



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. **586**, s. 2025

**04 SEP 2025**

**FINALIZATION OF THE CONTEXTUALIZED LEARNING RESOURCES FOR THE  
LITERACY AND NUMERACY PROGRAMS FOR KEY STAGE 1**

To: Chief Education Supervisors  
Concerned School Heads

) HVMES  
) Colo-Mabaleng ES  
) San Mateo ES  
) P.Q. Pimentel ES

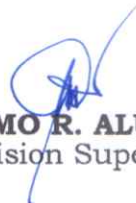
All Others Concerned

1. Relative to Regional Memorandum No. 1167, s. 2025, the Department of Education Regional Office I through the Curriculum and Learning Management Division-Learning Resource Management Section will conduct the Finalization of the Contextualized Learning Resources (LRs) for the Literacy and Numeracy Programs for Key Stage 1 at Hotelinda Suites, Rivero St., Brgy. VIII. Vigan City on September 8-13, 2025.
2. The activity intends to finalize the validated materials cited above.
3. The participants in this activity from the Schools Division of the City of Batac are the following:

Name	School
Marline F. Diculen	HVMES
Ethelwalda D. Daga	Colo-Mabaleng ES
Rona S. Manaran	San Mateo ES
Marilen C. Andres	P.Q. Pimentel ES
Angelito C. Tapaoan	HVMES

4. All participants are requested to bring laptop, extension cord, and back-up pocket wifi, to facilitate the production of the expected outputs.
5. Meals, venue accommodation, supplies and travel expenses of the participants shall be charged to FY 2025 GAA. Travel expenses of the participants will be downloaded to the Schools Division Office thru the issuance of Sub-Allotment Release Order (SARO). If the downloaded funds is not enough, the additional fund shall be charged to available local funds subject to the existing government accounting rules and regulations.
6. First meal to be served is afternoon snacks on September 8, 2025 and the last meal will be lunch on September 13, 2025. Opening Program will start at 3:00 p.m. to be followed immediately by a plenary session.
7. Compensatory Time-Off (CTO) shall be granted to participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in CSC-DBM Joint Circular No.2 s. 2024 on Non-Monetary Remuneration for Overtime Services Rendered whichever is appropriate and applicable.

8. Attached is the Regional Memorandum for other details.
9. This Memorandum serves as the official Authority to Travel of identified participants.
10. For further queries or clarifications, please call the CLMD-LRMS through 072-682-2324 loc. 121 or email at lrmds.region1@deped.gov.ph.
11. For information and guidance.

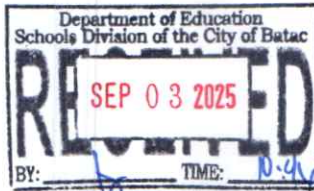
  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be included in the Perpetual Index  
Under the following subject:

LEARNING RESOURCES

BBA/DM-Finalization LRs Literacy & Numeracy Key Stage 1  
2513451/25211/September 4, 2025





Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 1169, s. 2025

**MASTERCLASS ON COPYRIGHT MANAGEMENT**

To: Schools Division Superintendents

1. The Department of Education through the Curriculum and Learning Management Division-Learning Resource Management Section will conduct the Masterclass on Copyright Management at the National Educators Academy of the Philippines Region I (NEAP-RI), San Vicente, City of San Fernando, La Union on September 8-12, 2025.
2. The activity intends to provide the participants with in-depth knowledge, practical skills and unique insights on copyright management.
3. To realize the objective of the activity, Schools Division Offices are requested to support this initiative by allowing the untrained or newly-hired Learning Resource Management Personnel to attend the activity, along with practicing Regional or Division learning resource evaluators following the slot indicated in Annex A.
4. All participants are requested to bring laptop, extension cord, and pocket wifi. They are also requested to pre-register through this link: <https://tinyurl.com/Pre-RegMasterClass> on or before September 5, 2025.
5. Meals, venue, accommodation, supplies and travel expenses of the participants shall be charged to FY 2025 GAA. Travel expenses of the participants will be downloaded to the Schools Division Offices thru the issuance of Sub-Allotment Release Order (SARO). If the downloaded fund is not enough, the additional fund shall be charged to available local funds subject to the existing government accounting rules and regulations.
6. First meal to be served is afternoon snacks on September 8, 2025 and the last meal will be lunch on September 12, 2025. Opening Program will start at 3:00 p.m. to be followed immediately by a plenary session.
7. For further queries or clarifications, please call the CLMD-LRMS through 072-682-2324 loc. 121 or email at [lrmds.region1@deped.gov.ph](mailto:lrmds.region1@deped.gov.ph).
8. For information, guidance and immediate dissemination.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the subject:

**LEARNING RESOURCES**

CLMD-LRMS/gaa/RM\_Masterclass on Copyright Management  
September 2, 2025



Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I [region1@deped.gov.ph](mailto:region1@deped.gov.ph)  
[www.depedregion1.com](http://www.depedregion1.com)

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# Annex A: Slot per Schools Division Office

SDO	No. of Participants
Alaminos City	5
Batac City	5
Candon City	5
Dagupan City	10
Ilocos Norte	10
Ilocos Sur	10
Laoag City	5
La Union	10
Pangasinan I	22
Pangasinan II	22
San Carlos City	10
San Fernando City	5
Urdaneta City	10
Vigan City	5
<b>Total</b>	<b>134</b>

## Program Management Team/Technical Working Group

Arlene A. Niro	Chief ES/Program Owner
Gina A. Amoyen	EPS-LRMS/Focal Person
Nida N. Carbajal	Librarian II/Co-Focal Person
Niña Marie Ballada	Administrative Assistant II
Reggie Sonza	Job Order, LRMS