



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 635 s. 2025

26 SEP 2025

**DEVELOPMENT AND QUALITY ASSURANCE OF SLM-BASED LEARNING
RESOURCES FOR FLIPPED CLASSROOMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. To strengthen literacy skills development and equip teachers with the necessary knowledge and skills to develop and quality assure SLM-Based Learning Resources for Flipped Classrooms, the Schools Division of the City of Batac (SDCB) through the Curriculum Implementation Division (CID) shall conduct the Development and Quality Assurance of SLM-Based Learning Resources for Flipped Classrooms at the Schools Division Office (SDO) Conference Hall on September 26, 27, and 29, 2025.
2. Specifically, the activity aims:
 - a. understand the concepts and principles of Flipped classroom-based (FCB) materials; and
 - b. design, develop, and quality-assure FCB materials for use in the classrooms.
3. Participants are select elementary and secondary teachers identified in Enclosure 1. They are requested to bring their laptop, extension cords, headset, and other gadgets needed in the development of the materials.
4. Expenses related to this activity such as meals of participants and PMT members and supplies and materials shall be charged against RO1 25-0639 Fund subject to usual accounting and auditing procedures.
5. Enclosed are the List of Participants, Program Management Team (PMT), and Matrix of Activities, for reference.
6. Immediate and wide dissemination of this Memorandum is desired.

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

ANSELMO R. ALUDINO
Schools Division Superintendent



SDCB RECORDS UNIT

2514456



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

Encl.: as stated
Reference: None
To be included in the Perpetual Index
Under the following subject:

LEARNING RESOURCES EVALUATION

CID/JPP_DM_2025_Development_FCB Materials
/25231/ September 25, 2025



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Enclosure 1**List of Participants**

No.	Name of Teacher	School
1	Arven John Tolentino	General Artemio Ricarte Senior High School
2	Mhel Rose Grace Uy	CBNHS-Rayuray
3	Jerryymi Cabulisan	CBNHS-Payao
4	Cherry Anne Clemente	Crispina Marcos Valdez NHS
5	Gillian Karl B. Sinang	CBNHS-Poblacion
6	Laurence Juan	Parangopong ES
7	Regie Lizardo	Baoa East Elementary School
8	Mark Anthony Diculen	Sumader Elementary School
9	Roma Berna Rubio	Magnuang Elementary School
10	Zoe Puyot	Rayuray Elementary School

Program Management Team (PMT)

Role	Name	Position
Program Manager	Marilou B. Sales	Chief Education Supervisor, CID
Learning Managers	Joycelyn P. Perdido Aubrhey Marie R. Oasay	Education Program Supervisor Education Program Supervisor
Learning Facilitators	Lovely Jane L. Durante Joycelyn P. Perdido Aubrhey Marie R. Oasay	Master Teacher I Education Program Supervisor Education Program Supervisor
M & E Coordinator	Dolores A. Ubiña	Senior Education Program Specialist, SMME
Documenter	Dale Justine S. Rabena	Project Development Officer II
Secretariat	Blesilda B. Antiporda	Librarian II
Welfare Officer	Jedidiah B. Jagto	Nurse II
Logistics Officer	Mark Louie P. Duldulao	Education Program Specialist II
Finance Officer	Jennifer C. Bungubung	Accountant III

Matrix of Activities

TIME	TOPIC	FACILITATOR
7:30 – 8:00	Registration	
8:00 - 8:30	Opening Program	
	National Anthem.....	AVP
	Prayer.....	AVP
	DepEd Quality Policy Statement.....	AVP
	Acknowledgment of Participants.....	Dale Justine Rabena PDO II
	Statement of Purpose.....	Marilou B. Sales Chief Education Supervisor, CID
	Message.....	Arnel S. Bandiola Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent
	Blesilda B. Antiporda Facilitator	
Day 1 (September 26)		
8:00 – 8:30	Preliminaries	PMT
8:30-9:30	Concepts and Principles of FCB Materials	Dr. Lovely Jane L. Durante Master Teacher I
9:30-9:45	Health Break	
9:45-12:00	Development of Flipped Classroom-based Lesson Plans and Scripts	Dr. Lovely Jane L. Durante Master Teacher I
12:00-1:00	Lunch Break	
1:00-3:00	Critiquing of FCB lesson Plans and Scripts	Dr. Lovely Jane L. Durante Master Teacher I
3:00-3:15	Health Break	
3:15-5:00	Revision of FCB lesson Plans and Scripts	Dr. Lovely Jane L. Durante Master Teacher I
Day 2 (September 27)		
8:00 – 8:30	Preliminaries	PMT
8:30-9:30	Preparation for the FCB Slides	Dr. Lovely Jane L. Durante Master Teacher I
9:30-9:45	Health Break	
9:45-12:00	Production of FCB Videos	Dr. Lovely Jane L. Durante Master Teacher I
12:00-1:00	Lunch Break	
1:00-3:00	Presentation and Critiquing of FCB Videos	Dr. Lovely Jane L. Durante Master Teacher I
3:00-3:15	Health Break	
3:15-5:00	Continuation of Presentation and Critiquing of FCB Videos	Dr. Lovely Jane L. Durante Master Teacher I
Day 3 (Sep 29)		
8:00 – 8:30	Preliminaries	PMT
8:30-9:30	Presentation of Quality Assurance Guidelines	Dr. Aubrhey Marie R. Oasay
9:30-9:45	Health Break	
9:45-12:00	Quality Assurance Workshop	
12:00-1:00	Lunch Break	
1:00-3:00	Continuation of Quality Assurance Workshop	

3:00-3:15	Health Break	
3:15-4:30	Finalization of Accomplishment of QA Tools	
4:30-5:00	<p>Closing Program</p> <p style="text-align: center;">Closing Program</p> <p>Nationalistic Song AVP Prayer..... AVP Impressions..... Challenge and Ways Forward..... Arnel S. Bandiola Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent Distribution of Certificates.....</p> <p style="text-align: center;">Joycelyn P. Perdido Facilitator</p>	