR, CESO V** Schools Division Superintendent, SDO Samar

MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR DEPED REGION VIII CERTIFIED LEARNING FACILITATORS
November 21-22, 2026

Program Matrix

CLUSTER D

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	**Arrival and Registration**	
2:00 p.m.	**Opening Program** National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	**ARTEMIA G. LEOBERAS** SGOD Chief, SDO Ormoc City
	Message	**DR. MARILYN B. SIAO CESO IV** Assistant Regional Director
2:20 p.m.	**Mastering Adult Learning Design & Facilitation**	**DR. JOSEMILO P. RUIZ** Assistant Schools Division Superintendent SDO Baybay City
4:30 p.m.	**End of Day Evaluation**	
November 22		
8:30 a.m.	**Preliminaries** Nationalistic Song Prayer	
	Message	**DR. SALUSTIANO T. JIMENEZ JD, CESO III** Regional Director
9:15 a.m.	**Recognition Rites**	
10:30 a.m.	**Pledge of Commitment**	**CLARK DAVE P. ARANTE** Senior Education Program Specialist
11:00 a.m.	**Closing Message**	**DR. CARMELINO P. BERNADAS CESO V** Schools Division Superintendents