



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **338** s. 2026

26 MAY 2026

**DIVISION WORKSHOP FOR SCHOOL HEADS AND ICT COORDINATORS ON THE
PREPARATION OF CLASS AND TEACHERS' PROGRAMS FOR SY 2026-2027
IN COMPLIANCE WITH DEPED ORDER NO. 009, S. 2026**

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

1. In line with the transition of the Department of Education to a restructured academic framework under DepEd Order No. 009, s. 2026 titled "*Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*," this office, through the Curriculum Implementation Division (CID), will conduct a Division Workshop for School Heads and ICT Coordinators on the Preparation of Class and Teachers' Programs for SY 2026-2027. This whole-day activity will be held on May 28, 2026, at the SDO Conference Hall.

2. The workshop aims to guide School Heads and ICT Coordinators in adjusting class schedules and teacher workloads to match the new Three-Term School Calendar. Specifically, it aims to:

- a. *Plot the School Calendar*: Map out the 201 total class days for SY 2026-2027 (June 8, 2026, to April 8, 2027).
- b. *Apply the Three Phases per Term*: Properly schedule the Opening Block (4 days for Term 1), Instructional Block (55-57 days), and End-of-Term Block (9-10 days).
- c. *Adopt Sample Class Programs*: Reference and adapt the standardized models provided in DO 009, s. 2026 to ensure uniform implementation of subject time allocations.
- d. *Integrate ARAL Remediation*: Insert the required 30-to-60-minute Academic Recovery for Accessible Learning (ARAL) sessions into schedules without cutting core class hours.
- e. *Balance Teacher Workloads*: Create schedules that minimize non-teaching tasks, include 32 hours of professional development, and plot teacher wellness breaks.
- f. *Use Teacher Requirement Calculator (TRC)*: Train participants on utilizing TRC to efficiently build class and teacher programs.

3. Participants in this workshop are all Public Elementary and Secondary School Heads and their respective School ICT Coordinators. Attendees are advised to provide their own meals and snacks, bring their necessary materials and equipment including printers, bond paper, and the following working documents:



SDCB RECORDS UNIT

2607530



DepEd Batac City



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City of Batac, Ilocos Norte
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Enclosure 1.

A. Program Management Team (PMT)

1	Anselmo R. Aludino	Schools Division Superintendent
2	Arnel S. Bandiola	Asst. Schools Division Superintendent
3	Marilou B. Sales, EdD	Chief Education Supervisor
4	Nemalyn M. Ulep, EdD	Chief Education Supervisor
5	Zorayda S. Paguyo, EdD	Education Program Supervisor
6	Aubrhey Marie R. Oasay, PhD	Education Program Supervisor
7	Eldefonso B. Natividad, PhD	Education Program Supervisor
8	Joycelyn P. Perdido, PhD	Education Program Supervisor
9	Marilou P. Omotoy, EdD	Education Program Supervisor
10	Jhon Rey D. Ortal, EdD	Education Program Supervisor
11	Aileen V. Joaquin	Education Program Supervisor
12	Opresinia Z. Castillo	Education Program Supervisor
13	Allan B. Garcia	Education Program Supervisor
14	Gladys B. Lampitoc	Education Program Supervisor
15	Jocelyn L. Aribuabo, PhD	Education Program Supervisor
15	Geraldine O. Lao-at, PhD	Public Schools District Supervisor
16	Dale Justin S. Rabena	Project Development Officer II

B. List of Participants

No.	SCHOOL	SCHOOL HEAD	ICT COORDINATOR
1	Baay ES	Lilibeth C. Dierpo	Julie Ann D. Tagaban
2	Baligat ES	Jollibelle C. Franada	Rachel Ann C. Roldan
3	Baoa East ES	Edwin V. Tangonan	Liza Lynda B. Tagudin
4	Baoa ES	Jong N. Jerez	Marimar P. Cruz
5	B. Macadaeg MES	Johnny C. Talioaga	Kristine Ann D. Asuncion
6	Bil-loca ES	Eldefonso B. Natividad, Jr.	Ian Joy C. Agtina
7	Biningan ES	Oliveth M. Jerez	Darelle Joy M. Taclan
8	Camandingan ES	Lovella J. Galut	Kimmy Kate M. Butay
9	CAMES	Jenelyn B. Asuncion	Kristine Joyce Z. Alegar
10	Colo-Mabaleng ES	Flordeliza C. Cacayan	Julie Ann O. Ganado
11	CuMaPit ES	Rochelle C. Dulig	Lorrie Jane F. Quizquiz
12	Dariwdiw ES	John Resty R. Arellano	Rona Jane M. Pungtilan
13	Hilario Valdez MES	Mely E. Repollo	Joan R. Magbaleta
14	Magnuang ES	Toribio D. Martin	Kevin Patrick P. Ronduen
15	Maipalig-Quiom ES	Ryan C. Ramos	Renato R. Quioco, Jr.
16	MMMES	Lorelyee F. Batucal	Jayson C. Lampitoc
17	Nagbacalan ES	Darwin F. Aspili	Jonel Barruga
18	Naguirangan-Capacuan ES	Jonalyn C. Ulit	Lynniel Marie S. Tapat
19	P. Q. Pimentel ES	Joefrey C. Bataan	Zhorien Jane C. Cacas
20	Parangopong ES	Hazel B. Dela Cruz	Jamieleen Joy O. Sagsagat
21	Payao ES	Cristina G. Paculan	Ara Camille P. Velasco
22	Quiling ES	Joycelyn P. Perdido	Jim Cesar G. Baylon
23	Rayuray ES	Jasen Kyle Ortal	Zoe L. Puyot
24	San Mateo ES	Leianne R. Quioco	Sheila D. Dela Cruz
25	Sumader ES	Judelyn B. Agulay	Genedine T. Dutdut
26	Tabug ES	Eleonor B. Ramos	Rhesa Elijah S. Abella
27	BNHS	Connie Marie Angelie Mae. P. Balignasay	Kristel Joy A. Bacud
28	CBNHS Payao	Randolph Brian A. Cabanatan	Jared I. Manzanans
29	CBNHS Poblacion	Ditas G. Domingo	Jomar E. Caluya
30	CBNHS Rayuray	Thelma S. Rugian	Karen Mae A. Mangallay
31	CMVNHS	Gracialyne L. Austria	Juliet J. Galutira
32	FEMSHS	Repsi P. Duldulao	Myca Janelle D. Corpuz
33	GARSHS	Eldefonso B. Natividad, Jr.	Queenie Rose A. Salaan
34	ALS	Divelyn P. Maddela	Derill M. Ortal

Enclosure 2.

TRAINING MATRIX

May 28, 2026

TIME	TOPIC	RESOURCE PERSON/S
8:00 - 8:30	Registration & Attendance Check	
8:30 - 9:00	Preliminaries <ul style="list-style-type: none">• Pambansang Awit• Opening Prayer• Welcome Remarks & Statement of Purpose	Dr. Marilou B. Sales
9:00 - 9:20	Plenary Session 1 <ul style="list-style-type: none">• Understanding the Three-Term School Calendar (DO 009, s. 2026) & Time Allocations per Key Stage	Dr. Geraldine O. Lao-at
9:20 - 9:50	Plenary Session 2 <ul style="list-style-type: none">• Navigating the Teacher Requirement Calculator (TRC)	Mrs. Gladys B. Lampitoc
9:50 - 10:05	Snacks Break	
10:05 - 12:00	Workshop	
12:00 - 1:00	Lunch Break	
1:00 - 4:00	Presentation of Outputs & Critiquing	
4:00 - 5:00	Submission of Outputs & Closing	